

MSC 124 – INDUSTRIAL SKILLS

Instructor

Kelly Franklin

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Email

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Office Location

W-030 / S-210

Office Hours

Mon: 1100-1200

Tues: 1300-1600

Thurs: 1400-1500

Course Website

www.cfcc.edu/blogs/kfranklin

Course Syllabus**COURSE DESCRIPTION**

This course offers a practical approach to the mechanical and technical skills needed by technicians in a variety of marine related jobs. Topics include industrial safety, measurement systems, hand and power tools, fasteners, corrosion protection, project design, and construction and cost estimation. Upon completion, students should be able to safely use hand and/or power tools and understand a variety of measurement and pricing systems.

Course Hours per Week: Class 1, Lab 4

Semester Hours Credit: 3

COURSE REQUIREMENTS

Prerequisite/Co-requisite: None

Text: None

Supplies & Equipment:

- Pencil
- Architect's Scale (NOT Engineer)
- Calculator (not the one on your phone)
- Appropriate PPE (Personal Protective Equipment)
 - **Full coverage** shoes required every day (no heels, flip flops, crocs, flats, etc.)
 - Other required PPE will be supplied when necessary

****All safety Rules will be posted and must be observed while in class. Students who ignore or violate the safety requirements will be subject to discipline, which may include dismissal from the course. Rejections from class will result in an absence for the time missed.***

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**“He that is good
for making
excuses is seldom
good for
anything else”**

Benjamin Franklin

Course Objectives, Goals, & Student Outcomes

- ✓ To understand the principles of industrial safety and to demonstrate the ability to apply safe work habits and critical thinking skills
- ✓ To demonstrate proficiency in the use of basic measuring devices and measurement systems
- ✓ To demonstrate proficiency in the proper use and care of various hand and power tools
- ✓ To be familiar with various construction materials (wood, metals, pipe, and tubing) and their stock sizes , as well as fastening devices and general hardware used in the marine environment
- ✓ To be familiar with the skills necessary for completing a working drawing and planning a complete construction project
- ✓ To be familiar with the needs and benefits of corrosion protection and the application of final finishes
- ✓ To understand the fundamentals of rigging and lifting
- ✓ To become acquainted with various learning styles and the skills necessary for working within a team

Grading:

Attendance: 20%

Quizzes: 15%

Labs: 10%

Tests: 30%

Project: 25%

Grading Scale:

A: 92 – 100

B: 84 -91

C: 76 – 83

D: 68 – 75

F: 67 and below

Student Responsibility

An overall minimum grade of 68% is needed to obtain credit for this course. Completion of all assignments is expected. Make-up of assignments missed for emergency reasons may be allowed upon request of the student and the discretion of the instructor.

Attendance:

As per the Marine Technology department attendance policy, missing more than 20% of class meetings will result in a grade of “F” for the course. In this course, missing more than 16 hours will result in an “F”.

Each hour absent will reduce your attendance grade by **3 points** (this includes leaving early). **Each Tardy** will reduce your attendance grade by **1.5 points**. **Two tardies equal one absence**. You are considered tardy after role has been called.

It is NOT the responsibility of the instructor to inform students of their number of absences. You must keep track of your own attendance.

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*Teachers and employers recognize the importance of a good and strong work ethic. This ethic refers to the standards that determine your conduct, such as punctuality, honesty, motivation, reliability, cooperation, thoroughness, and creativity pertaining to the values, abilities, and behaviors that you bring to the job. Studies show that an employee's lack of ability to do a job accounts for only 15% of firings and dismissals. Of the 85% left over, employers often give the following reasons for "letting employees go": Frequent absences, dishonesty, habitual lateness, lack of reliability, and the inability to get along with other workers.

Academic Honesty:

Any behavior indicating dishonesty, unethical intent or action as specified by CFCC will result in an "F" for the course. Plagiarism is using as your own the words or ideas of another, whether written or oral. When you use material from a source, you must quote or paraphrase accurately and properly cite the information. Failure to do so is considered plagiarism. Examples of plagiarism include word-for-word copying without correctly indicating that you are quoting, inaccurate quoting and paraphrasing, and incomplete or missing documentation. Purchasing a paper or copying someone else's work and submitting it as your own are also plagiarism. Any misrepresentation of the source in your writing or speaking would constitute a form of plagiarism. Whether intentional or unintentional, plagiarism is not acceptable and will result in the student being assigned a grade of zero for the assignment and/or the course, at the Instructor's discretion. Please read the CFCC student catalog for more information on cheating and plagiarism.

Academic Integrity:

Cheating is any practice which gives one student a dishonorable advantage over another student engaged in the same or similar course of study. It shall include, but is not limited to, securing or giving assistance during examinations or on required work. If you are caught cheating in this class, you will be given the following choices and repercussions:

1. Decide to Accept Full Responsibility:

The guilty individual(s) stand up and admit their indiscretions immediately and explain to their classmates the thought process involved in their decision not to do their own work. An apology to your classmates will be in order.

- All individuals involved in the cheating will be given a grade of 0 on this assignment.
- The Department Chair will be notified of the incident.
- If suspected of cheating in the future, individuals involved will *not* be given the benefit of the doubt. If actually caught cheating again, in any Marine Technology class, the student will be expelled from the program.
- If the Instructor is asked on a reference about this person, the prospective Employer will be notified of the incident.
- The Instructor will take no further action at this time. The student(s) will be fully afforded the opportunity to redeem themselves before graduation.

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2. **Decide to NOT Accept Full Responsibility:**

If the student(s) does not immediately admit their guilt, they will not be given another opportunity. The Instructor and Department Chair will proceed with the CFCC procedures for reporting cheating in the classroom.

- The instructor will inform the student(s) that they will receive a grade of “F” for the course. The student will not be given the option of withdrawing from the class with a “W”
- The instructor will submit a written report of the incident to the Department Chair and the Vice President of Student Development.
- The student(s) involved may present a written request of appeal to the Vice President of Student Development.

Conduct & Interaction:

You are not permitted to eat or drink inside the classroom.

Tobacco products are prohibited on all CFCC property.

The use of cell phones in this class is strictly prohibited. Typing and receiving text messages and/or calls is not only distracting to fellow students and the instructor, but also considered a safety hazard. **Failure to comply will reduce a quiz grade by 5 points. Each additional incident will result in the doubling of the previous penalty.** If you are expecting an important call, let the instructor know beforehand.

Individual private conversations during class should be avoided as they are disruptive and a distraction to others who are listening to and participating in the information being presented. You will receive ONE warning for such behavior, and all subsequent occurrences will result in dismissal from the lecture or lab.

You will be directed to work with other students for group assignments in this class. It will behoove you (and your grade) to work together as a cohesive team, with each member of the team contributing to the completion of tasks.

MyCFCC:

Every student has an official CFCC-provided email account which is to be used for all email correspondence with your instructors and with the CFCC staff. Some information from CFCC will be emailed to this address ONLY and not sent through postal mail, so it is very important that you check this account periodically. To access this account, please visit the CFCC website www.cfcc.edu and click on the myCFCC link; then follow the instructions to log in. Your email address is yourlogin@mail.cfcc.edu. This email account is for your use while you are attending classes and will not be terminated after graduation or withdrawal from the college. Your account may be used for personal as well as academic email and is subject to the CFCC Acceptable Use Policy.

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Online Resources:

*You have computer access to the Marine Technology computer lab located in S-208! You are expected to check your email frequently and the course website for updates prior to every class meeting!

Course Website: <http://cfcc.edu/blogs/kfranklin>

CFCC Policies and Procedures:

Please see current CFCC Course Catalog and Student Handbook for further information

Withdrawal Policy:

It is the student's responsibility to initiate the procedure of dropping or withdrawing from a course. Do not expect the Instructor to do this for you in time for you to have the best grade on your transcript; you may end up with an "XF" in the class instead of no grade or a "W." Students may withdraw by filling out a withdrawal form available in the Registrar's Office or on the CFCC webpage, in accordance with the rules and dates written in the Student Calendar. Withdrawal after 60% of class hours requires documentation of extenuating circumstances and written permission from the Instructor and Department Chair. Withdrawals are not allowed during the last week of the semester.

Visit <http://cfcc.edu/registration/> to see official withdrawal procedures and/or to access online withdrawal forms.

Accommodation of Special Needs Based on Disability:

Any student who requests classroom accommodations because of a disability must present documentation to verify his/her disability. This documentation must be furnished to the Disabilities Service Coordinator, and this should be provided prior to requesting accommodation by the Instructor. On a confidential basis, the student, disabilities services and the Instructor will determine the appropriate accommodations following documentation. Accommodations will be provided in a manner that is consistent with the objectives, outcomes, and academic standards of the course. Absences must not exceed class attendance policy. **Accommodations cannot be made by the Instructor without documentation.**

Children on Campus Policy:

Children who are not registered for a class may not be present in the classroom, lab or studio during classroom instruction. Children cannot be left unattended on campus including the Learning Resources Center, the cafeteria, lounge areas, registration sites, administrative offices or parking lots. College personnel will expect responsible adults to remove unattended or disruptive children immediately. Failure to comply with this policy will lead to disciplinary action as outlined in the College Catalog, Student Handbook, and Faculty and Staff Handbook. Visitors violating this policy will be notified of the violation and continued violation will result in the individual being asked to leave campus.

******The instructor reserves the right, acting within the policies and procedures of Cape Fear Community College, to make changes, adjustments, additions, and deletions in course content, first-day handout, or instructional technique, without notice or obligations.***

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Classes meet in W-030 unless otherwise specified

D01: Mon. 1400-1600

D02: Wed. 1300-1500

D03: Tues. 0900-1100

Wed. 0900-1200

Fri. 0900-1200

Thurs. 0900-1200

***5 Make Up Hours** will be scheduled to replace the class time missed while on your training cruise

Outline of Instruction

Week	Topics to be covered
1	Syllabus & Safety (personal & team)
2	ACHIEVE, mooring, cleating, & Heaving
3	JSA, Fire Plan, & Rigging and Lifting
4	Test 1
5	Measuring Tools (standard & metric)
6	Conversions and Estimations
7	Joining Tools
8	Cutting Tools
9	Test 2
10	Materials
11	Drawings & Plans
12	Fasteners & Hardware
13	Finishes
14	Group Project
15	Group Project
16	Test 3

***Please check the website daily and before class for any changes to the schedule**