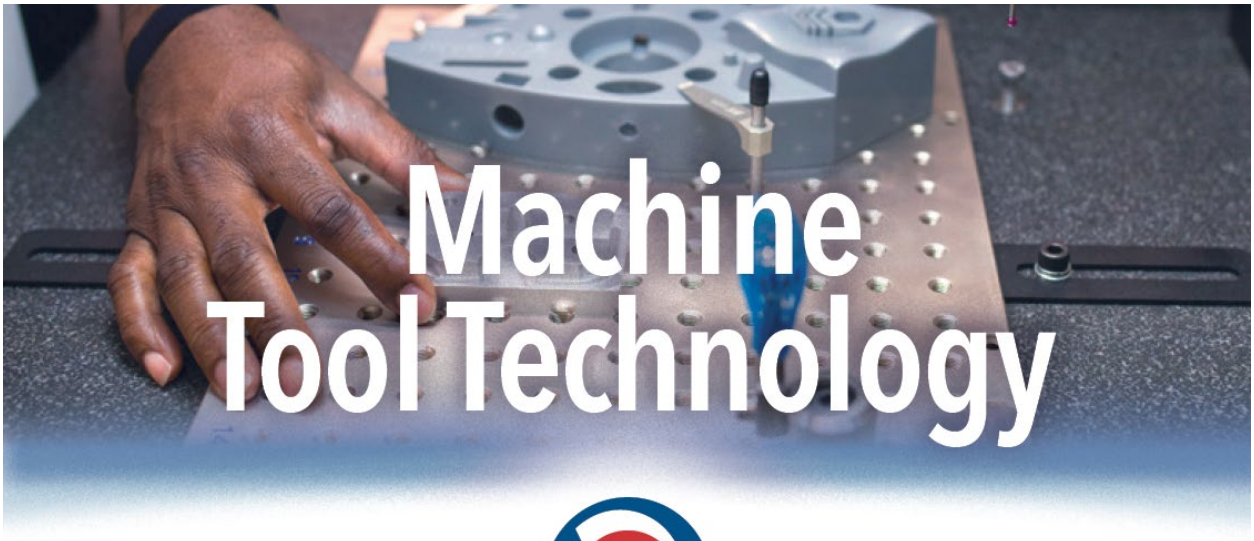


TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY
MURFREESBORO/SMYRNA

2023-24 PROGRAM HANDBOOK

Machine Tool Technology
TCAT Murfreesboro, Smyrna Campus
663 Ken Pilkerton Drive, Smyrna, TN 37167

Instructors
Chris Blackburn
Mike Schoen

2023-24 PROGRAM HANDBOOK
TABLE OF CONTENTS

INTRODUCTION

Mission

The mission of the Tennessee College of Applied Technology Murfreesboro is to be the leading training provider for workforce development by delivering the best in technical education to our region.

Accreditation

Tennessee College of Applied Technology is accredited by the Commission of the Council on Occupational Education (COE). The COE, originally founded in 1971 as a regional accrediting agency of the Southern Association of Colleges and Schools, is the successor to the Commission on Occupational Education Institutions (COEI). In 1995, the Council became a national accrediting agency. In 2006, the Council celebrated its 35th year of assuring quality and integrity in career and technical education. The Council's accreditation process is conducted on behalf of more than 181,000 students across the nation who pursue careers in a variety of technical fields.

Program Accreditation

The Machine Tool Technology program is accredited by the National Institute for Metalworking Skills (NIMS).

Welcome

I would like to welcome you to the Machine Tool Technology program at the Tennessee College of Applied Technology – Murfreesboro. Throughout the course of your program, you will be exposed to the tools, skills, and theory lessons needed to earn and maintain an entry-level position in the field. There are many opportunities and pathways for this program, and you will be learning about them throughout your time here.

It is important that you stay on task and push your limits to learn and grow. This program is designed to act as a mock job setting. You should arrive on time and leave when class is dismissed, interact with fellow students respectfully, operate a safe and clean workspace, and develop professional traits that will be used for the rest of your career. If you treat this class like it is your job, the transition into employment will be smoother and easier for you and your employer.

I am here to assist you with questions, concerns, and anything else that may arise. All of us at TCAT – Murfreesboro are dedicated to your success, so please don’t hesitate to reach out. I sincerely hope this course will be of help to you in your career journey.

Best,
Chris Blackburn, Mike Schoen

Acknowledgement Page

(Please return the completed form to your instructor.)

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY
MURFREESBORO / SMYRNA

I have received and read my copy of the Program Handbook in preparation for my course of study at TCAT – Murfreesboro.

The Program Handbook describes important information about TCAT – Murfreesboro. I understand that if I have questions or concerns at any time about the Handbook, I will consult my instructor for clarification.

I will act in accordance with the standards of conduct outlined in this Program Handbook and in the TCAT – Murfreesboro Student Handbook as a condition of my enrollment.

_____
Student's Signature

_____
Student's Name (Print)

_____
Date

PROGRAM INFORMATION

Program Description

The Machine Tool Technology program is designed to provide the student with the ability to work as a machine tool operator, machinist, tool and die maker, industrial maintenance machinist and those in related occupations that require skill in machining metal with such machines as milling machines, lathes, grinders, drill presses, CNC machinery, EDM machinery including the ability to interpret part prints and use precision measuring tools.

Program Outcomes

At the completion of the diploma in Machine Tool Technology, graduates will

- be able to set-up and operate manual machining equipment such as, band saws, drill presses, lathes, milling machines, surface grinders, and tool and cutter grinders.
- learn to write programs and choose tooling sufficient to complete the machining process for CNC machine tools such as vertical and horizontal machining centers, turning centers, electrical discharge machines and 3D Printing operations.
- be able to interpret part prints and use computer aided drafting, computer aided manufacturing, and solid modeling software.
- be proficient in related math operations and will be trained in safe operating practices compliant with OSHA and related safety regulatory agencies.

Program Outline

Course	Title	Customary Hours
MTT 0001	Worker Characteristics	6
MTT 1010	Technology Foundations	30
MTT 1020	Orientation & Practical Safety	30
MTT 1030	Math Concepts I	54
MTT 1040	Engineering Drawings I	36
MTT 1050	Shop Theory I	54
MTT 1060	Bench Work & Manual Machine Tools	222
	Production Machine Tender Certificate	**432**
MTT 0002	Worker Characteristics	6
MTT 2010	Math Concepts II	54
MTT 2020	Engineering Drawings II CAD	30
MTT 2030	Shop Theory II	54
MTT 2040	Manual Lathe	96
MTT 2050	Manual Milling Machine	96
MTT 2060	Grinding & Abrasive Machines	32
MTT 2070	Manufacturing Materials & Processes	32
MTT 2080	Intro to Computer Numerical Control	32
	Machine Set-up Operator Certificate	**864**

MTT 0003	Worker Characteristics	6
MTT 3010	Engineering Drawings III CAD	30
MTT 3020	Shop Theory III	60
MTT 3030	Precision Grinding	54
MTT 3040	Computer Numerical Control Machining	282
	General Machinist Diploma	**1296**
MTT 0004	Worker Characteristics	6
MTT 4010	Employability Skills	12
MTT 4020	Intro to Additive Manufacturing	36
MTT 4030	Shop Theory IV	54
MTT 4040	CNC Turning Center	108
MTT 4050	CNC Machining Center	108
MTT 4060	Electrical Discharge Machining	108
	Machinist I Diploma	**1728**

Program Awards

Production Machine Tender Certificate	432 hours
Machine Set-up Operator Certificate	864 hours
General Machinist Diploma	1296 hours
Machinist I Diploma	1728 hours

Course Outline

Week 1

- As you start your journey through the Machine Tool Technology program, you will complete three assignments in Work Keys: Applied Math, Graphic Literacy, and Workplace Documents. When you take the placement test, take your time and do your very best, as you could be exempted from doing some of the lessons in each subject. You will need to reach the highest level in each subject. You can access Work Keys at https://workkeyscurriculum.act.org/ from any computer with internet access.

Week 2

- You should have your books and ToolingU subscription purchased from the campus bookstore. You will find all assignments in the D2L shell. The first assignments will be focused on safety, and you will be required to pass the test with a minimum score of 85%. All ToolingU assignments will require you to do a pre-test, a lesson, and a final exam. You will have an opportunity to retake any exams in ToolingU that you do not hit the benchmark of 80%, but you must wait 24 hours to do so and have a maximum of three attempts. You may attempt other lessons during the 24-hour waiting period.
- For Blueprint Reading, you should complete the exercises in the book and then open the quiz for that unit to enter your answers in D2L. Please note that the computer is looking for exact match on answers for grading purposes. The instructor will go through submissions weekly and give credit to questions that were correct but were marked incorrect based on exact match. You will then have an opportunity to re-attempt the quiz to improve your score. You must complete the assignments in the order in which

they appear in the book. Before the next assignment from the Machine Trades Print Reading book is made available, you must have made at least one attempt on the previous assignment. All the unit quizzes must be proctored and are password protected. Note: When you open a quiz for blueprint reading, sometimes there are instructions given before you open the quiz which will relate to the entire quiz. Sometimes, there will be specific instructions on the question. Please answer accordingly to receive full credit.

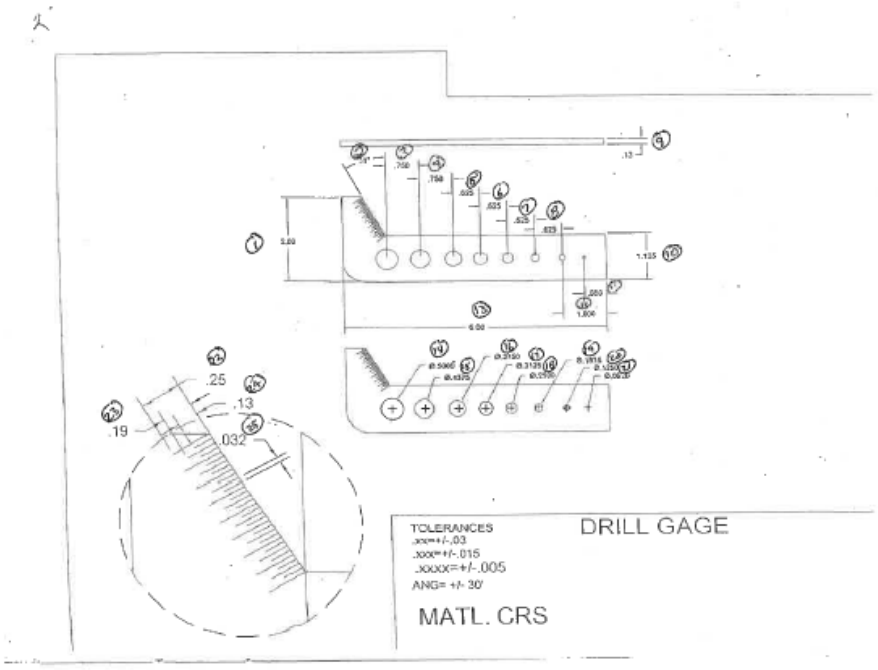
Later Weeks

- Each week after completing Safety, you will have online work and labs that you will complete while on campus. For weeks that don't have labs listed, the student should still be working on labs from the previous week.
- The first trimester is about 55% labs and it increases as the student progresses. On average, students should spend about 65-75% of their total time in the lab through the complete course.
- Discussion PowerPoints – Each week, a new PowerPoint will open and become available to view. After reviewing, you will be required to go to the discussion tab. There will be an activity to complete each week. Each student will be required to make a post prior to commenting on other students' posts. After the student posts, he/she must make a comment on at least one other student post. Check the calendar for assignment openings and closings.
- All book work will be completed on the computer through D2L. All exams must be taken at school. During testing, students may use the Machinist Handbook for reference material; no other material will be allowed.
- Sometimes, you are going to feel like you have too much work to complete during the week. Stay focused, and don't waste your time. There have been students before you who have completed everything before the trimester ends, and they are the ones who get the jobs and usually graduate early. Strive to be one of them!

Projects

- Before handing in projects, stamp your name or initials, or it will not be accepted. Do not stamp NIMS projects.
- If you find there are dimensions out of tolerance with additional stock available, go back to the machine and correct it.
- See next page for sample project and grading sheet

Project Example



Grade Sheet Example

Skill Grade

Student Name **Date**

Project Name **Drill Point Gage**

PRINT DIMENSION	PART DIMENSION	TOLERANCES .XX	.XXX	.XXXX	point value	CORRECT DIMENSION	SCORE
2.00		1			0.8333333		0
31°		1			0.8333333		0
0.750	0		1		5.9090909		0
0.750	0		1		5.9090909		0
0.625	0		1		5.9090909		0
0.625	0		1		5.9090909		0
0.625	0		1		5.9090909		0
0.625	0		1		5.9090909		0
0.13		1			0.8333333		0
1.125			1		5.9090909		0
0.500	0		1		5.9090909		0
1.000	0		1		5.9090909		0
6.00			1		5.9090909		0
0.5000				1	1.25		0
0.4375				1	1.25		0
0.3750				1	1.25		0
0.3125				1	1.25		0
0.2500				1	1.25		0
0.1875				1	1.25		0
0.1250				1	1.25		0
0.0625				1	1.25		0
0.25		1			0.8333333		0
0.19		1			0.8333333		0
0.13		1			0.8333333		0
0.032			1		0.8333333		0
POINT VALUE		5	65	10		TOTAL	0
DIVIDE BY TOTAL		6	11	8	SAFE WORK HABITS +10		
DIMENSION POINT VALUE		0.833333	5.909091	1.25	APPEARANCE +10		
					BURRS -10		
					SCRAP PARTS -10 EACH		
						SCORE	0

POINT VALUE: .XX=10, .XXX=70

NOTE: IF THERE ARE ANY .XXXX Dimensions, the point value will be .xx=5,.xxx=65,.xxxx=10

Directions: write all dimensions in print dimension column; total number of dimensions for each tolerance; total each column and divide into point value to find value for each dimension.

ALL FIRST TRIMESTER STUDENTS ARE EXEMPT FROM SCRAP PART DEDUCTION UNTIL 2ND TRIMESTER.

GRADING AND PROGRESS STANDARDS

Grading Standards

Evaluations of student achievement toward a program's identified occupational competencies are recorded for each student at the end of 432 hours of instruction that comprise a term. Those evaluations shall be based on the following scale of progress:

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59
P	Pass
CONT	Continuing/Incomplete
W	Withdrew

Students will be graded in the following categories:

- Skill Proficiency
- Theory/Related Information

A student must maintain a "D" or better average per course code and an overall combined average of a "C" or better for the 72-day period of instruction, which comprises a term. Failure to maintain the required grade average will result in suspension at the end of the term. Additional retention standards for specific programs may be established based on accrediting or licensing requirements.

Retention Standards

A student who fails during any term to attain a cumulative GPA at or above the level indicated below for the customary clock hours attempted or the average grade per course will be placed on suspension at the end of the term.

Standard:

- A student must maintain a "D" or better average per course code and an overall combined average of a "C" or better for the 72-day period of instruction, which comprises a term.

Additional retention standards for specific programs may be established by the college based on accreditation or licensing requirements applicable to a program.

Worker Characteristics

Worker characteristics measure a student’s professionalism in the workplace. The instructor will observe your actions throughout your time in class and give you an evaluation based off the

following categories. A number grade will be issued to you during mid-term and at the end of the trimester.

- **Attendance:** Attends class, arrives/leaves on time; notifies the instructor in advance for planned absences
- **Character:** Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility
- **Teamwork:** Respects the rights of others; respects confidentiality; is a team player; is cooperative; displays a customer service attitude; seeks opportunities for continuous learning
- **Appearance:** Displays appropriate dress for the profession (grooming, hygiene, etiquette, uniform)
- **Attitude:** Demonstrates a positive attitude; appears self-confident; has realistic expectations of self
- **Productivity:** Follows safety practices; conserves materials; keeps work area neat and clean; follows directions and procedures; makes up assignments punctually; participates in class
- **Organizational Skills:** Manifests skills in prioritizing and management of time and stress; demonstrates flexibility in handling change
- **Communication:** Displays appropriate nonverbal (eye contact, body language) and oral (listening, telephone etiquette, grammar) skills
- **Cooperation:** Displays leadership skills; appropriately handles criticism, conflicts, and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and peers; follows chain of command
- **Respect:** Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind

TCAT – MURFREESBORO POLICIES

Attendance

As stated in the Student Handbook, "The nature of the programs at the Tennessee Colleges of Applied Technology is such that it is necessary for every student to attend regularly. Excessive interruptions due to absences will have an adverse effect on student progress."

5.5% Absences – Instructor Counseling and Documentation

- Students who miss 5.5% of their enrolled hours for the term (24 hours for full-time students enrolled in 432 hours) must be formally counseled by their instructor. Absences affect the work ethic grade and could affect financial aid.
- The instructor documents the meeting with a signed attendance counseling form or memo. The student receives a copy, and the instructor retains a copy for his/her records.

9.7% Absences – One-Term Suspension with Appeal Opportunity

- Students who miss 9.7% of their enrolled hours for the term (42 hours for full-time students enrolled in 432 hours) are reported by the instructor to Student Services.
- The Student Services Office notifies the student of the option to (1) accept the one-term suspension or (2) appeal the suspension within three business days of notice. An appeal form is provided to the student.
- Student appeals are forwarded to an Attendance Appeal Committee (appointed by the Vice President of Student Services) for review of the documentation. Only one appeal will be granted within a 12-month period.
- If approved to continue, the student and the instructor are notified via email of the stipulations for approval (e.g. not missing additional classes for the term); if the student fails to meet the stipulations, the instructor notifies Student Services to proceed with suspension. If the initial appeal is not approved and suspension is recommended by the committee, the appeal is then reviewed by the Vice President of Student Services.
- In consultation with the President, the Vice President provides the final decision on suspension to Student Services, so the student and the instructor can be notified via email.

Tardies

As stated in the Student Handbook, "A student is considered tardy if not in the classroom at the designated time for class to start. Multiple tardies will result in the following discipline." All time is recorded in 30-minute increments (one minute tardy = 30 minute absence recorded).

5 Tardies – Instructor Counseling and Documentation

- Students who are tardy five times in the term (four times for part-time students) must be formally counseled by their instructor. Further tardies can lead to probation and other sanctions.

- The instructor documents the meeting with a signed tardy counseling form or memo. The student receives a copy, and the instructor retains a copy for his/her records.

6 Tardies – Probation and Student Success Plan

- Students who are tardy six times in the term (five times for part-time students) are reported by the instructor to Student Services.
- The Student Services Office places the student on probation, and the student is required to complete a Student Success Plan with the appropriate Student Services representative.

7 Tardies – Review by Vice President for Possible Suspension

- Students who are tardy seven times in the term (six times for part-time students) are reported by the instructor to Student Services.
- The Student Services Office notifies the Vice President of Student Services for review. In consultation with the President, the Vice President provides the final decision on suspension to Student Services, so the student and the instructor can be notified via email.

Three-Day No Call/No Show

Students are responsible for notifying their instructor each time they are absent. When a student misses three (3) consecutive days without contacting the college, that student may be presumed to have withdrawn from the college and will be exited from the program.

TBR General Policy on Student Conduct and Disciplinary Sanctions

TCAT – Murfreesboro is governed by the Tennessee Board of Regents (TBR). Students enrolled in a TBR postsecondary educational institution are citizens of their civic communities as well as the academic community. As such they are expected to conduct themselves as law-abiding members of each community at all times.

Admission to an institution of postsecondary education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between the institution and the academic community which it seeks to serve, the Tennessee Board of Regents ("TBR" or "the Board") has authorized the presidents of the institutions under its jurisdiction to take such action as may be necessary to maintain conditions on institution-owned and controlled property and to preserve the integrity of the institution and its educational environment.

Pursuant to this authorization and in fulfillment of its duties to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, the Board has developed this policy, which is intended to govern student conduct at the institutions under its jurisdiction.

In addition, students are subject to all federal, state and local laws and ordinances. If a student's violation of such laws or ordinances also adversely affects the institution's pursuit of

its educational objectives, an institution may enforce its own policies regardless of the status or outcome of any external proceedings instituted by other civil or criminal authorities.

Students are responsible for compliance with this policy and with institutional policies and regulations.

The policy in its entirety may be found at: https://policies.tbr.edu/policies/general-policy-student-conduct-disciplinary-sanctions.

Academic Misconduct

Academic misconduct is any action or attempted action designed to provide an unfair academic advantage or disadvantage for oneself or others. Academic misconduct includes a wide variety of behaviors such as plagiarism, cheating, fabrication, and other academic dishonesty. For purposes of this policy the following definitions apply:

- Plagiarism. The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper attribution. Examples include but are not limited to copying of passages from works of others into one's own work without acknowledgment; summarizing or paraphrasing ideas from another source without proper attribution, unless such information is recognized as common knowledge; and using facts, statistics graphs, representations, or phrases without proper attribution;
- Cheating. Using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination. Examples include but are not limited to copying another's work; obtaining or giving unauthorized assistance; unauthorized collaboration or collusion with another person; having another person take a test for a student; and the use of unauthorized materials or devices. The term academic exercise includes all forms of work submitted for credit or hours;
- Fabrication. Falsifying, fabricating, or misrepresenting data, research results, citations or other information in connection with an academic assignment. Unauthorized falsification or invention of any information or citation in an academic exercise.

Academic misconduct is prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed in accordance with this policy, the instructor has the authority to take academic discipline consistent with institutional policy, procedures, and processes.

An instructor who determines that a student has engaged in academic misconduct may choose to exercise academic discipline by lowering to any extent, including to a grade of "F" or "zero," a student's grade in the course, assignment, or examination affected by the alleged academic misconduct.

The policy in its entirety may be found at: https://policies.tbr.edu/policies/general-policy-student-conduct-disciplinary-sanctions.

Acceptable Computer Use

All computer use including Internet use must be in support of education and research and appropriate for the assignment. The College is not responsible for a student's access to any inappropriate material. All students at the College will be taught ethics and acceptable use of the computer system and the Internet. If there is a complaint about inappropriate usage, the instructor will resolve it. If not resolved by the instructor, the President or Vice Presidents will review the complaint. Inappropriate usage may be grounds for suspension or dismissal from the College.

This policy is in conjunction with TBR Policy IT Acceptable Uses 1.08.05.00.

Inappropriate usage includes but is not limited to:

- Using the network or Internet for personal and private matters including electronic mail outside the College.
- Hate mail, harassment, discriminatory remarks, and other antisocial behaviors including spamming.
- Accessing pornographic or obscene material.
- Accessing confidential material including but not limited to test files and personal/personnel records.
- Destroying, inappropriate deleting or changing, or otherwise damaging hardware or software.
- Downloading and/or installing programs or data files on College computers without permission of the Instructor.

Removal from Class for Disruptive Conduct

As stated in the TCAT – Murfreesboro Student Handbook, "Students are expected and encouraged to develop proper work habits and to maintain a sincere, cooperative attitude at all times." This includes:

- actively and routinely participating in all class functions in a timely manner
- coming to class with the necessary tools and equipment required to participate in class activities
- wearing appropriate attire for the program area and displaying their name tag
- maintaining a respectful and cooperative demeanor at all times with instructors, institutional officials, and classmates
- avoiding inappropriate language or conduct deemed disruptive to the institution's learning environment
- following all institutional procedures related to absences and tardiness (e.g. arriving to class on time, notifying instructor of planned and unplanned absences, etc.)

Pursuant to Tennessee Board of Regents (TBR) policy, students who engage in disruptive conduct or other conduct that violates the TBR's General Policy on Student Conduct and Disciplinary Sanctions 3:02:00:01 may be temporarily removed or excluded from class by the

instructor for each class session in which the conduct occurs. Repeated infractions may result in additional disciplinary sanctions.

Smoking

TCAT Murfreesboro's campuses are smoke free. This includes all tobacco and electronic cigarettes, vape products, and smokeless tobacco. Students may smoke/vape in their personal vehicles only.

Live Work

Live work projects performed by students enhances the technical training of students. The Tennessee Board of Regents Guideline Tennessee College of Applied Technology – A030, Instructional Projects, is the basis for all live-work projects performed at the Tennessee College of Applied Technology. Live work will be conducted when training programs require such projects for the acquisition of occupational skills leading to employment. Live work will be assigned to individual students by their instructor as part of the student's training program. All services are to be performed only by students with the instructional assistance of their instructor.

Work can only be accepted if it can be completed within a reasonable timeframe and projects cannot be allowed to remain in the Tennessee College of Applied Technology possession if not being actively worked on. Live Work projects will be assessed for timely completion.

Upon approval of the need to perform the service at hand, and verification of project ownership by the instructor of the training program, the instructor will complete a "Live Work and/or Service Agreement" form. This form will be submitted to the President or his/her designee for approval and signature. Upon approval of the need to perform the service at hand, and verification of project ownership, a Live Work Agreement form will be completed with a copy of the form being provided to the individual for whom the work is being performed. The owner of the project shall be responsible for providing the parts, supplies, and materials for individual projects. All live work is to be completed under the instructor's supervision and may be released only after a thorough final inspection.

The policy in its entirety may be found at: https://policies.tbr.edu/guidelines/instructional-projects-colleges-applied-technology.

Cooperative Education

Cooperative Education (Co-op) is an educational program that combines classroom instruction with practical work experiences directly related to the student's curriculum. This combined classroom study and work experience is a meaningful way for students to learn and to assist in making informed career choices while earning credit. Students interested in Cooperative Education should meet with their instructor to discuss co-op opportunities. The instructor must submit a co-op request form to the Vice President for approval. The student, instructor, employer, and Vice President must sign the formal co-op agreement. To be eligible for cooperative education, students must have completed at least 50% of their program of study.

CLASSROOM POLICIES

Dress Code

Appropriate attire must be worn that is representative of what the industry requires in the workplace. Long pants, Machine Tool class shirts, and shoes or boots that cover the feet fully must be worn while attending the program. Provocative or offensive clothing is prohibited on campus. Safety glasses must be worn at all times in the shop area. No exceptions.

ID Badge

Students must always wear their Tennessee College of Applied Technology student photo identification badges while on campus. The badges must be displayed so that they are readily visible. If a student loses his or her student ID badge, the student may request a replacement from Student Services after paying a $5 fee to the Business Office.

Food/Drink

Food and drink in the classroom/lab space is at the instructor's discretion.

Cell Phones

Cell phone use in the classroom/lab space is at the instructor's discretion.

Sleeping in Class

Students are expected to develop proper work habits and to remain engaged and on task in class. Students are not permitted to sleep in class. Repeated violations may result in the student being sent home for the day.

Classroom/Lab Space Maintenance

- Good housekeeping practices should always be followed. Each student is expected to pick up after themselves. At the end of the day, the student is required to return all tools to the tool crib, sweep off chips from the machinery, empty chip pans, and sweep the floor. Always put all waste in the proper waste receptacle. The machine tool classroom and shop areas are the sole responsibility of the students.
- The classroom should be a quiet room for studying. If you can't speak in a low tone, move the conversation to the shop area.

Class Times

- Class begins at 7:45am, and students are expected to be in classroom/lab and ready to work at that time. Class dismisses at 2:30pm each day, unless specified otherwise. A lunch break will be given from 11:30am to 12:00pm along with an additional 15-minute break at 9:00am. Students who return late from break or lunch or leave early will be docked in their attendance hours.
- Students are required to clock in and out each morning, leaving for and returning from lunch, and at the end of the day.

Absence Notification

If you know in advance that you will be absent, you must notify your instructor. If you do not know in advance that you will be absent, call the instructor as soon as possible. If you must leave class at any point, you must inform the instructor. Failure to notify the instructor in these instances will result in a deduction in your worker characteristic grade.

Attitude and Conduct

You are expected to be cooperative and to demonstrate a professional and respectful attitude at all times. Everyone is encouraged to work as a team. Horseplay, hazing, inappropriate language, and any other behavior deemed inappropriate for this program will be reflected in a reduction of the worker characteristics grade and may be referred to the Vice President of Student Services for progressive disciplinary action.

Computer/Internet Privileges

- The classroom computers and internet are provided only as a resource for research and learning. Classroom computers will be used for grading projects, printing out drawings, and taking exams.
- You will be assigned a username and password to log on. Always log off when you are finished using the computer.
- Turn off all unused computers.

Industry Credentials

The following NIMS credentials are required as part of the Machine Tool Technology program:

- 2nd Trimester
    - Measurement, Materials, and Safety
- 3rd Trimester
    - Job Planning, Benchwork, and Layout
    - CNC Milling Operator
    - CNC Turning Operator

The following are additional NIMS credentials that students may pursue:

- Drill Press Skills
- Grinding Skills
- Turning Operations: Chucking
- Manual Milling
- Turning Operations: Turning between Centers
- CNC Turning Programming
- CNC Milling Programming

NIMS testing fees will be paid with financial aid or out of pocket.

SAFETY POLICIES

First Aid Kit

A first aid kit is available by the sink in the shop area. If you are injured, you should notify the instructor as soon as possible.

Safety

- Safety in the classroom and occupational setting will be discussed by each individual instructor. After completion of the safety instruction, you will be required to sign a Safety Form, identifying that you have been instructed and understand the safety procedures that apply to the program. You must pass the safety test with an 85%.
- Safety glasses must be worn at all times in the shop area. No exceptions.
- You will not operate any machinery until you have been instructed.
- All injuries should be reported at once to the instructor.

Fire Procedures

In the event of a fire drill or actual fire, students should immediately exit out the lab door in the front of the building and report to the front parking area.

Tornado Procedures

In the event of a tornado drill or actual tornado, students should immediately seek shelter in the tool room next to the classroom.