

# APSM 126: SMQ-26 FOREMAN TRAINING

## Foothill College Course Outline of Record

Heading	Value
<b>Effective Term:</b>	Summer 2021
<b>Units:</b>	2.5
<b>Hours:</b>	32 lecture, 8 laboratory per quarter (40 total per quarter)
<b>Prerequisite:</b>	Per California Code of Regulations, this course is limited to students admitted to the Sheet Metal Apprenticeship Program.
<b>Degree &amp; Credit Status:</b>	Degree-Applicable Credit Course
<b>Foothill GE:</b>	Non-GE
<b>Transferable:</b>	None
<b>Grade Type:</b>	Letter Grade (Request for Pass/No Pass)
<b>Repeatability:</b>	Not Repeatable

## Student Learning Outcomes

- A successful student will be able to identify the major goals of a foreman.
- A successful student will be able to safely and effectively plan, organize, control, and coordinate project activities.
- A successful student will be able to demonstrate effective foreman record keeping for projects and personnel.

## Description

This course is for journeyman-level sheet metal workers who want to become supervisors, site managers, leads, and foreman. In this course, students will be able to identify the roles and responsibilities of the foreman, and reasons to become a foreman. Students will practice self-evaluation, successful foreman attributes, managing and leading others, and project management. They will learn to start a project and see it through to successful completion.

## Course Objectives

The student will be able to:

- Identify the major goals of a foreman to safely and effectively plan, organize, control, and coordinate project activities
- Manage and lead others
- Communicate effectively on the job with verbal and written instructions
- Demonstrate the proper record keeping for the project and personnel
- Recognize the potential for legal action in some of the functions that a sheet metal foreman performs
- Manage scheduling through progress meetings and project requirements

## Course Content

- Identify the major goals of a foreman to safely and effectively plan, organize, control, and coordinate project activities
  - Goals for the employer
  - Goals for the employees

- Managing and leading others
  - Motivating personnel
  - Evaluations of personnel
  - Mediating conflicts
- Communicate effectively on the job with verbal and written instructions
  - Written and verbal communication skills
  - Recording project communications
- Demonstrate the proper record keeping for the project and personnel
  - Look ahead schedule
  - Payroll reporting
  - Personnel actions
- Recognize the potential for legal action in some of the functions that a sheet metal foreman performs
  - Discrimination
  - Harassment
- Manage scheduling through progress meetings and project requirements
  - Coordination meetings
  - Job look-ahead schedules
  - Lead time for procurement of materials, equipment and manpower

## Lab Content

Students will work individually and in teams to:

- Practice foreman activities related to sheet metal shop and field work
- Practice developing schedules, time-keeping, take off and order materials
- Practice managing employees and resources, through videos and role-playing

## Special Facilities and/or Equipment

- Laboratory with sheet metal tools
- Personal protective equipment

## Method(s) of Evaluation

Methods of Evaluation may include but are not limited to the following:

- Results of written quizzes and tests
- Shop participation
- Comprehensive written final examination
- Comprehensive final project
- Evaluation of progress by weekly assignments

## Method(s) of Instruction

Methods of Instruction may include but are not limited to the following:

- Discussion
- Laboratory instruction
- Demonstration

## Representative Text(s) and Other Materials

International Training Institute. [Foreman Training, International Training Institute for the Sheet Metal and Air Conditioning Industry \(student manual\)](#). 2006.

International Training Institute. [International Training Institute Supervisory Training Program \(participant manual\)](#). 2008.

These are the standard Sheet Metal textbooks/workbooks used for this course. Although one or more may not be within 5 years of the required published date, they are the most current books used when teaching this course.

## **Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments**

A. Reading assignment, from textbook:

1. Read chapter 2, Communication Skills

B. Writing assignment:

1. Complete an evaluation form, per page 2.13

## **Discipline(s)**

Sheet Metal