DAVISTECH
DAVIS TECHNICAL COLLEGE

INJM 0000 Plastic Injection Molding Orientation

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Advisement Hours: During Classroom Hours

Introduction

Welcome to Davis Technical College (Davis Tech). We are pleased you have chosen to continue your education by enrolling in this course. This course is competency-based, allowing you to progress at your own pace, while demonstrating your competency through a variety of assignments and assessments. Specific requirements for successful course completion will be outlined in this syllabus.

Program Description

The Plastic Injection Molding program prepares students for a fun, rewarding, and high-paying career as an injection molding process technician in a growing industry. Currently there are dozens of Utah companies that employ technicians to mold parts used in products ranging from lifesaving medical devices to cars and electronics.

Students will work hands-on with highly trained and skilled instructors on state-of the-art equipment. As part of that training, students will safely setup, operate, and maintain injection molding machines and auxiliary equipment; perform injection molding changeovers; and collaborate with the product development team to improve processes. Students will receive training in operating and programming robotics. During the program, students will prepare capital equipment justifications, in order to support profitable purchases, and calculate cost estimate used to secure future business. After completing the program, students will work with one of our placement specialists to find employment that utilizes these newly gained skills.

Program Objectives

Students will practice their skills through hands-on experience with tools used in industry, instructional videos, written tests, and competency demonstrations. Students will have received specialized training to act as a tool change technician in industry with the following skills:

Plastic Injection Molding Core Objectives:

- Practice safety skills in injection molding.
- Start-up, operate, and maintain injection molding machines and auxiliary equipment.

- Perform injection molding changeovers using current written methods, and analyze those methods using Single Minute Exchange of Dies (SMED)to improve changeover processes and documentation
- Prepare capital equipment justifications and cost estimate bids.

Plastic Injection Molding Elective Objectives:

- Setup and operate injection molding automation--including servo robots and sprue pickers
- Create robot programs for new operations
- Employ scientific molding principals to develop and improve low variation molding processes
- Demonstrate part defect troubleshooting
- Practice preventative maintenance for injection molding

General Information

You can access this orientation on the Davis Tech program web site, as well as current information on the following items:

- Admission Requirements
- Classroom Availability
- Training Location
- Graduation Requirements
- Course Descriptions
- Program Requirements
- Gainful Employment Disclosures
- Estimated Cost (*tuition, fees, program and course materials*)
- Financial Aid
- Credentials
- Job Outlook
- Transfer Options
- Academic Agreements
- Industry Licensing and Certification

Advisement

You will meet with your instructor at the beginning of each course and at least once a month. These meetings will allow you and the instructor to accomplish the following tasks:

- Update any changes in your employment status and contact information in Northstar.
- Review course performance and attendance requirements.
- Define and clarify training and career goals.
- Select appropriate courses according to your interest and aptitude and that achieve program completion requirements.
- Discuss professional work ethic.
- Discuss challenges and Davis Tech support services that can help improve your success.

Competency-based Training

Davis Tech courses are competency-based, requiring you to demonstrate your knowledge and skill according to industry-based objectives and performance standards. Course lengths are based on actual clock-hours and are calculated on the average length students are expected to complete designated course work. At the beginning of each course, you purchase or receive course curriculum which provides guided learning modules for you to follow. This includes the amount of time that should be spent on each learning activity. This will help you to meet industry time standards and to complete course work in an appropriate amount of time.

Scheduling

Courses in this program have an Open-start/Defined-end schedule. Students in this program may start courses at any time. Following course enrollment, you'll receive a schedule that shows the date by which you must complete the course. If you fail to complete a course by the end date, you will be required to re-enroll and repay for the course.

Campus Technology

Each time that you attend class, you will log in to and out of the Northstar Classroom Login Station using your 10-digit student number. You were given this number when you completed the Davis Tech enrollment process. You will use your student number to access the Student Portal as well. Your instructor will provide you with information on Canvas access.

You can access Canvas from any internet-connected computer at the following URL: https://davistech.instructure.com/login. If you have problems logging in to Canvas, please see your instructor or email online.support@davistech.edu. If you encounter technical problems while in Canvas, use the Help button in Canvas and the "Report a Problem" link. A general orientation to Canvas can be found in the New Student Orientation, but faculty will also offer an orientation specific to technology in your program on your first day of class.

Learning Resources

Student Resource Center

The classroom includes a Student Resource Center where you will find industry publications, periodicals, manuals, media materials. In addition, you will be given opportunities to use equipment and materials, such as computers with Internet access and software applications that are currently being used in industry.

Electronic Student Resources

Your Canvas orientation course contains electronic learning resources that can be used throughout your time in the program. Each canvas course links to these resources, and they will be updated regularly. If you find a frequently used resource (website, video, tutorial, etc.) that you think would be helpful for other students in your program, consider sharing the link with your instructor.

First Aid Supplies

The classroom also includes first aid kit, and other supplies needed in case of emergency. Evacuation maps can be found in strategic locations throughout the college.

Students with Disabilities

If you have a disability that may require some accommodation by the instructor, contact the instructor and document the disability through a Davis Tech Counselor in Student Services.

Instructor Response Time

Your instructor will respond to any question regarding the program, assignments, or assessments in 24 hours within the Davis Tech operational schedule.

Student Policies and Procedures

You may find further information on institutional student policies and procedures here: http://www.davistech.edu/student-policies.

Pathway/Articulation

Academic agreements are used to identify comparable courses or pathways between educational institutions. This allows students to receive credit at a receiving institution without having to duplicate courses recently completed and to continue their education between schools. In order to receive credit for course work included in these agreements, students must provide a transcript, report card or State Skill Certification to Davis Tech faculty with a grade "B" or better in the designated course(s). This program is articulated with Weber State University, please see your instructor for more information.

Performance Standards

Progress

Students are expected to complete course work according to a timeline in the course curriculum. The timeline shows the maximum number of hours it should take you to complete each module of the course. Progress is calculated by the number of scheduled hours versus the amount of coursework completed. Progress and attendance must be maintained at 67% and 85% or better respectively. If you have difficulty meeting the progress requirement, you are encouraged to talk to your instructor. Failure to maintain the required progress standard, or failure to complete a course by the end date will result in academic corrective action being taken.

Grading

Davis Tech courses are competency-based, requiring you to demonstrate your knowledge and skill in a variety of methods according to industry-based objectives and performance standards. To demonstrate competency and receive a letter grade for each course, you are required to achieve 80 percent or higher on all graded activities. If you don't pass an activity, you will be required to rework it. Specific details for reworking an activity can be found in the Course Navigation section of your course syllabus.

The assignments and activities that will be used to calculate your grade will vary according to the course. The grade calculation for each course can be found in the course syllabus under Grading Practices.

Final grades for all courses are based on the following scale:

94 % - 100 %	A	84% - 86%	B	74% - 76%	C
90% - 93%	A-	80 % - 83%	B-	70% - 73%	C-
87% - 89%	B+	77% - 79%	C+		

Attendance

Although high school students in this program are required to have a defined schedule, adult students have flexible scheduling options with a minimum attendance standard. Although you are in a classroom environment, the College's purpose is to help you prepare to work in the business world. Good work habits include punctuality and attendance. Employers pay close attention to attendance and tardiness. The attendance policy for the Plastic Injection Molding program is a minimum of 85%; however, you should have a personal goal of 100% attendance.

If you are going to be absent, please notify your instructor through email or by text (which will be given during the in-person orientation of the classroom).

You are responsible to sign in to Northstar at the beginning of your first class period before the computer marks you tardy, and sign out at the completion of your last class period. Problems with signing in must be reported to an instructor as soon as possible. Four tardies equal one absence.

If you are absent for ten (10) consecutive scheduled days, you will be withdrawn from Davis Tech. Failure to meet the required attendance standard will result in academic corrective action being taken.

The guidelines for attendance are based upon that of a working environment. If you were at your place of employment and you were continually late or leaving early, you probably wouldn't have your job for long. We are willing to work with you if you have special circumstances, but you must learn to communicate these to your instructor. (This doesn't mean we can excuse an absence.)

Program Code of Conduct

Academic Performance
Periodic Review
Instructors will review student's attendance and progress periodically as courses are completed. You are encouraged to keep track of your progress and attendance during each course. The goal of reviewing attendance and progress to keep you on track to finish your courses on time and that you are getting the help that you need.

Your success in this program is important to us. We will work with you to help you succeed, but if we see that you are not meeting the minimum standards of **85 % attendance and 67% Progress** as described in this orientation, we are committed to taking appropriate actions to help you improve. The following steps may be taken if you fail to meet the minimum performance, progress, and attendance standards, fail to complete a course on time, or violate Plastic Injection Molding policies and procedures:

Student Improvement Plan

The student and instructor will meet together to determine what issues are keeping the student from meeting the requirements for attendance and progress or to address failure to meet other policies. Together, the student and instructor will create a written plan detailing corrective actions to help the student succeed. Both the student and instructor will sign the plan indicating a commitment to strive for success. If the student failed to complete a course, they will be allowed to enroll in the course only after completing a plan with the instructor.

Academic Probation
Students who are on academic probation may lose Federal Financial Aid, scholarship eligibility, or sponsorship and benefits, as determined in accordance with college Financial Aid requirements and Department of Education regulations.

If you are unable to correct the unsatisfactory performance or complete the repeated course by the repeated course end date, you will remain on probation and will need to meet with your instructor and a college counselor to modify and further define the Student Improvement Plan. The instructor and counselor may also evaluate barriers that might prevent your success in the program and whether or not other training options should be considered.

If you fail to meet the performance standards outlined in the Student Improvement Plan, you will be required to participate in a Committee Review in order to continue as a student at Davis Tech. The committee will be composed of you, the instructor, the program director, an impartial program director, and a college counselor. The committee will evaluate the corrective actions taken by the college, the Plastic Injection Molding Program, and you to determine a mutually beneficial course of action. Possible options may include but are not limited to: continued academic probation, additional assessment, recommended change to another educational program, suspension, or termination from the program.

If you fail to appear for the Committee Review, you may be considered for disciplinary termination. If you have received a Student Improvement Plan or have been placed on academic probation and subsequently leave the institution, you may be considered for disciplinary termination. If you are terminated for academic performance, you must meet with a Career and Academic Advisor to discuss a plan for correction before being permitted to re-enroll at Davis Tech.

Problem Resolution
If you are not satisfied for any reason with classroom management, grading or academic disciplinary actions taken, discuss your concerns with faculty in your program. If this does not resolve your concerns, please contact Student Services.

Work-based Learning
The Plastic Injection Molding training program pursues externship opportunities for students. This is an opportunity for students to get real-world experience and make inroads to a job/career. Davis Tech credit of up to 60 hours may be given for externships. Please contact your instructor for detailed information on prerequisite courses and enrollment details.

Student Follow-up

Your success in finding employment is an indication of the quality of our instruction. To evaluate the effectiveness of our programs, we ask that you notify us of your employment status. If you are already employed, become employed, or if your employment status changes, please notify your instructor. You may also report current military service, the pursuit of additional education, or indicate reasons that may prevent you from completing your program or finding employment. If we don't receive a response from you, a Davis Tech employee will contact you to request your employment status.

Program Safety

You will learn about industrial safety in INJM 1000 Basic Injection Molding Machine Operation course and are expected to follow the following safety standards:

- Wear safety glasses in required areas
- Adhere to lab dress code

Course Evaluations

At the end of each course your curriculum will guide you to an online evaluation with questions about instructional content and your primary instructor. We appreciate and value your feedback. Although you will be asked to enter your student number, this is simply to verify the evaluation is completed only once per student. Feedback is used for program improvement and professional development.