CNST 1115 – NCCER CORE

Instructor: Mrs. Melinda Schwartz
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Office: WTC 1201C
Office Hours: Mondays 8:00-9:20am or by appointment

Meeting Place and Time:
MWF 9:30am- 12:00pm
UNM-Valencia Workforce Training Center
Classroom 1207

COURSE DESCRIPTION: Required introduction to the National Center for Construction Education and Research for certification. Topics studied include basic math, communications, prints, methods, and ethics. Students demonstrate skills level through laboratory assignments.

COURSE STUDENT LEARNING OUTCOMES: Students will learn basic safety procedures which include tool safety, introduction to hand and power tools, scaffold and rigging safety. Introduction to construction math, basic blueprint reading, layout and framing, basic communication skills, and introduction to materials handling.

TEXTBOOK (S): NCCER CORE Textbook (provided, must be turned back in at the end of the semester)

ATTENDANCE POLICY: Attendance is required and part of your final grade, there will be a sign in sheet on the front table daily, it is your responsibility to sign in. If you leave class early or arrive to class late, it will be reflected in your attendance score (unless this is due to school bus transportation issues). Students with excessive absences (more than 3 absences) will be dropped from the course. If you are not in class by the start time as designated on this syllabus, you are late. Three tardies equals one unexcused absence.

Excused absences will require a note.

GRADING POLICY:

As this is an industrial certification class that requires a passing grade of 70% or better on all exams to pass the certification, anything below a 70 is considered a failing grade. You cannot complete this class with a passing grade for university credit if you fail the certification exams. To receive a passing grade for this course, you must score at least 70 percent in the class which is 700 points or better. (There is a 10 point bonus buffer built into the scale, if you show up and participate daily you will receive all points)

Grading Scale:

970-1000 A+	930-969 A	900-929 A-
870-899 B+	830-869 B	800-829 B-
770-799 C+	730-769 C	700-729 C-
670-699 D+	630-669 D	600-629 D-
599-0 F		

Assignment	Points per assignment	Total Points
NCCER Module Tests	50 (8)	400
Performance Evaluations	40 (8)	320
Attendance and Participation	5(18)	90
Homework Assignments	25 (8)	200
Total		1000



COURSE OUTLINE:

This course is a mix of in person and online certification exams (online). At the end of each module there will be a Performance Evaluation (PE) and a Section Exam. This exam is online through NCCER and each of the 8 module exams must be passed with a 70% or better to earn your NCCER Blue Card at the end of the course. You can also earn an OASH-10 card through the safety module taught by Mr. Redd (SCHEDULE CHANGE- this class will happen next 8 weeks during blueprint reading). As you will notice above there is a 10 point bonus built into the grading scale so it is possible to earn over a 100 in this course.

Homework/Quizzes: There are practice quiz style homework assignments. They are meant to help students review the material of the class while practicing the style of the upcoming proctored exams. Homework is listed online on Canvas with page numbers and due dates. If you have internet issues or require a printed version, please see Mrs. Schwartz for accommodations.

Module Exams: The certification exam at the end of each module is done through NCCER.org. It is a proctored exam and as such there will be no talking, books, notes, cell phone or food/beverage allowed in the computer lab that day. If you leave the testing screen the test will end resulting in a zero. You may retake the exam should you fail/ not be satisfied with your score the first time.

Performance Evaluations: At the end of each module there is a performance review. This is a skill exam which tests the use/identification of tools, equipment, and skills. We will go over the performance review

together as a class at the end of each module, but the performance reviews themselves will be tested at the end of the semester during the final project.

Late Work: In general, I do not accept late work. All the due dates for assignments are listed clearly in Canvas so make sure you keep track of due dates. If you have extenuating circumstances such as a death in the family, severe sickness, or a major accident, extensions may be granted. It is the student's responsibility to notify the instructor as soon as possible when an extension is needed.



The following schedule is subject to change should the instructor deem it necessary.

Date	Topic	NCCER Module	Homework/ Testing Dates/ Notes
8/18-8/25	Course introduction Safety	00101	Module Test –8/27
8/27- 9/1	Construction Math	00102	Module Test -9/5 No class 9/1 Labor Day
9/5-9/8	Intro to Hand Tools	00103	Module Test -9/8
9/10-9/12	Intro to Power Tools	00104	Module Test -9/12
9/15-9/17	Intro to Construction Drawing	00105	Module Test -9/17
9/19-9/22	Basic Communication Skills	00107	Module Test -9/22
9/24-9/26	Basic Employability Skills	00108	
9/29-10/3	Intro to Material Handling	00109	Module Test -10/3
10/6- 10/8	Finals Week UNM		Final Project and Performance Evals

Credit-hour statement: This is a four credit-hour course. Class meets for three 2.5-hour sessions of direct instruction for twelve weeks during the Fall 2024 semester. Please plan for a minimum of eight hours of out-of-class work (or homework, study, assignment completion and class preparation) each week.

Academic Integrity and/or Plagiarism Policy:

Having academic integrity is paramount to your success in any class. Plagiarism or cheating is not tolerated. Any instance of this will result in a grade of zero for that assignment. Here is the link to the UNM Academic Dishonesty Policy: https://policy.unm.edu/regents-policies/section-4/4-8.html. The policy states:

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or who otherwise fails to meet the expected standards. Any student judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.

Academic Dishonesty is defined as:

"Academic dishonesty" includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.

ELECTRONIC DEVICE USAGE: Phone usage is not allowed in class. Phones must be on silent. If you are caught on your phone without permission, you will lose your participation point for the day. The use of cell phones while in the lab for testing is strictly prohibited. They must be silenced and placed in your backpack or on the instructor desk during testing.

Accommodations: UNM is committed to providing equitable access to learning opportunities for students with documented disabilities. As your instructor, it is my objective to facilitate an inclusive classroom setting, in which students have full access and opportunity to participate. To engage in a confidential conversation about the process for requesting reasonable accommodations for this class and/or program, please contact the UNM-Valencia Equal Access Services (Sarah Clawson, Coordinator), at (505) 925-8840 or by email at sjclawson@unm.edu. Or the UNM-Albuquerque Accessibility Resource Center (https://arc.unm.edu/) at arcsrvs@unm.edu or by phone at 505-277-3506.

Title IX: The University of New Mexico and its faculty are committed to supporting our students and providing an environment that is free of bias, discrimination, and harassment. The University's programs and activities, including the classroom, should always provide a space of mutual respect, kindness, and support without fear of harassment, violence, or discrimination. Discrimination on the basis of sex includes discrimination on the basis of assigned sex at birth, sex characteristics, pregnancy and pregnancy related conditions, sexual orientation and gender identity. If you have encountered any form of discrimination on the basis of sex, including sexual harassment, sexual assault, stalking, domestic or dating violence, we encourage you to report this to the University. You can access the confidential resources available on campus at the LoboRESPECT Advocacy Center (https://loborespect.unm.edu), the Women's Resource Center (https://women.unm.edu), and the

LGBTQ Resource Center (https://lgbtqrc.unm.edu). If you speak with an instructor (including a TA or a GA) regarding an incident connected to discrimination on the basis of sex, they must notify UNM's Title IX Coordinator that you shared an experience relating to Title IX, even if you ask the instructor not to disclose it. The Title IX Coordinator is available to assist you in understanding your options and in connecting you with all possible resources on and off campus. For more information on the campus policy regarding sexual misconduct and reporting, please see https://policy.unm.edu/university-policies/2000/2740.html and CEEO's website

If you are pregnant or experiencing a pregnancy-related condition, you may contact UNM's Office of Compliance, Ethics, and Equal Opportunity at ceeo@unm.edu. The CEEO staff will provide you with access to available resources and supportive measures and assist you in understanding your rights.

Computer Lab Responsibility: Please be advised that use of the computer labs on UNM properties is governed by "Policy 2500: Acceptable Computer Use" which can be found at http://policy.unm.edu/university-policies/2000/2500.html. Food and drink are also prohibited in any computer labs on campus. Anyone violating these policies is subject to possible suspension and loss of computer lab privileges.

UNM Email/ Canvas:
Beginning Fall 2015 semester, all UNM-Valencia students will be required to have a UNM Net ID which can be created by going to: http://it.unm.edu/accounts/. UNM Net ID will give you access to the computer labs on campus and UNM Email. Make sure to update this information as your method of contact under personal information on Lobo Web. This is a web-enhanced course. This means that you will need to access Canvas on a regular basis to complete assignments.