



TENTATIVE—SUBJECT TO CHANGE

**MCHT 1011 INTRODUCTION TO MACHINE TOOL
COURSE SYLLABUS
Fall Semester 2023 (202412)**

COURSE INFORMATION

Credit Hours/Minutes: 5/5250
Campus/Class Location: Swainsboro/6112
Class Meets: Monday & Tuesday / 2:00PM to 3:15PM
Course Reference Number (CRN): 20048

INSTRUCTOR CONTACT INFORMATION

Instructor Name: James Yearty
Email Address: [James Yearty \(jyearty@southeasterntech.edu\)](mailto:jyearty@southeasterntech.edu)
Campus/Office Location: Swainsboro/6111
Office Hours: 12:30 to 2:30PM Monday Tuesday Wednesday & Thursday **“Due to the uncertainties of COVID-19, contact instructor by phone or email to make an appointment.”**
Phone: (478) 289-2323
Tutoring Hours (if applicable): Schedule with instructor as needed

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College’s [Catalog and Handbook \(https://catalog.southeasterntech.edu/\)](https://catalog.southeasterntech.edu/).

REQUIRED TEXT

Precision Machining Technology 3rd Edition by Cengage. ISBN: 978-1-337-79530-2

REQUIRED SUPPLIES & SOFTWARE

Each student should have the following: Spiral notebook, pen, pencil, highlighter, 0-1 micrometer, 6” flexible rule, 0-6” dial caliper, pocket scriber, deburr tool, & safety glasses. You will not be permitted to borrow from the Instructor or your fellow classmates.

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

Introduces the fundamental concepts and procedures for the safe and efficient use of basic machine tools. Topics include: machine shop safety, terminology, use of hand and bench tools, analysis of measurements, part layout, horizontal and vertical band saw setup and operation, drill press setup and operation, and quality control.

MAJOR COURSE COMPETENCIES

1. Safety
2. Terminology
3. Use of Hand and Bench Tools
4. Precision Layout and Measurements
5. Band Saw Setup and Operation
6. Drilling Setup and Operation
7. Quality Control Processes

CO-REQUISITE(S)

MCHT 1012 Blueprint Reading for Machine Tool

COURSE OUTLINE

Introduces students to Safety, General Shop terms, quality process, use of hand and bench tools, Layout and measurement, Band saw and drilling setup & operations.

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS

Tests and assignments must be completed on specified date. Students are also responsible for policies and procedures in the STC E-Catalog.

ATTENDANCE GUIDELINES

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" in a course.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Emily Jarrell](mailto:emjarrell@southeasterntech.edu) emjarrell@southeasterntech.edu, 478-289-2259, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas](mailto:hthomas@southeasterntech.edu), hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 165.

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Emily Jarrell](mailto:emjarrell@southeasterntech.edu) emjarrell@southeasterntech.edu, 478-289-2259, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas](mailto:hthomas@southeasterntech.edu), hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 165.

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

Make up test will be at the discretion of the instructor.

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

As set forth in the student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Melanie Walker, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Melanie Walker mwalker@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you

find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Unit Test	30%
Projects	40%
Final Project	30%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

MCHT 1011 INTRODUCTION TO MACHINE TOOL
Fall Semester 202412 Lesson Plan
 Subject to change

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
8/21/23 Day 1		First day of class/Class Introduction—Syllabi, Outline Introduction to Machine Tool		1,2,3,4,a,b,c
8/21/23 Week 1	Section 2	Unit 1 Introduction to Safety	Read pages 39-56 Take Safety Test due by 8-24-2023	1,a,b,c
8/28/23 Thru 9/21/23	Section 2	Unit 2 Measurement Systems and Machine Tool Math Overview Unit 3 Semi-Precision Measurement Unit 4 Precision Measurement Unit 5 Quality Assurance, Process Planning, and Quality Control		2,7,a,b,c
9/21/23	Section 2		Test Units 2,3,4,&5 due by 9-21-2023	
9/25/23		Retrieve prints from instructor and explain process		1,2,3,4,5,6,7,a,b,c
9/26/23 Thru 10/11/23	Section 3	Unit 1 Understanding Drawings Unit 2 Layout Unit 3 Hand Tools		1,2,3,4,a,b,c
10/12/23	Section 3		Test Units 1,2,&3 due by 10-12-2023	1,2,3,4,a,b,c
10/16/23		Instructor will check progress of projects	Grade Layout of Projects	1,2,3,4,5,6,7,a,b,c
10/17/23 Thru 10/29/23	Section 3	Unit 4 Saws and Cutoff Machines Unit 5 Offhand Grinding Unit 6 Drilling, Threading, Tapping, and Reaming		1,2,3,4,5,6,7a,b,c
10/30/23	Section 3		Test Units 4,5&6 Due by 10/30/2023	1,2,3,4,5,6,7,a,b,c
11/6/23		Instructor will check progress of projects	Grade Sawing of Projects	1,2,3,4,5,6,7,a,b,c
11/7/2023 Thru 11/15/2023	Section 4	Unit 1 Introduction to the Drill Press Unit 2 Tools, Toolholding, and Workholding for the Drill Press Unit 3 Drill Press Operations		1,2,3,4,5,6,7,a,b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
11/16/2023	Section 4		Test Units 1,2,&3 due by 11/16/2023	1,2,3,4,5,6,7,a,b,c
11/27/23		Projects Due	Projects 1, 2, & 3 due by 11/30/23 for Grade	1,2,3,4,5,6,7,a,b,c
12/4/23 Week 15			Finale Project due by 12/12/2023	1,2,3,4,5,6,7,a,b,c
Live work may be substituted for any or all projects.				

COMPETENCY AREAS: (WILL VARY FOR EACH COURSE/TAKEN FROM STATE STANDARDS)

1. Safety
2. Terminology
3. Use of Hand and Bench Tools
4. Precision Layout and Measurements
5. Band Saw Setup and Operation
6. Drilling Setup and Operation
7. Quality Control Processes

GENERAL CORE EDUCATIONAL COMPETENCIES:

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.