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## **The Welding & Metal Fabrication Program**

**CIP 48.0508**

Instructor: Daniel Millan  
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Have Questions?

Contact: Mrs. Donna Henderson– School Counselor  
Reading Muhlenberg Career & Technology Center  
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# **READING MUHLENBERG CAREER & TECHNOLOGY CENTER**

## **MISSION STATEMENT**

The Reading Muhlenberg Career & Technology Center, in partnership with our diverse community, sponsoring districts, and business and industry, is committed to providing quality career and technical education, resulting in opportunities for students to gain employment, pursue post-secondary education, and develop an appreciation for lifelong learning.

## **VISION STATEMENT**

To empower Reading Muhlenberg Career & Technology Center students with the technical knowledge and skills to confidently pursue a career.

## **BELIEFS**

- We believe in valuing the diversity of each student
- We believe education leads to opportunity
- We believe quality education starts with quality leadership
- We believe a career and technical education is a critical component of workforce development
- We believe technology is vital to learning and will help students connect with a rapidly changing world
- We believe technology must be embraced by teachers as a tool to help prepare students to meet current and future labor market demands
- We believe in providing all students with a positive educational experience
- We believe students should feel proud of what they have accomplished each day
- We believe students will be provided the opportunity to achieve their highest potential
- We believe students will be provided the opportunity to acquire and cultivate leadership skills
- We believe in providing students with a safe school environment
- We believe the success of a student is enhanced by parents and/or other influential adults through their support and involvement
- We believe in encouraging students to maintain a lifelong affiliation with the school
- We believe change is an ongoing process, not an event, and is fundamental for building quality programs of study
- We believe instruction must accommodate individual student learning styles

Congratulations,

Dear Parent/Guardian,

Your child has been accepted into the Welding program at Reading Muhlenberg Career & Technology Center. My name is Daniel Millan and I am the Welding teacher. In my program I try to prepare the students for the workplace. This means working with a wide range of equipment. Not to fear, your child will learn the proper safety procedures for each machine he or she will use. However, there are a few items that your child will be required to purchase. They are listed below:

**Clothing Requirements:**

1. **WORK BOOTS**- Closed leather tops, steel tipped  
NO SNEAKERS, SANDALS, OR STREET SHOES
2. **WORK PANTS**- Full length to go over the top of the boot,  
Cotton, Jeans are good. NO POLYESTER  
NO CUFFS OR BAGGIE PANTS (they catch sparks)
3. **WORK SHIRT**- Long sleeve, cotton or canvas welding jacket  
NO FLANNEL OR POLYESTER (they burn easily)  
*NOTE: A canvas-welding jacket ok*  
*Also Required: Black tee shirt with school logo ( Can be order thru school website)www.rmctc.org*

**\* CLOTHES SHOULD NOT BE TORN OR FRAYED SO AS TO PREVENT BURNS.**

**\* POSITIVELY NO CONTACT LENSES. WE WORK AROUND DIRT, DUST, ULTRAVIOLET RAYS, AND HEAT. A SERIOUS EYE PROBLEM COULD RESULT.**

The items below are also required and can be purchased at GTS Welding supply (1800 N. 11<sup>th</sup> St near Giant food), Harbor Freight (3225 N. 5<sup>th</sup> St.), and Tractor Supply (5370 Allentown Pike, near Wal-Mart).

**Please note that the prices are approximate.**

1. SAFETY GLASSES WITH SIDE SHIELDS .....\$3.50
2. WELDING GLOVES .....\$4.00
3. WELDING HAT.....\$3.50
4. WELDING WIRE BRUSH.....\$1.25
5. WELDER'S SLAG HAMMER .....\$4.00

**Approximate Total=\$16.25**

Your cooperation is greatly appreciated. Last but not least, I have made my shop as safe as possible; however, if a student chooses not to follow the proper procedures, or is not paying attention to what he or she is doing, an injury could happen. Work clothing and tools are required approximately one week after school starts. I would also suggest a black tee shirt.

Please feel free to contact me if you have any questions about the program at **610-921-7300** or by email at [dmillan@rmctc.org](mailto:dmillan@rmctc.org).

Respectfully,

Daniel Millan

Felicidades!

Su hijo(a) ha sido aceptado(a) en el programa de Soldadura en Reading Muhlenberg Career & Technology Center. Mi nombre es Daniel Millan y soy el maestro de Soldadura. En el área de mi programa trato de preparar a los estudiantes para trabajar. Esto quiere decir que el estudiante va a trabajar con mucho equipo. Para no infundir temor, cada estudiante va a aprender el procedimiento correcto de usar cada equipo que vaya a operar. Sin embargo, hay unas cuantas cosas que su hijo(a) van a tener que comprar. Están alistadas abajo:

**Requerimiento de Ropa:**

1. **BOTAS DE TRABAJO – Deben ser botas con protección de hierro.**
2. **PANTALON DE TRABAJO –Deben ser pantalones que cubren la parte de arriba de las botas. Pantalones vaqueros hecho de algodón son aceptable, pantalones de poliéster u holgado no serán aceptable.**
3. **Camisas de trabajo – debe ser de manga larga y hecho de algodón o una chaqueta de lona (es mejor que la camisa).**
  - a. **\*También requerido: Camisa negra con el logotipo de la escuela. (Se podrá ordenar por la página escolar [www.rmctc.org](http://www.rmctc.org))**

**\*ROPA NO DEBE ESTAR ROTA O DEGASTADO PARA PREVENIR QUEMADURAS.**

**\*NO SE PERMITE EL USO DE LENTE DE CONTACTOS MIENTRAS TRABAJEN EN LA CLASE. TRABAJAMOS CON POLVO, TIERRA, RAYOS ULTRAVIOLET Y CALOR. PUEDE SURGIR PROBLEMAS SERIOS CON LOS OJOS.**

Los siguiente también es requerido y puede comprarse an GTS Welding Supply(1800 N. 11th St. Near Giant Food), Harbor Freight (3225 N. 5th St.), and Tractor Supply (5370 Allentown Pike, cerca de Walmart).

- |   |        |
|---|--------|
| 1. LENTES SEGURIDAD CON PROTECTION .....  | \$3.50 |
| 2. GUANTES DE SOLDADURA .....             | \$4.00 |
| 3. GORRA DE SOLDADURA .....               | \$3.50 |
| 4. CEPILLO CON ALAMBRE DE SOLDADURA ..... | \$1.25 |
| 5. MARTILLO DE SOLDADURA .....            | \$4.00 |
| Total Aproximadamente = \$16.25           |        |

En el mes de Septiembre, usted va a recibir una carta para hacer una cita conmigo para discutir que requisitos su hijo(a) tendrá que completar para poder pasar esta clase. Su cooperación será muy agradecida. Yo he hecho el programa la más seguro posible; sin embargo, si el estudiante no quiere seguir instrucciones o no esta prestando atención en lo que ella o el hace, puede surgir un accidente. El requerimiento de ropa y herramientas son requeridas aproximadamente una semana después  
Que empiece la escuela. Yo sugiero también una t-shirt negra.

Si tiene alguna pregunta sobre el programa puede llamar al 610-921-7300 y pedir que los transfieran al la clase de Soldadura.

Respetuosamente,

Daniel Millan  
Instructor de Soldadura



# Welding & Metal Fabrication

- Work in an occupation that is one of the most desired and highest paying trades in American industry.
- Acquire expertise in areas of stick, tig, mig, and oxyacetylene welding and cutting.
- Effectively apply problem-solving and leadership skills in a field that offers a multi-disciplinary approach to welding and manufacturing.
- Learn proper safety procedures in a complex and challenging trade.



### Job Titles – Career Pathway

- 47-2152 Plumbers, Pipefitters, and Steamfitters
- 49-9042 Maintenance and Repair Workers, General
- 51-2041 Structural Metal Fabricators and Fitters
- 51-4121 Welders, Cutters, Solderers, and Brazers
- 51-4199 Metal Workers and Plastic Workers, All Other
- LOCAL Welder Helper

### CTC knowledge transfers to college credits at:

- Clarion University of Pennsylvania
- Community College of Allegheny County
- Delaware County Community College
- Harrisburg Area Community College
- Lincoln Technical Institute
- Northampton Community College
- Pennsylvania College of Technology
- Pennsylvania Highlands Community College
- Thaddeus Stevens College of Technology
- Triangle Technology
- Welder Training and Testing Institute
- Westmoreland County Community College

### Student Certifications

- NOCTI – National Occupational Competency Testing Institute Certification
- \* Welding
- AWS – American Welding Society
- OSHA – Safety Certification



### Accreditations

WTTI – Welder Training & Testing



## **Instructor – Mr. Daniel Millan**

### **Biography**

I discovered at an early age that I wanted a career that stimulated my natural ability to work with my hands and stimulated my mind, yet paid well. The first time I walked into a weld shop I knew I had found my career.

I attended the Welding Program at RMAVTS from 1983-1986, then served six years in the military as a welder and carpenter. After the military, I attended Welder Training and Technical Institute and graduated from their welder fitting program. I worked as a welder fitter and welding instructor for RACC for 20 years before beginning at RMCTC in 2006. Welding has provided for me and my family of three children. I also enjoy music and bike riding in the summer.

### **Education**

1986 graduate of Reading High School  
Welder Training and Technical Institute, Allentown

### **Certifications and Awards**

AWS Certification  
CWI – AWS  
Vocational Education I & II Teaching Certification, Temple University

### **Work Experience**

U.S. Army  
Eastern Machine Prod.  
Reading Sheet Metal  
Timet  
Reading Area Community College

### **Hire Date**

2006

### **Community Service**

SkillsUSA  
American Welding Society



## Program Planning Tool

Program Title: CIP 48.0508 WELDING & METAL FABRICATION

Student Name: \_\_\_\_\_

This document has been designed as a tool to facilitate student placement decisions and provides important information about the program. The chart on the reverse side is designed to assist in the identification of necessary skills, present educational levels, and supports, if any, that are needed to foster program success.

### ***Program Completion Requirements***

#### ***A successful student will...***

- Secondary Academic Course Requirements: The PA Dept. of Education's focus is to ensure every student is college and career ready, therefore all students are recommended to follow a college prep sequence of academic classes. Courses such as applied math or general science are not appropriate for this program. PDE's goal is to have all students perform at the competent or advanced level on the Keystone Exams and Program of Study end-of-program assessment (NOCTI).
- Complete an Occupational Competency Assessment (i.e. NOCTI end-of -program exam) and score at the "competent" or "advanced" level. This end-of -program exam will cover the full scope of the program of study curriculum and includes (1) a multiple choice test and (2) a performance test consisting of occupational related tasks scored and evaluated by industry judges.
- Earn a minimum of one industry recognized certification. Students will be encouraged and expected to earn all recognized industry certifications that make up the scope of the curriculum. Accommodations are not permitted for industry certifications. These include: OSHA, AWS L1 and AWS L2. The program conforms to the standards of the American Welding Society and students are expected to become certified welders.
- Complete the approved program curriculum and earn a minimum of one RMCTC Job Title aligned with the student's career objective. Job titles are identified on the program task list, aligned with local workforce needs and high priority employment occupations, and annually reviewed and approved by the program's occupational advisory committee.
- Successful completion of Keystone Exams as determined by sending school district.
- Maintain a 95% attendance rate or better.
- Transition on to a post-secondary institution, military or related fulltime employment aligned to their CTC program of study.

### ***Instructional Process/Specifications***

#### ***A successful student will...***

- Perform a wide variety of tasks in a laboratory environment with equipment consistent with industry standards. Up to 25 students are assigned to work "independently" and in "small teams". Students progress through using learning guides in a self-directed manner. Working in the laboratory, students will be required to use hand and power tools including grinders, drill presses, blow torches and other welding equipment, shears, band saws, chop saws, belt sanders, and pipe cutters.
- Students are required to perform oxyacetylene cutting & welding, shielded metal arc welding, gas metal arc welding, gas tungsten arc welding. Students are required to properly handle chemicals and gases associated with each welding technique. Use equipment that requires self-discipline and strict adherence to rules to ensure safety of self and others. Lab simulates a real working environment therefore students will be exposed to the noise levels, dust, debris, and fumes associated with the welding profession.
- Participate in classroom theory and laboratory applications for generally 2 ½ hours each day; students will spend 40% of their time in classroom theory and 60% of their time doing laboratory applications and live work.
- Complete written and performance tests. Students will be evaluated weekly on occupational skill performance using rubrics. In addition, students will be evaluated daily on work ethics. Progress is measured by test performance, task completion and work ethic.
- Participate in Career & Technical Student Organizations including SkillsUSA and/or National Technical Honor Society.
- Participate in a paid or unpaid work based learning related to the Program of Study (cooperative education, clinical internship, and/or job shadowing).
- Read and study textbooks and technical manuals. Most textbooks are written at a 10th to 11th grade reading level and most technical manuals are written at a higher level.
- Complete homework on time. Homework typically involves chapter or workbook assignments, on line research assignments and writing assignments.
- Purchase appropriate work and safety attire, tools, and equipment. Following is an estimated breakdown of costs: UNIFORM: Welding Gloves \$5, Safety Glasses \$3

## Program Planning Tool

CTE Requirements	Present Educational Ability/Level	Support Needs
<p><b>Program Completion</b> – Strong self-determination skills and understanding of personal strengths and weaknesses. Ability to meet industry established standards of performance, complete the program of study without curriculum modifications, and earn industry certifications without testing accommodations.</p>		
<p><b>Reading Level</b>- Text and manuals written on a 10-11<sup>th</sup> grade reading level. Proficient on end-of-course exam (Keystone). Ability to analyze engineering drawings, blueprints, specifications, sketches, work orders, and material safety data sheets to plan layout, assembly, and welding operations. NOCTI assessment and industry certification exams require a proficiency in English language skills.</p>		
<p><b>Math Level</b> - At grade level and proficient on end-of-course exam (Keystone). Knowledge of arithmetic, algebra, geometry and their applications. Ability to do precise measuring and dimensioning according to blueprints and drawings. Ability to use math to solve problems.</p>		
<p><b>Aptitude</b> – Mechanical aptitude, visualization, deductive reasoning, inductive reasoning, oral comprehension, oral expression, critical thinking, complex problem solving and trouble shooting skills, selective attention.</p>		
<p><b>Safety &amp; Physical</b> – Hand-eye coordination. Arm-hand steadiness, near vision, controls precision, manual dexterity, multi-limb coordination, static strength, trunk strength. Frequent standing, bending and lifting required. Self-discipline and focus are needed for safety using welding equipment, hand tools, power tools and other equipment found in the industry. Able to lift 50lbs, ability to work independently, read and follow directions, good eye/hand coordination, stamina to stand for long periods of time.</p>		
<p><b>Interpersonal/ Social</b> – Ability to work independently and in a team. Good overall communication skills and the ability to relate well to customers and coworkers. Self-discipline a must due to safety issues.</p>		
<p><b>Other Occupational/Program Considerations</b> - Exposed to the noise levels, dust, debris, and fumes associated with the welding profession. Stamina for long periods of standing. Tolerance to working in hot environments.</p>		





# 48.0508 Welding Technology/Welder

## **OCCUPATIONAL ORIENTATION AND SAFETY**

- Complete time or job sheet reports or records.
- Perform housekeeping duties daily.
- Follow verbal instructions to complete work assignments and rules.
- Follow written instructions to complete work assignments and rules.
- Inspect and use Personal Protection Equipment (PPE) daily.
- Maintain proper organization and operation of work area
- Demonstrate proper use of ventilation equipment.
- Discuss proper Hot Work operation.
- Demonstrate knowledge of proper work actions for working in confined spaces.
- Identify Safety Data Sheets (SDS) and precautionary labeling.
- Inspect welding and thermal cutting equipment for safe operation.
- Display familiarity with industrial and OSHA safety standards.
- Identify oxyfuel safety procedures.
- Identify arc welding/cutting safety procedures.
- Follow emergency action plan (all inclusive).

## **PRINCIPLES OF WELDING**

- Identify major types of metals (ferrous and nonferrous) used in welding.
- Describe the basic principles of heat expansion and contraction as it relates to metals.
- Select appropriate welding technique equipment and supplies for a given metal or process.
- Describe the industry accepted welding codes standards and procedures and their use.
- Identify various joint designs (joint geometry).
- Clean and prepare materials for welding and/or cutting.
- Demonstrate proper use of hand tools.
- Demonstrate proper use of standard measuring and layout tools.
- Demonstrate proper use of power equipment.

## **WELDING DRAWING AND WELD SYMBOL INTERPRETATION**

- Interpret basic elements of a drawing or sketch.
- Interpret welding symbol information.
- Fabricate parts from a drawing or sketch (class project).
- Identify structural materials used in the metal fabrication field.
- Perform basic metric conversion.

## **VISUAL EXAMINATION INSPECTION AND TESTING**

- Evaluate cut surfaces and edges of prepared base metal parts for testing.
- Identify and evaluate weld discontinuities as per accept/reject criteria.
- Perform visual inspection destructive and non destructive testing.

## **SHIELDED METAL ARC WELDING (SMAW)**

- Perform safety inspections of SMAW equipment and accessories.
- Make minor external repairs to SMAW equipment and accessories.
- Set up and operate SMAW equipment.
- Make fillet welds in all positions.
- Make groove welds in all positions.
- Pass performance test in all positions.
- Perform qualification test.

## **GAS METAL ARC WELDING (GMAW)**

- Perform safety inspections of GMAW equipment and accessories.
- Make minor external repairs to GMAW equipment and accessories.
- Set up and operate GMAW equipment.
- Make fillet welds in all positions.
- Make groove welds in all positions.
- Pass performance test.

## **FLUX CORED ARC WELDING (FCAW)**

- Perform safety inspections of Flux Cored Arc equipment and accessories.
- Make minor external repairs to Flux Cored Arc equipment and accessories.
- Set up and operate FCAW equipment.
- Make fillet welds in all positions.
- Pass performance test.
- Demonstrate a groove weld in all positions.

## **GAS TUNGSTEN ARC WELDING (GTAW)**

- Perform safety inspections of GTAW equipment and accessories.

Make minor external repairs to GTAW equipment and accessories.

Set up and operate GTAW equipment.

Make fillet welds in all positions on ferrous materials.

Pass performance test on ferrous materials.

Set up and operate GTAW on nonferrous materials.

Make fillet welds on nonferrous materials.

Pass performance test on nonferrous materials.

### **MANUAL OXYFUEL GAS CUTTING (OFC)**

Perform safety inspections of OFC equipment and accessories.

Make minor external repairs to OFC equipment and accessories.

Set up for manual OFC operations on steel.

Operate manual OFC equipment.

Perform straight cutting operations on steel.

Perform shape cutting operations on steel.

Perform bevel cutting operations on steel.

Perform piercing operations on steel.

### **MECHANIZED OXYFUEL GAS CUTTING (OFC)**

Perform safety inspections of mechanized OFC equipment and accessories.

Make minor external repairs to mechanized OFC equipment and accessories.

Set up and operate OFC equipment on steel.

Perform straight cutting operations on steel.

Perform bevel cutting operations on steel.

### **MANUAL PLASMA ARC CUTTING (PAC)**

Perform safety inspections of PAC equipment and accessories.

Make minor external repairs to PAC equipment and accessories.

Set up and operate manual PAC operations on ferrous and nonferrous materials.

Perform shape cutting operations on ferrous and nonferrous materials.

Perform gouging and scarfing operations to remove base and weld metal on steel.

### **MANUAL AIR CARBON ARC CUTTING (CAC-A)**

Perform safety inspections of CAC-A equipment and accessories.

Make minor external repairs to CAC-A equipment and accessories.

Set up and operate manual CAC-A gouging and cutting operations on steel.

Perform gouging and scarfing operations to remove base and weld metal on steel.

### **VALUE ADDED**

80.1 - Establish Career Goals.

80.2 - Complete Job Application.

80.3 - Compose Resume.

80.4 - Prepare for Job Interview.

80.5 - Compose Employment Letters.

80.6 - Participate in Online Job Search.

80.7 - Prepare Career Portfolio.

Set up and operate silver oxyfuel brazing and silver soldering equipment.

Perform brazing and silver soldering operations.

# STUDENTS OCCUPATIONALLY & ACADEMICALLY READY



- *Earn college credits which will save you money on tuition*
  - *Shorten college attendance*
  - *Get on the right career path*
  - *Enter the job market prepared*
  - *Get a consistent education*
- *See your CTC School Counselor for More Information*

## **TO QUALIFY CTC STUDENTS MUST:**

1. Earn a high school diploma, achieve a minimum 2.5 GPA on a 4.0 scale in your CTC program and complete the PDE approved Program of Study.
2. Earn the industry certifications offered by your program (if applicable).
3. Achieve Competent or Advanced on the NOCTI End of Program Assessment.
4. Achieve proficiency on ALL of the Program of Study Competency Task List.
5. Provide documentation to Postsecondary Institution that you have met all of the requirements!

Find out more about the colleges offering course credits you can earn while attending RMCTC. Go to [collegetransfer.net](http://collegetransfer.net), search: PA Bureau of CTE SOAR Programs, and find your program by CIP Code.



*\*To receive college credits, qualifying students have three years from their date of graduation to apply and matriculate into the related career and technical program at a partnering institution.*

# WELDING SAFETY AND FIRST AID

## STUDENT SAFETY PLEDGE FOR WELDING

\_\_\_\_\_, who is enrolled in welding studies at Reading Muhlenberg Career and Technology Center, will, as a part of the training program, operate machines and equipment. This activity requires the written permission of a parent or guardian.

It is understood that each student will be given proper instruction in the safe use of machines and equipment before being allowed to operate the machines or equipment alone. Further, the student will be instructed in rules and regulations and safety requirements for classroom and shop activities. The student must assume responsibility for conducting himself/herself in a safe manner, and it is requested that the student sign the following student safety pledge.

**1. I PROMISE TO ABIDE BY ALL SHOP SAFETY RULES AS FOLLOWS:**

- a. To use hand tools and power tools only after proper instruction and only with the instructor's permission
- b. To use all tools and equipment only for their intended purposes, and to wear safety glasses at all times in the shop area
- c. To exhibit a concern for tools and equipment by returning them to proper storage areas after use
- d. To contribute to good housekeeping requirements and to keep the shop area clean and safe
- e. To abide by all fire regulations and to respect no smoking signs or areas
- f. To avoid horseplay at all times
- g. To follow all rules and regulations of the school

**2. I WILL REPORT ALL ACCIDENTS TO THE INSTRUCTOR IMMEDIATELY**

Date \_\_\_\_\_ STUDENT'S SIGNATURE \_\_\_\_\_

As parent or guardian of \_\_\_\_\_, I hereby give consent for my son/daughter to operate all machines and equipment necessary for carrying out the requirements of the welding course in which he/she is enrolled (Not required for Adult Education students.)

DATE \_\_\_\_\_

PARENT OR GUARDIAN SIGNATURE \_\_\_\_\_

(NOTE: Parents are cordially invited to visit the school and inspect the welding program at any convenient time.)

## GRADE REPORTING

**Purpose:** The intent of this grading procedure is to provide a student grade that accurately reflects student achievement. Progress is measured in the areas of work ethics, knowledge and the practical skills aligned to the program area learning guides. Student performance for learning guide activities and assignments are reflected in the knowledge grade. Students will be evaluated according to established program standards on an individual basis. The ClassMate grading software automatically calculates student grades using the following formula:

Work Ethic	40%
Knowledge	<u>60%</u>
	100%

Teachers must be able to justify grade percentages in the event of inquires or concerns.

### Interpreting a Grade:

**Work Ethics Grade (40%):** Each school day, every student receives a Work Ethics or daily grade. Criteria that comprise these grades are safety, student behavior, preparation/participation, productivity or time on task, professional appearance and extra effort. The Work Ethics grade range is based on a 0 to 10 model that students may earn each day depending on how many criteria they satisfactorily meet.

**NOTE: Impact of Absenteeism, Tardiness/Early Dismissals –** The direct effect of absenteeism on a students' grade will be through the Work Ethic component of the grading formula. If a student is Tardy or has an Early Dismissal the Work Ethic grade will automatically be defaulted to a five (5) from a possible ten (10) points. The instructor may change this value as they see fit.

**Knowledge Grade (60%):** Throughout the marking period, a student's cognitive knowledge about various career-specific topics will be evaluated and recorded by the instructor. Examples of knowledge activities include: lab/shop assignments, homework, quizzes, tests, and research activities. The Knowledge grade range is based on actual points earned divided by the total accumulative points.

**Skill (Learning Guide):** A task list guides every RMCTC program. Tasks are evaluated on a 0-5 scale with a 4 or 5 considered proficient. Learning guides are normally aligned to lab assignments or shop projects where a student will physically perform a task. The student and teacher will discuss, at the beginning of each quarter, student expectations and the required tasks that must be completed or "contracted" by the end of the marking period. This allows a student to work productively with the expectation to make constant progress during the marking period. All assignments, activities and rubrics associated with learning guides are documented in the "knowledge" grading component. It is important to note that poor productivity will have a negative impact on a student's grade.

**NOTE:** For the purpose of students earning a job title associated with their program area, teachers track students' skill/task work. Teachers identify specific criteria to evaluate each task performed, ranging from a 0 to 5 (not completed to mastery). Students must earn a 4 or 5, in order to credit the task towards earning the specific job title. Students have the opportunity to revisit a task multiple times until successfully receiving credit. The job titles a student earns will be listed on the student's RMCTC certificate that is awarded at Senior Recognition Night.

### CTC Letter Conversion Table

<u>Grade</u>	<u>Letter</u>
100 – 97	A+
96 – 93	A
92 – 90	A-
89 – 87	B+
86 – 83	B
82 – 80	B-
79 – 77	C+
76 – 73	C
72 – 70	C-
69 – 65	D
64 – under	F

## **GRADE REPORTING (continued)**

Final Grade average is based on the student's four (4) numerical marking period grades. The final average will directly align to the letter conversion table listed above.

If a student has three (3) marking period grades of "F" the teacher shall give appropriate consideration to that student not passing for the year. If a student is on an **upward trend** at the end of the school year, this **may** justify having the student pass for the year. If the opposite is true, and the student is on a **downward trend**, the student **should** receive a failing grade.

The individual teacher must evaluate each student's achievement in terms of the expected goals for their program area.

Failure to complete assignments, frequent lateness or absence, and demonstrated indifference to school are major contributors to student failure. **Blatant refusal** to attempt or to complete a significant number of course requirements may, by itself, justify a final course grade of "F".

The following divisions are given as a guide to recording and interpreting the grading system. It remains for each teacher to objectively and fairly rate each student, not based upon personality, but performance.

**Determination of Grades:** Teachers will give thorough consideration using all grading components in determining students' grades to both class work and test results.

### **A = Excellent**

1. This grade represents **superior work** and is distinctly an honor grade.
2. The excellent student **has reached all course objectives** with high quality achievement.
3. The excellent student displays unusual effort and works willingly and effectively in reaching required objectives.

### **B = Good**

1. This grade represents **above average** quality achievements.
2. The good student **has reached a large majority of course objectives**.
3. The good student is industrious and willing to follow directions.

### **C = Average**

1. This grade represents **satisfactory** achievement.
2. The average student **has reached a majority of course objectives**.
3. The average student is cooperative and follows directions, yet extra effort and improvement are needed for more complete mastering of the material.

### **D = Passing**

1. This grade represents a **minimally satisfactory** achievement.
2. The student is performing below-average work and **has not reached a majority of course objectives**.
3. This achievement level indicates there is a great need for improvement, daily preparation and improved dedication and attendance.

### **F = Failure**

1. This grade represents **unsatisfactory** achievement.
2. The failing student has **not reached necessary course objectives**.
3. The failing student has not attempted to complete assignments, is constantly late or absent, and generally has failed to accomplish the fundamental minimum essentials necessary in the program area.
4. It may be noted that generally a student does not fail because of a lack of ability; failure may be caused by laziness, non-dedication, or a general disregard to directions of the teacher and the unwillingness to use whatever ability he/she possesses.

**Incomplete Grades:** Incomplete grades must be updated no later than ten (10) days from the close of the marking period. As soon as the work is completed and the grade is available, it must be reported to the appropriate person.

**Failures:** Students who receive a failing final grade in a program area are permitted to repeat that program, but are urged not to do so for obvious reasons. If this situation presents itself, students and

## **GRADE REPORTING (continued)**

parents are advised to consider an alternative program which is probably more suited to the student's true interests and aptitudes and not merely satisfying a short-term or unrealistic desire.

**Attendance and its Impact upon Grades:** The importance of regular school attendance and its positive impact upon a student's performance grade cannot be overstated. If a student is absent, he or she does not have the opportunity to keep pace with their classmates and must work independently to acquire the information missed during any absence. Regardless of how well a student performs when he/she is present, habitual absenteeism usually results in a failing performance grade. This situation is not unlike the conditions of the business or industry for which the student is being trained.

**Make up Work for Absences:** Students have the opportunity to make-up school work due to an illness/being absent from school. **PROVIDED** their absence is excused. Students must submit make-up work within the following timelines:

1. One (1) to three (3) days excused absences – five (5) school days to complete assigned work.
2. (4) or more days excused absence – ten (10) school days to complete assigned work.

All work missed through unexcused absences will be graded as a zero

**Report Cards (see Progress Reports):** Students will receive a report card from the sending school district which will reflect the student's grade from their Career & Technology classes. In addition, grades are available on the parent portal.

**Student Recognition Night:** Reading Muhlenberg Career & Technology Center hosts an annual Student Recognition Night, which honors our senior students. During this event, senior students in attendance are recognized and may also receive awards that they have earned relevant to their accomplishments while attending Reading Muhlenberg CTC.



## **CAREER & TECHNICAL STUDENT ORGANIZATIONS (CTSO)**

All students enrolled in Reading Muhlenberg Career & Technology Center have the opportunity to participate in at least one Career & Technical Student Organization (CTSO) while enrolled at the CTC. Students who become members in these co-curricular organizations have the opportunity to participate in team building, leadership, community service and social events.

Students also have the opportunity to attend skill competitions where the skills they have learned are "put to the test" against other competitors. These competitions include testing of knowledge and hands-on skills in a variety of trade and leadership events. Students who are fortunate enough to win their events at a district or state competition are able to compete at the national level and travel to locations such as Louisville, KY, Kansas City, MO, San Diego, CA, Orlando, FL, and Cleveland, OH.

### **SkillsUSA**



<http://skillsusa.org>

SkillsUSA is a national organization of students, teachers and industry representatives who are working together to prepare students for careers in technical, skilled and service occupations. SkillsUSA provides quality education experiences for students in leadership, teamwork, citizenship and character development. It builds and reinforces self-confidence, work attitudes and communications skills. It emphasizes total quality at work, high ethical standards, superior work skills, life-long education, and pride in the dignity of work. SkillsUSA also promotes understanding of the free-enterprise system and involvement in community service.

### **Home Builders of America (HBA)**



<http://www.pabuilders.org/>

The purpose of the HBA Student Chapter Program is to give students first hand exposure to the "real world" of the building industry and an invaluable complement to their academic studies.

### **National Technical Honor Society (NTHS)**



[www.nths.org](http://www.nths.org)

NTHS is the acknowledged leader in the recognition of outstanding student achievement in career and technical education. Over 2000 schools and colleges throughout the U.S. and its territories are affiliated with the NTHS. Member schools agree that NTHS encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today's highly competitive workplace.

NTHS members receive: the NTHS membership certificate, pin, card, window decal, white tassel, official NTHS diploma seal, and three personal letters of recommendation for employment, college admission, or scholarships. Students will have access to our online career center including these valuable services: MonsterTRAK, Wells Fargo, Career Safe, and Career Key.

# READING-MUHLENBERG CAREER & TECHNOLOGY CENTER

## WORK BASED LEARNING Cooperative Education & Internships RULES / GUIDELINES

1. All Work Based Learning (WBL) students must have school WBL forms completed and sign up for the school Remind App before starting the job/internship. Any student who is less than 18 years of age must also have a transferable work permit.
2. **ABSENT FROM SCHOOL????? – NO WORK!!!!!!!**
  - If you are absent from school in the morning, you may **NOT** go to work in the afternoon. **YOUR JOB IS PART OF YOUR SCHOOL DAY.** If you are at a **medical, social service, or court appointment** in the AM, you **may** go to work that day. However, you must bring a note **from the agency where you were**, to your attendance secretary, the next school day.
  - If you are ill, **YOU** must call your employer to inform him/her that you will not be reporting for work.
  - **IMPORTANT:** If your name is going to appear, for any reason, on your sending school absentee list, you must also **report off to Mrs. Albarran @ 610-921-7301. Failure to report off may result in removal from WBL.**
  - If **school is closed** for a holiday, in-service day, or a snow day, you **DO** go to work on those days, if you are scheduled. If you are not scheduled, you can work additional hours if your employer allows you to work. Labor Laws need to be followed.
  - If you are suspended **out of school**, you may not work at your WBL job. This includes jobs that are scheduled with after school hours.
  - **REPETITIVE ABSENCES** at school or work will result in your removal from Work Based Learning.
3. All WBL students are required to **report to the CTC every Monday.** Any additional classroom time is at the discretion of your program area teacher. You are responsible for communicating this to your employer. On the **first Monday of each month or the first day, you are at RMTC for the month**, you must report to the **Work Based Learning Office**, where you will sign in with Mrs. Hughes. Co-op students will record hours and earnings, and then return to your program area for the remainder of the school day. **Do not forget to bring your check stubs to record your hours and earnings!** Internship students will record hours. **If you miss two monthly meetings, you will be removed from WBL.**
  - Any violations of these rules will result in the following **discipline action:**
    - 1<sup>st</sup> violation – VERBAL WARNING**
    - 2<sup>nd</sup> violation – REMOVAL FROM WORK BASED LEARNING**
4. When at work, you are guided by and are responsible to your employer. Be sure to follow all of the Employers' rules and regulations because you will be terminated for the same reasons as any other employee. Upon your first week of work, obtain a contact number in case you need to call your supervisor.
5. If your work experience is terminated for any reason, you must return to school the next day, and inform your CTC teacher and the Work Based Learning Coordinator.
6. If you wish to terminate your employment, you must discuss this with your teacher and the Work Based Learning Coordinator, and leave the job properly by giving the employer a two-week notice and a letter of resignation.
7. If you have any questions concerning the rules and guidelines of Work Based Learning, please contact the WBL coordinator at 610-921-7337.

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STUDENT SIGNATURE

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PARENT/GUARDIAN SIGNATURE