



Industrial Print Reading

TAMV 100 Module 1 Orientation

Introduction:

The method of instruction presented through the flex-lab environment is what is called “individualized instruction”. Students are expected to be self-directed learners and work through the course materials at their own pace, with the guidance of the course instructor. Traditional lectures are replaced with self-study guides called “Topic Units” which can be found on Moodle rooms, HFC’s Learning Management System. Each unit outlined provides students with information on a certain competency or skill required in “field”. Each course is broken down into one credit modules and represents a major topic area of “the field” and consists of one to several units.

The lab/classroom consists of high-quality laboratory equipment that provides students with a number of hands-on related activities to help them develop their skills in _____, Students are assigned to a specific instructor who is also their academic advisor. He or she will be available during scheduled lab times and via email and office hours and will be available to assist students by monitoring their progress, grading exams, and determining the final grade for each completed course.

Lab hours are scheduled by the instructor. Students are not expected to attend every hour lab is open to them; however, they are expected to be present in lab when in need of assistance or practice various skills and techniques, or to complete lab assignments/projects/final exams. Instructors will observe and assess students performing these assignments and will sign off on student’s log sheet after successful completion of each.

Lab times for _____ are as follows:

There are many advantages to individualized instruction:

- Offers schedule and pace of learning flexibility
- Provides more advanced hands-on lab equipment as it is less expensive to operate than a traditional lab facility. (Fewer pieces of identical equipment are needed since everyone isn’t using the same equipment simultaneously).
- Develops student problem-solving skills. Students work on projects and worksheets to master material which helps them become more self-reliant and engaged in self-directed learning. Students become less dependent on formal instruction. In the workplace, these skills translate to students being less reliant on supervisors and can demonstrate initiative -- a valuable trait in the workplace.





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- Each one credit course is always offered every semester, regardless of enrollment numbers, so students can progress as they are able.
- Students may complete their education and can actually graduate more quickly. HFC graduates students 4 times a year. Students can graduate when they complete their program of study. As a result, HFC students are not competing with grads from other schools that primarily graduate at the end of a school year. This can also enhance the value of the program as higher job placement records improve institutional program recognition and support.
- Allows students to work at their own pace. Due to life circumstances, students can accelerate their progress or adjust their effort to meet both school and other life circumstances. Some weeks or months may be better for individual student work than others.

Program Design and Student Expectations

The flexible lab requires few (if any) formal lectures. All course information is available to students at all times, and it is up to the student to discipline themselves in terms of watching videos, lecture capture, readings, exercises, participating in mini-lectures/discussions, and talking with other students and instructors. These materials are summarized in each course's/unit's Study Guide.

Although there are no formal attendance requirements, students still must complete all work required by the instructor within a given time frame that reflects the adequate progress of the student. Self-paced does not mean students have as much time as they want to complete each topic. All work in a one credit course must be completed by the end of the 5 week timeframe. Students are required to complete all one credit courses in which they are enrolled by the end of these five weeks. They will not receive a refund if the course is not completed by the end of this time block. If a course is not completed, students are required to pay for it again if they choose to take it in another semester.

Blended Environment

This course is delivered in a blended learning environment, which means the course occurs partly online and partly in the labs.

Course materials and resources that are found online use HFC's Moodlerooms online tool. The course instructor reviews / prepares this material. If you are struggling with online course material or information, the course instructor can be contacted online, in the Flex lab according





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to their schedule, or in their office hours to assist you. In addition, other Flex Lab instructors will be available during lab hours to support you in your learning.

All hands-on tasks will be performed in the flex lab under the supervision of the lab instructor. Lab instructors give students guidance and may organize demonstrations/discussions with small groups of students concerning topics of a unit/course. The lab instructor is available to all students in the lab, and they will be checking on each student individually as they work, offering further guidance and assistance. The lab instructor will also sign-off on a student's successful completion of each lab.

Moodlerooms (the HFC online course platform)

Many of the materials of a course, such as the study guide and its instructions, syllabus, exercises, required readings, videos, assignment instructions, quizzes etc., will be found on the course's online platform in Moodlerooms. Student grades are recorded in Moodlerooms as well. Students must make sure to check Moodlerooms daily for announcements, changes, etc. Course evaluation forms can also be found on Moodlerooms and are to be filled out upon the student's completion of the course.

Navigation of Moodlerooms: It is up to the instructor (during the orientation) to teach students how to login to Moodlerooms, where to find login information and passwords if they don't already know, how to navigate Moodlerooms, and specifically where all course materials can be found.

Advising

Discuss advising available to students and advising policies.

Format

Review and discuss (in detail) the role and information presented in the following documents and where each can be found in the course on Moodlerooms:

- **Syllabus:** Outlines topics and learning objectives of course, credit hour, instructor contact information, HFC policies.
- **Course Structure:** Outlines topics, sub-topics and sub-sub-topics of course in chronological order, and offers a suggested timeline of completion.
- **Experiment Log Sheet:** Records all completed lab activities of student. Each must be initialed by instructor to indicate successful completion.





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- **Unit Study Guides and their corresponding material:** Lists readings, videos, worksheets and assignments to be completed by student (in chronological order)
- **Student Gradebook:** Records student grades for all assignments, labs, test, and quizzes.
- **Discussion Forums:** Instructor posts topics on course material for online discussion with students. Students are expected to respond to each topic.
- **Announcements:** Announcements concerning all information related to the course throughout the semester are posted here. Students are expected to check Moodleroom announcements regularly.

Grading Policy

Outline in detail how assignments will be graded in the course and the grading scale to be used. Discuss the case of grade discrepancies and how they will be handled by both the course and lab instructors.

Testing Policy

Review in detail testing policy. (Each individual instructor must fill in own policies here)

Lab Policies:

Discuss rules of the lab. A unit on safety may be included here (during orientation) if it is not already part of the course content. (Each individual instructor must fill in own policies here)

College Policies

Please see *attached college policy documents* on:

Student Conduct

Academic Dishonesty

Discrimination Against or Harassment of Students

Safety

Instructors: Include a section on lab safety – PPE, etc. It is recommended that students take a brief quiz/test on safety during orientation. The test should include all aspects of safety covered in the orientation.



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Academic Dishonesty

Henry Ford Community College considers academic dishonesty to be a serious offense. It shall be the policy of the College that determination of the fact of academic dishonesty and appropriate action with respect to academic dishonesty by a student shall be a matter of individual judgment by the instructor. The instructor may administer a penalty up to, and including, failure in the particular course. It is the professional obligation of the faculty to enforce academic integrity in their courses.

Academic dishonesty is any activity intended to improve a student's grade fraudulently. It includes, but is not limited to, the following:

1. Unauthorized acquisition of tests or alteration of grades;
2. Unauthorized use of notes, books or other prohibited materials during an examination;
3. Open cheating during an examination;
4. Permitting another person to take a test in the student's place or receiving unauthorized assistance with any work for which academic credit is received;
5. Providing unauthorized assistance with any work for which academic credit is received;
6. Revision of graded work in an attempt to receive additional credit fraudulently;
7. Plagiarism or using another person's work without acknowledgment;
8. Any other conduct intended to obtain academic credit fraudulently or dishonestly.

If an instructor fails a student in a course for academic dishonesty, the instructor will immediately notify, in writing, the division/ department head, the student and the registrar of the infraction, retaining copies of all notifications.

The Registrar will maintain a record of all such violations. If a student fails two classes as a result of academic dishonesty, he or she will be dismissed from the College for two academic years. In addition, a notation of the reason for academic dismissal will be placed on the student's transcript. The notation may be expunged at the discretion of the appropriate Vice President/Dean if a student petitions for its removal after at least a two-year period has elapsed since the disciplinary action.

If a student believes that the accusation of academic dishonesty is false, he or she may appeal through the Student Complaint Procedure. If the appeal reaches the Student Complaint Board, the Board will only consider whether the charge of academic dishonesty is justified and will not set aside or change the penalty given by the instructor unless the charge of academic dishonesty is set aside.





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Adopted Date:

Monday, March 17, 1997

Private:

Public

Student Conduct

Students have the rights and accept the responsibilities of participating in an educational environment when they enroll at Henry Ford Community College. Each student is expected to respect the rights of others and to help create an environment where diverse people and ideas are valued. A collegiate community should be free from intimidation, discrimination and harassment, as well as safe from violence. Students are also expected to know and obey federal and state laws and local ordinances, as well as to be responsible for following College policies.

Students at HFCC have the same rights under the constitutions of our nation and state as other citizens. These rights include freedom of expression, press, religion, and assembly. Freedom of expression, for example, includes the expression of reasoned dissent and voicing of unpopular views. With every freedom goes the responsibility of affording the same right to others. All students have the right to be treated fairly, and to have access to College policies. Students are entitled to appropriate due process should they be accused of behavior that is in violation of laws for College policy.

The purpose of this policy is to help protect the safety and well being of the campus community and to assist the College in providing an environment that supports the educational process. The responsibility for maintaining such an environment is shared by all members of the College community.

The College Board of Trustees, acting through a delegation of authority to the President (or his/her designee) retains the ultimate right to make and enforce rules relating to student conduct and discipline. The College Board authorizes and directs the College President to develop, maintain and administer a student conduct policy and due process procedure which is consistent with the Board of Trustees' student conduct policy.

Students at HFCC are expected to show respect for order, law, personal rights of others, the educational mission of the College and to maintain standards of personal integrity.





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The following are examples of behavior or situations that violate expected standards of conduct. This list is illustrative and is not exhaustive and is not to be read as a limitation of the College's right to discipline for infractions which are not listed.

1. Interference with normal College or College-sponsored activities including, but not limited to: teaching, College administration, and College Board meetings;
2. Failure to comply with the directions of College personnel, including campus safety, or with the orders of any College Board, such as the Student Council Advisory Board and the Student Newspaper Board;
3. Violation of legal standards of decency;
4. Discriminating against or harassing an individual or group in any activity, opportunity or organization on the basis of race, ethnicity, gender, religion, sexual orientation, creed, national origin, ancestry, age, disability, height, weight, or marital status, or retaliating against any such individual or group for having complained about such behavior;
5. Disrupting a class, a class-related activity, or a College sponsored or related event;
6. Physical assault;
7. Stalking;
8. Threats of injury or harm;
9. Arson;
10. Theft;
11. Gambling;
12. Damage to College, student, faculty, or employee property;
13. Computer or technology abuse or tampering;
14. Possession of firearms or dangerous weapons by persons who are not sworn federal, state, or local law enforcement officers who are required to carry weapons during the course of their employment. (Such individuals are required to notify Campus Public Safety of this requirement prior to bringing such weapons on campus);
15. Falsifying, altering or providing false, inaccurate or incomplete information on any College application, form or document; or providing false, inaccurate or incomplete verbal





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information which is to be used with regard to any College application, form, document or transaction;

16. Possession, use manufacture, sale of, or being under the influence of alcohol or any controlled substance, without a physician's prescription, or possessing drug paraphernalia while on campus.

Students who commit one or more of these infractions, or who otherwise violate expected standards of conduct are subject to discipline pursuant to the Student Conduct Policy and Due Process Procedure, up to and including dismissal from the College.

Adopted Date:

Monday, August 23, 2004

Private:

Public

Policy Prohibiting Unlawful Discrimination Against or Harassment of Students

Policy Prohibiting Unlawful Discrimination Against or Harassment of Students

Harassment/Discrimination Prohibited

By adopting this policy, Henry Ford Community College reaffirms its commitment to maintain an academic setting for all students in admissions policies, administration of its educational policies and programs, scholarship and loan programs, and student activities which is free from unlawful discrimination or harassment based on age, race, gender, disability, pregnancy, height, weight, national origin, religion, marital status, or other protected status. Discrimination or harassment based on these prohibited factors diminishes individual dignity and the integrity of Henry Ford Community College as an institution of learning, and will not be tolerated. Henry Ford Community College conducts programs, services, and activities for students consistent with applicable federal and state civil rights laws.



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Unlawful Harassment Defined

1. Sexual Harassment. For purposes of this policy, sexual harassment is unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a student's education, unreasonably interferes with a student's work or educational performance, is used as the basis for tangible employment or educational decisions affecting the student, or creates an intimidating, hostile or offensive working or learning environment.
2. Racial and Other Types of Unlawful Harassment. Henry Ford Community College prohibits verbal and physical acts based on race, age, disability, pregnancy, height, weight, national origin, religion, marital status, or other protected status that are so severe and pervasive that they objectively either (1) unreasonably interfere with a student's work or academic performance or (2) create an intimidating, hostile or offensive learning or working environment.
3. The determination of whether conduct constitutes harassment is dependent on the totality of the circumstances, including the nature, duration, frequency, intensity, context, pervasiveness or severity of the conduct.

Disabled Students

Further, it is the policy of Henry Ford Community College that no otherwise qualified student with a disability is denied the benefits of, participation in, or otherwise subjected to discrimination in an educational program, pursuit, or activity.

Non-Retaliation

No individual who makes a good faith report regarding a possible violation of this policy will be retaliated against. Any such retaliation is grounds for discipline, which can include discharge or dismissal from the College.

Implementation of This Policy

1. While equal opportunity is the responsibility of all members of the Henry Ford Community College community, the President has final responsibility for the overall implementation and monitoring of this policy. The President is authorized to delegate the responsibility for implementation of this policy, the oversight of the performance of departments that contribute to college equal opportunity policy and goals, and the promulgation of the concept of equal opportunity, as necessary to effectuate this policy.



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2. Procedures developed by the administration of Henry Ford Community College are available to a student who has a concern or complaint of discrimination or harassment.
3. It is the policy of Henry Ford Community College to respond to reports by students of discrimination and harassment, and take necessary action to prevent, correct or when appropriate, discipline behavior that violates the prohibition of illegal discrimination or harassment.

First Amendment Rights Recognized

Henry Ford Community College remains committed to the United States Constitution principle of freedom of expression. This policy and the principles of freedom of expression are consistent, and will be interpreted in harmony to promote discourse yet not violate the laws against impermissible discrimination or illegal harassment of Henry Ford Community College students.

Adopted Date:

Monday, July 17, 2006

Private:

Public



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SAFETY DISCLAIMER:

M-SAMC educational resources are in no way meant to be a substitute for occupational safety and health standards. No guarantee is made to resource thoroughness, statutory or regulatory compliance, and related media may depict situations that are not in compliance with OSHA and other safety requirements. It is the responsibility of educators/employers and their students/employees, or anybody using our resources, to comply fully with all pertinent OSHA, and any other, rules and regulations in any jurisdiction in which they learn/work. M-SAMC will not be liable for any damages or other claims and demands arising out of the use of these educational resources. By using these resources, the user releases the Multi-State Advanced Manufacturing Consortium and participating educational institutions and their respective Boards, individual trustees, employees, contractors, and sub-contractors from any liability for injuries resulting from the use of the educational resources.

DOL DISCLAIMER:

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RELEVANCY REMINDER:

M-SAMC resources reflect a shared understanding of grant partners at the time of development. In keeping with our industry and college partner requirements, our products are continuously improved. Updated versions of our work can be found here: <http://www.msamc.org/resources.html>.

