

Asnuntuck Community College



College Connections Student Handbook

Author: Gary Zweifel

Process Owner: Paul Felici, Tom Dalessio

Document Number: MTP-20-002

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Mission Statement

The Asnuntuck Community College Advanced Manufacturing Technology Center (AMTC) mission is to provide students with a technology and academic experience that leads to related and relevant career employment and continuous personal and professional development.

The AMTC College Connections Student Handbook

The College Connections student handbook introduces students to the basic policies that govern AMTC courses and certificate programs. It provides information to help students be successful in Advanced Manufacturing Technology programs.

This student handbook complements and supplements the Asnuntuck student handbook. Students are responsible for following the policies as well as the requirements in the Asnuntuck student handbook.

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College Connections Policies

Machining and Welding Safety

Students are to abide by the following dress code and safety policies at all times in the shops. Failing to adhere to these policies may cause students to have to leave the shops.

Machining

1. Wear safety glasses (provided by AMTC) at all times.
2. Sturdy work boots or safety-toed shoes are required. No sneakers and open-toed shoes.
3. Wear short-sleeved shirts and long pants. No shorts and sweatpants permitted. No loose fitting clothing allowed. Shirts must be tucked in, hooded shirts not permitted.
4. Tie up long hair at a secure length. A hair net may be required if hair is too long.
5. Adhere to established OSHA safety guidelines.
6. Clean up spilled oil and other liquids immediately. Clean the machine(s) after each use.
7. Dispose of shop rags, paper towels, old drawings, scrap papers, etc. properly. Shop rags goes in red cans, paper goes in gray trash barrels.
8. Students may not operate any equipment without first receiving operating instructions from an instructor. Students may not operate any equipment without an instructor present.
9. No food and beverages allowed in the labs (computer or shop).

Welding

1. Wear safety glasses, helmet, gloves, bib, and jacket (all provided by AMTC) at all times.
2. Leatherwork boots that cover the ankles and lace to the top are required. Recommend wearing safety-toes shoes, but are not required.
3. Cotton clothing is required. Pants must not have any holes in them.
4. No hooded shirts allowed.
5. Jewelry (watches, bracelets, necklaces, rings, earrings, etc.) not allowed.
6. Tie up long hair at a secure length. A hair net may be required if hair is too long.
7. Lighters (especially butane) of any kind not allowed.
8. No food and beverages allowed in the shops.

Behavior

We (AMTC at Asnuntuck) will not tolerate inappropriate behaviors.

No tobacco products of any kind allowed in the buildings.

No Smoking permitted in the College Connections program.

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Attendance

Students are required to attend all classes and are responsible for all assigned work. Attendance is a critical component of both the grading system and in determining possible scholarships. Instructor will take attendance at the beginning of each class period and will note absences and tardiness.

Excessive tardiness or absenteeism (more than five unexcused occurrences) will be cause for termination from the program.

Punctuality

Arriving late to class and leaving early from class is disruptive to classmates and instructors. Instructors expect students to arrive on time and to remain for the entire class period.

Questions or Problems

As soon as a question or problem arises, please communicate the issue to the instructor or to Paul Felici. They will address the issues as soon as possible.

Medical Information

Report any medical problems or medications that may affect the ability to work safely in the shop or classroom. Report them to the instructor or to Paul Felici.

Medical Supplies and First Aid

Over the counter medication, such as bandages, are available in the AMTC office at all times. An eyewash station is located outside the locker room. An ambulatory care facility is located within 5 minutes of the AMTC.

Snow Days / Class Cancellation

Call the college's main number 800.501.3967, or check the college website at asnuntuck.edu for cancelation or delay during inclement weather.

Radio and television stations that broadcasts the cancelation:

RADIO: WACC-FM (107.7)

TELEVISION: WFSB-CBS (3); WWLP-NBC (22); WVIT-NBC (30); WGGB-ABC (40)

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Electronic Devices (cell phones, i-pads, etc.)

Turn off all electronic devices, including cell phones before the beginning of class. If a cell phone is audible, the student needs to turn it off or to leave the classroom. Use the telephone 860.253.3189 in the office as a point of contact for emergency.

During a test, cell phones will be off. Not complying will be cause for students to leave the class without the option of completing the test.

There is a telephone in the office available to students, for emergency use only.

Student Code of Classroom Conduct

Asnuntuck is dedicated not only to the advancement of knowledge and learning, but also is concerned with the development of responsible personal and social conduct. By enrolling at Asnuntuck, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the instructor.

Instructor will direct the students who engage in any prohibited or unlawful acts to leave the classroom. Violation of any Asnuntuck policies may lead to disciplinary action including termination from the program. Disciplinary action will cause withdrawal from the class, probation, suspension, expulsion, or any other appropriate and authorized disciplinary process.

Program Policies

- ✓ At all times, students must come to Asnuntuck dressed for Lab activities. The high school will retain the students if not properly dressed. Points deducted for inappropriate attire.
- ✓ Proper behavior is necessary in College Connections. Students must report directly to their scheduled classes when they get off the bus. No wandering around the building or grounds. Repeated violations are grounds for termination from the College Connections program.
- ✓ Students must be respectful to staff and instructors at all times. Insubordinate behavior will result in termination from the College Connections program.
- ✓ Asnuntuck reserves the right to terminate students from the College Connections program for displaying inappropriate behavior.
- ✓ Students must come to class prepared with the necessary materials, such as, books, handouts, pen, paper, etc.
- ✓ Attendance in the program is imperative. More than five unexcused absences in a semester will result in a failing grade and termination from the College Connections program.

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- ✓ Pay attention.
- ✓ Food, drink, cell phones, or other electronic media are not allowed in class.
- ✓ Students should raise their hand if they have a question. Questions will be addressed one student at a time.
- ✓ Arrive on time. If late, sit quietly and do not disturb the class.
- ✓ Please discuss with the instructor at the end of class any personal needs such as a missing handout, homework, grades, etc.
- ✓ No napping or sleeping in class.

Projects

Complete all projects on a timely basis within the period of the program.

Tests

Take all tests on the day given. If there is a problem, the student is responsible for establishing a make-up date with the instructor.

Main Office Number: 860.253.3189 (Paul Felici)

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Asnuntuck Community College
Advanced Manufacturing Technology Center

College Connections
Student Handbook Agreement

I have read the AMTC Student Handbook. I understand the information in each section, all policies and expectations. I agree to abide by the policies set forth in the AMTC College Connections Student Handbook.

Student Printed Name

Student Signature

Date

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

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