



TEXAS SOUTHMOST COLLEGE



**Student Handbook
2018-2020**

Construction Technology Student Handbook

Name _____

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General Information

A Message to the Students

Welcome to the Texas Southmost College **Construction Technology Program**. This handbook has been compiled to help familiarize you with the policies utilized by this program as well as available student services.

The Construction Technology Program Student Handbook pertains to students that have been admitted to that program and is a supplement to the Texas Southmost College Student Handbook. The Vice-President of Instruction and Student Services is the chief administrator for academic/non-academic policies and procedures.

It is through the spirit of cooperation and communication that students and faculty members share a common goal of learning. In this profession, competence is developed through diligence, determination, and patience in the practicum environment as well as the classroom.

The Degree Plan for Construction Technology has been designed to provide the student with a well-rounded curriculum.

Please remember that you, the student, are the most important asset of this program. Your suggestions are welcomed, appreciated, and may be submitted at any time to the Advisory Committee of this program or directly to the Program Faculty.

Non-Discrimination Statement

Texas Southmost College Construction Technology Program is non-discriminatory in regard to race, creed, color, sex, age, handicap, and national origin.

No otherwise qualified handicapped individual in the United States as defined shall, solely by reason of his handicap be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving federal assistance.

Mission of the Institution

The mission of Texas Southmost College (TSC) is to transform our communities through innovative learning opportunities.

Role and Scope

Texas Southmost College's mission is guided by our commitment to provide:

- University transfer, career, and technical programs leading to an associate degree or certificate along with courses specializing in college preparatory and developmental education, workforce

training, adult literacy, and continuing education to support the evolving needs of citizens, industry, and economic development initiatives within Cameron and Willacy Counties.

- High-quality instruction and learning opportunities in the classroom, online, and through other delivery methods; a supportive and innovative faculty and staff; appropriate technology, equipment, and learning resources; and advising and assessment services to promote transfer to a four-year baccalaureate institution, entry or advancement in the workforce, or lifelong learning.
- A learning-centered, service-oriented environment that celebrates diversity and inclusion; facilitates growth and development; fosters social responsibility, critical thinking, communication, and innovation; and empowers and engages students, faculty, and staff to achieve personal and professional goals.
- Institutional effectiveness that embraces individual accountability, data-driven decision-making, change, and an unending pursuit of excellence.

Institutional Accreditation

Texas Southmost College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificate and associate degrees.

Program Information

Construction Technology Program Contact Information

Construction Technology Instructor

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Mission of the Program

Consistent with the mission of Texas Southmost College the faculty of the Construction Technology Program is committed to provide high quality, accessible and affordable education tailoring the needs of the community.

Program Outcomes (Goals)

Goal 1- Identify and learn the proper usage of construction materials

Goal 2- Use electric hand tools and power equipment

Goal 3- Read blue print drawings, estimate material, and construct small size residential and commercial structures

Program Description

The Construction Technology Program teaches students the skills needed to enter the workforce of residential construction and repair as an entry-level building construction craftsman. The one-year certificate degree training offers classroom and laboratory work with state-of-the art equipment and instructors that are highly experienced in the trade. Upon completion of the certificate, students have the skills, knowledge and work attitude needed to successfully enter one of the fastest growing job markets in the nation: residential construction.

Qualifications for Applicants

Admission to TSC is sufficient to be admitted in the Construction Technology Program. For admission requirements at TSC, Please contact the Admission and Records at TSC for college admission requirements at (956)-295-3600. For information visit the Admission and Records Office website at <http://www.tsc.edu/index.php/admissions-and-records.html>

Student Work Policy

As in all Career and Technical Education Programs at Texas Southmost College, working full-time while enrolled in a program is difficult and not recommended since work schedules generally conflict with class and or/practicum rotations. Should a student be employed in any facility that is an affiliate of the program, they may do so only during times where it does not involve or conflict with program activities. Additionally, should a student be employed by a facility where practicum rotation is normally conducted, they may not use "employer time" to substitute for program practicum requirements.

Behavioral Conduct

TSC Construction Technology students representing Texas Southmost College are expected to conduct themselves in such a manner as to reflect favorably upon themselves and the program. Every effort is taken to provide for all students an academic environment that is conducive to academic endeavors, social growth, and individual self-discipline. The College expect students eligible to perform at the College level are familiar with the ordinary rules governing proper conduct and that they will observe

these rules as a matter of training and habit (See TSC Student Handbook Discipline Code/Sanctions).

Classroom Conduct

Classroom activities (didactic and laboratory) are an essential part of Construction Technology Program courses. Although instructors strive to establish an informal classroom environment, Students must conduct themselves in a manner that continues to facilitate learning. Students are expected to:

1. Come to class prepared for the scheduled subject or activities
2. Behave in a manner that does not interrupt classroom or laboratory activities. Examples of disruptive behavior include frequent tardiness, leaving early, private conversations during class, and inappropriate or offensive behavior.
3. Ensure that cellular telephones, radios and pagers do not disrupt the classroom or laboratory activities. Students are expected to ensure that the activation of these devices does not disrupt classroom, laboratory, or clinical activities.

Attendance

Students are encouraged to attend 100% of the scheduled class sessions; otherwise, it is the student's responsibility to acquire any missed information and schedule make-ups, where applicable. The Construction Technology Program require students to attend classes punctually and regularly so that the learning objectives of the course may be accomplished. In each semester, the assessment of absences begins the first day of class.

Liability Insurance

All students in the Construction Technology program are required to have professional liability insurance. This insurance is provided on a group basis and the cost for the professional liability insurance is included in the fees paid in which a practicum course is required.

Grievance Procedure

The intention of the student grievance policy procedure at TSC is to assure the aggrieved student of due process in the disposition of the grievance or complaint. While the procedure will not guarantee the student that the result will be totally satisfactory, the college intends for the procedure to provide sufficient options for resolution of the matter. The procedure for filing a grievance can be found in the official TSC Undergraduate Catalog.

Student Records

As a student at Texas Southmost College, your education record information is protected by FERPA. The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law that requires Texas Southmost College to treat your education records in a legally specified manner.

Technical Standards (Essential Functions)

A Construction Technology student must possess motor and visual skills that would enable him/her to meet program objectives and perform job duties required in the profession. Specifically, the students:

1. Climb a 4ft, 6ft, 8ft ladder and extension ladder.
2. Have the ability to lift and move at least 30 pounds.

Required Supplies and Materials

A Construction Technology student will need the following items:

1. Textbooks
2. Notebook (note taking)
3. Pens/ Pencils
4. Class uniform
5. Safety Shoes (preferred steel toe)
6. Clear safety Glasses
7. Working gloves
8. 25ft measuring tape
9. 20oz Hammer
10. 3 piece wood chisel
11. Swanson speed square
12. Carpenter tool pouch
13. Carpenter pencils
14. Caulk line Real
15. Flat bar
16. Nail claw

Classrooms/Lab

Construction Technology Program Lecture and Lab courses are taught at the ITEC campus. The classroom is located in the ITEC in room C-207. Specific courses schedules are published in the TSC course schedule per semester.

Curriculum and Course Description

Certificate of Proficiency -Level One (CERT1.CNBT 2018-2019)

Construction Technology Certificate of Proficiency - Level One

Texas Southmost College
Division of Science, Technology, Engineering & Mathematics/
Career & Technical Education

The mission of the Construction Technology program is to provide opportunities for individuals to develop competencies essential for being lifelong learners for career in workforce programs leading to certification and guidance to Construction Trade Excellence. The Construction Technology program has been developed by the department working in close cooperation with business and industry to satisfy a need for timely and effective workplace.

FIRST YEAR - FALL SEMESTER	CREDIT HOURS
CNBT 1301 Introduction to Construction Industry	3
CNBT 1316 Construction Technology I.....	3
CNBT 1300 Residential and Light Commercial Blueprint Reading	3
RBPT 1300 Fundamentals of Residential Building Science	3

FIRST YEAR - SPRING SEMESTER	
CRPT 1325 Forms and Foundations I	3
CRPT 1311 Roof Systems	3
CRPT 1315 Wall Systems	3
WDWK 1413 Cabinet Making I.....	4
CNBT 1266 Practicum (or Field Experience) - Construction Engineering Technology/Technician	2

TOTAL CREDIT HOURS FOR GRADUATION - 27

A minimum grade of "C" must be obtained in each (CNBT, RBPT, CPRT & WDWK) course required in the certificate plan.

Course Description

CNBT-1266 - Practicum: Constructional Engineering Technology Technician

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisites: CNBT 1301, CNBT 1316, CNBT 1300, RBPT 1300. Practicum 17, Cr 2

CNBT-1300 - Res & Light Commercial Blueprint Reading

Introductory blueprint reading for residential and light commercial construction. Lec 2, Lab 3, Cr 3

CNBT-1301 - Introduction to Construction Industry

Overview of the construction industry. Lec 2, Lab 4, Cr 3

CNBT-1311 - Construction Methods and Materials I

Introduction to construction materials and methods and their applications. Prerequisites: CRPT 1325, CRPT 1311, CRPT 1315, CNBT 1342. Lec 2, Lab 4, Cr 3

CNBT-1316 - Construction Technology I

Introduction to site preparation foundations, form work, safety, tools, and equipment. Lec 2, Lab 3, Cr 3

CNBT-1342 - Building Codes and Inspections

Building codes and standards applicable to building construction and inspection processes. Prerequisites: CNBT 1301, CNBT 1346, CNBT 1391, RBPT 1300. Lec 2, Lab 4, Cr 3

CNBT-1346 - Construction Estimating

Fundamentals of estimating materials and labor costs in construction are topics in this course. Lec 2, Lab 4, Cr 3

CNBT-1391 - Special Topics: Construction/Building Technology and Technical Reading

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Lec 2, Lab 4, Cr 3

CNBT-2305 - Building and Contracting

Basic process of organizing and operating a building or contracting business. Prerequisites: CRPT 1325, CRPT 1311, CRPT 1315, CNBT 1342. Lec 2, Lab 4, Cr 3

CNBT-2315 - Construction Specifications and Contracts

Overview of the legal aspects of written construction documents. Prerequisites: CRPT 1325, CRPT 1311,

CRPT 1315, CNBT 1342. Lec 2, Lab 4, Cr 3

CNBT-2342 - Construction Management I

Management skills in the job site. Topics include written and oral communications, leadership and motivation, problem solving, and decision making. Prerequisites: CRPT 1325, CRPT 1311, CRPT 1315, CNBT 1342. Lec 2, Lab 4, Cr 3

CRPT-1311 - Conventional Roof Systems

Principles of design and construction of a roof system incorporating gable, hip, valley and intersections. Emphasis given to safe work practices and the use, and maintenance of tools and equipment. Prerequisites: CNBT 1301 and RBPT 1300. Lec 2, Lab 4, Cr 3

CRPT-1315 - Conventional Wall Systems

Identification of components; construction of wall systems; safe work practices; and the use, and maintenance of tools and equipment. Prerequisites: CNBT 1301 and RBPT 1300. Lec 2, Lab 4, Cr 3

CRPT-1325 - Forms and Foundations I

Construction of basic form and foundation systems including related safety, tools, equipment, and building layout. Emphasis on safe work practices and the use, and maintenance of tools and equipment. Prerequisites: CNBT 1301 and RBPT 1300. Lec 2, Lab 4, Cr 3

RBPT-1300 - Fundamentals of Residential Building Science

A study of the house as a complex interrelated system of people, building technologies, and the environment. Emphasizes residential building techniques and how they affect the needs for energy, water, and materials while providing a safe, healthy, and comfortable home. Lec 1, Lab 6, Cr 3

WDWK-1413 - Cabinet Making I

Design and construction of base cabinets and wall cabinets for kitchens and bathrooms. Emphasis on the safe use of portable and stationary power tools. Prerequisites: CNBT 1301, CNBT 1316, CNBT 1300, RBPT 1300. Lec 2, Lab 4, Cr 4

Course Competencies

- Basic shop safety and maintenance
- Proper usage of hand and power tools
- Proper usage of heavy machinery
- Daily housekeeping
- Reading a tape measure
- Usage of fractions and other calculations
- Identify different kind of construction materials
- Identify Different kind of foundations
- Identify different parts of a wood frame home
- Blue print reading

- Drawing a Basic house print
- Material calculation for house framing
- Materials calculation for foundations
- Basic rafter cut out
- Basic floor layout
- Basic wall layout
- Basic roof layout
- Framing and construction of walls
- Framing and construction of roofs
- Roof decking installation
- Composition shingles installation
- Installation of wind storm fasteners
- Installation of insulation and sheet rock
- Installation of wood siding
- Installation of doors and windows
- Installation of exterior house trim
- Implement building codes
- Framing walls with metal studs
- Installation of suspended ceilings

Course Substitution

Course substitutions for supportive requirements may be carried out only if the course to be substituted is equal or superior in content to the course that is required by the Construction Technology curriculum.

Resources

Counseling Services

The TSC Counseling Office provides mental health and substance abuse services at no cost to currently enrolled students. Contact with TSC Counseling Center is confidential and is not part of your academic record. The TSC Counseling Center operates within professional ethical guidelines and both federal and state laws that protect the privacy of your mental health records and assure the quality of services. The TSC Counseling Office is open 8:00 a.m. to 5:00 p.m., Monday through Friday, except on designated holidays. It is located in the Camille Lightner Building. If you are in crisis after hours, please call the National Suicide Prevention Lifeline 1-800-273-TALK (8255), or 911, or Tropical Texas Center for MHMR at 1-877-289-7199 (open 24 hrs) or text 741-741

Advising

The program coordinator will be the advisor for each student upon admission to provide information about the academic program and to assist in making informed decisions. The program director may be consulted during pre-registration, for adding/dropping a course and withdrawing from the Construction Technology Program. All advising sessions will be documented.

Disability Services

Texas Southmost College would like to help students with disabilities achieve their highest potential in college. Students with disabilities may request assistance through the Student Services Center. Some of the services available include note-taking, taped textbook, registration assistance, diagnostic testing, special test considerations and sign language interpreting. An Adaptive Technology and Testing Service are available for student use. All services are elective and must be requested by the students.

To request services, students must contact the Disability Services Office at TSC. It is advisable to make this contact well before or immediately after the semester begins. Proof of disability is required (individual documentation requirements vary depending on the disability). Students bear the responsibility of making their abilities and limitations known to the advisor. Together, the student and the advisor will decide on the appropriate accommodations and decides on a course of action for informing the instructor, if necessary. Students must request services each semester, as needed. You can start by calling the office at 956-295-3587 or email angela.dunn@tsc.edu to make an appointment.

Contact Information:

Angela Marie Dunn, MA, LPC-S
Lightner Center 100 C
Office: 956-295-3417
Fax: 956-544-9093
angela.dunn@tsc.edu

Student Financial Aid Services

TSC provides financial aid to assist students. The financial assistance for eligible students is available in the form of grants, loans, college work-study, veterans' benefits, and scholarships. The college catalog contains the financial resources available to all students. For more information, please visit <http://www.tsc.edu/index.php/financial-aid-office.html>

Library Facility

The library is a shared service between Texas Southmost College and The University of Texas at the Rio Grande Valley. For a full list of services provided by the shared service, please visit the <http://www.utrgv.edu/library/>

Our website provides 24/7 access to thousands of scholarly journals and e-books, all accessible to our students, faculty and staff from any location worldwide. Our physical libraries hold a wide array of print books, DVDs, archives, and more, as well as study rooms – available to be checked out for both group and individual study. Librarians are available to help you with your research in person, via phone, chat, text, or email.

Contact Information

Paul Sharpe

University Librarian

University Library

LIBR 2.101 A

Email: university.librarian@utrgv.edu

Phone: (956) 665-2005

Phone Alt: (956) 882-8221

Learning Labs

The College Preparatory Studies (CPS) Learning Labs provide peer tutoring services and review sessions in Math, Reading, Writing, and other subjects. The tutors, certified by the College Reading and Learning Association (CRLA), have excellent communications skills and broad knowledge of the subjects they tutor. CPS Learning Labs provide the campus community access to tutoring services and open computer labs to support student learning. More information is available at <http://www.tsc.edu/index.php/learning-lab.html>