



P.O. Box 477200 Tulsa, OK 74147 918.828.5000

PROGRAM HANDBOOK

Program: Welding Fabricator

Site: Lemley Memorial Campus, H Building Room 106

School Year: 2026-2027

Instructor and Contact Information

Instructor Name: Adam Wheat

Instructor Phone: 918-828-1024

Instructor Email: adam.wheat@tulsatech.edu

Instructor's Office Hours: 7:00-7:20 am and 3:20-3:30 pm M-F

Instructor Credentials: NOCTI welding certification, OK Department of Education Standard Certified Teacher, Certified OSHA 10/30 General Industry Instructor

Instructor Biography: Tulsa Technology Center-Welding Instructor-(6/2013-Present)

Instructional Philosophy: Students entering this program do so with the desire to enter the workforce quickly. Therefore, it is important to instill in them that there are three elements to their goal. First is to make sure they understand and practice punctuality and accountability. Next is to instill the science and theory behind the welding and cutting processes they are learning. Lastly, they need to develop the best hands-on skills possible in the time we share. My goal is to ensure that each student is successful in all three of these areas. That requires the best instruction possible, coupled with their drive and determination to perform at their absolute best. The result is gainful employment.

Campus/Site Information:

Attendance Office: 918-828-1000, lemattendance@tulsatech.edu

Counselor(s): Smith, Mellinda (Last Name A-K), 918-828-1047, melinda.smith@tulsatech.edu

Kelli Wilson (Last Name L-Z), 918-828-1037, kelli.wilson@tulsatech.edu

Administration: Director, Dr. Sam Ramsey, 918-828-1001, sam.ramsey@tulsatech.edu

Assistant Director, Candace Shoopman, 918-828-1002, candace.shoopman@tulsatech.edu

Program Information

Program Name: *Welding Fabricator*

Description: *Students will learn the basics of GMAW and FCAW processes. Oxy-fuel, plasma, and air carbon arc cutting methods are covered. Basic metallurgy topics are discussed as related to welding. Welding symbols and basic print reading skills are developed. Upon course completion, the student should be ready to pass industry entry-level qualification tests for the two processes.*

Courses and Hours: Intro to Wire-fed Welding, 150 hours. GMAW Basics, 150 hours. GMAW Advanced, 150 hours. FCAW Essentials, 150 hours.

Certifications: OSHA 10 certification, AWS certification, optional, in any process, in any position, and at the expense of the student.

Eligibility for Admissions

Secondary and adult students are admitted to programs based on their interest, indicators of ability to succeed in their chosen occupation, aptitude and prior performance in school and work. In addition, other factors may be considered that affect the student's ability to fully participate or complete a program, or to obtain professional credentials at the program's conclusion.

Schedule

Class Times: 7:30 am-3:20 pm

3 Break Times: One is a 20-minute break from 9:20 am to 9:40 am, The second one is a 50-minute Lunch break from 11:00 am to 11:50 am, and the last 20-minute break is from 1:40 pm to 2:00 pm.

Classroom Procedure & Expectations

Grading

It is the policy of the Board of Education of Tulsa Technology Center to issue a grade to each student enrolled according to the policy and procedures of the district. All course and program grade totals will be calculated in the district designated gradebook on a point-based system.

The following criteria will be used for the assignment of letter grades, grading scales and percentage grades for students:

A 100-90%

B 89 – 80%

C 79 – 70%

D 69 – 60%

F 59 – 0%

Makeup Work:

Students are expected to make-up for the work missed while they are absent. It is the responsibility of the student to contact the instructor and make arrangements to complete the work that is missed. No penalty will be assessed if the work is completed within two days for each day missed. Make-up work shall be meaningful and relevant to the course being missed. Some situations may require more time due to the nature of the program. In these cases, the instructor will set the completion date for the make-up work. ☐

Teaching Methods:

This course may be taught through a variety of delivery methods which may include but not limited to Blackboard, Microsoft Teams, lectures, activities, shops/labs, and work-based learning.

Professionalism:

All professionalism is based on industry standards.

Attendance:

Students must adhere to Tulsa Tech's district attendance policy.

[Tulsa Tech District Policies](https://tulsatech.edu/about-the-district/district-policies) (<https://tulsatech.edu/about-the-district/district-policies>)

Safety:

Tulsa Technology Center strives to provide a safe learning environment for our students, employees, and visitors. Students are expected to comply with TTC's and all Work Based Learning site policies. Students will complete safety training during the program. The Safety website can be found here: <http://tulsatech.edu/safety-security/>

Students will have the potential to operate machines and equipment as a part of the shop/laboratory experience. These machines and equipment may present hazardous conditions during operation.

It is understood that students will be given proper instructions on the safe use of all machines and equipment before being allowed to use them. It will be the students' responsibility to follow ALL safety guidelines and therefore each student will:

- » Follow all shop/laboratory safety rules and guidelines.
- » Pass all safety tests with a score of 100% before working in shop or laboratory areas.
- » Never use any machine or equipment without first having permission from the instructor.
- » Immediately report ALL accidents / injuries to the instructor.

- » Use common courtesy and respect toward classmates while using any machine or equipment.
- » Wear all personal protective equipment (i.e., goggles, face shields, lab coats, gloves, safety glasses, hearing protection, etc.) as prescribed by the instructor of the program.

Each area of instruction will follow the safety, and health requirements appropriate to the activities scheduled and will ensure compliance with the Occupational Safety and Health Administration (OSHA) standards. Any program dealing with work-related chemicals will maintain a “Right to Know” station which will include a copy of the chemicals (Safety Data Sheet). Some programs may require specialized Personal Protective Equipment (PPE) to prevent injury to students. This equipment may include Protective footwear, eye and face protection, along with hearing protection. All students are expected to comply with the established safety requirements designated by Tulsa Tech. The safety requirements for each instructional area will be discussed and enforced by the program instructor. Program instructors will require 100% safety examinations before allowing a student to work in a laboratory or shop setting.

ID Badges:

Students will receive an ID badge during the first week of school. The ID badge must always be visible and will serve as an access badge to the building. Students must report a lost or stolen ID badge to the front office immediately.

Accident Reporting:

Any student suffering an injury or illness which occurs while on campus or while participating in an off- campus work-based learning, must complete a student accident report form. All accidents shall be reported to the instructor and campus director or assistant director.

Code of Conduct:

Tulsa Tech’s student conduct code prohibits threatening behavior, harassment, intimidation and bullying. This policy applies to all students regardless of classification as a secondary or adult student.

Supplies Needed

- Welding Hood (flip front or auto-dark w/ranges 9-12)
- Clear Safety Glasses
- Steel Toe Boots
- Leather Sleeves w/cape or equivalent
- Chipping Hammer
- Wire brush
- Pliers for GMAW/FCAW (Welpers)

- Welding Cap
- Spiral Notebook
- Welding Gloves
- Safety Glasses
- 100% cotton welding shirt (Khaki in color)

Additional Information

Transportation/Parking:

Students must have a valid driver's license and insurance to park on campus. Parking on campus is a privilege. Students are expected to adhere to the posted speed limit, all other driving laws, and Tulsa Tech policies. Any driving violation while on campus can result in the revocation of driving privileges. While on break, students should neither sit in nor hang out around vehicles; additionally, students are not allowed to leave campus. The parking lot is monitored 24/7 by Tulsa County Sheriff Deputies.

Work-Based Learning Information:

Some programs may offer work-based learning opportunities such as industry fieldtrips, guest speakers, job shadowing, internships, etc. These opportunities are led by the instructor and are a privilege for those students who demonstrate successful academic performance and maintain good attendance. All WBL opportunities must be approved by the instructor and administration, and all necessary paperwork completed prior to student participation.

College Credit Opportunities:

Tulsa Tech students may earn college credit by Transfer Credit or Prior Learning Assessment (PLA). Depending on the college and degree pursued, students may earn credit by showing a transcript, certification or license, taking an institutional assessment at the college, showing a portfolio, or demonstrating knowledge.

Other Information: tulsatech.blackboard.com

Oklahoma Career Tech Student Organizations & Honor Recognitions



NTHS – The National Technical Honor Society



PATH – Professional, Academic, Technical, and Honor



Career & Technical Education

All Tulsa Tech Policies apply to all programs. All policies listed in this handbook are in addition to district policies. Read Tulsa Tech's policy manual at: [Tulsa Tech District Policies](https://tulsatech.edu/about/district-policies) (<https://tulsatech.edu/about/district-policies>)