



Syllabus for CT-135 Woodworking Hand Tools and Techniques

Course Information

Semester & Year: Fall 2021

Course ID & Section #: CT-135 Woodworking Hand Tools and Techniques #E1632

Instructor's name: Bert Hafar

Day/Time of required meetings: Lecture/Lab Tuesday and Thursday 5:30 – 7:35 PM

Hybrid format: Some material may be presented online via Canvas LMS

Location: AT-109

Number of proctored exams: 0

Course units: 2.0

Instructor Contact Information

Office location: AT-124 (Near vending machines, south-west end of AT building)

Office hours: Tuesday and Thursday 3:00 – 5:00 PM and by appointment

Phone number: Office 476-4349 Wood Lab 476-4100 extension 4623

Email address: bert-hafar@redwoods.edu

Catalog Description

A course in the use and techniques of woodworking hand tools and hand tool joinery. Students will receive instruction in the making, tuning, and proper use of wooden hand planes and lay-out tools. Traditional woodworking joinery techniques will be studied and performed at the bench including: edge joining, dowelling, hand-cut dovetails, and mortise and tenon joinery.

Course Student Learning Outcomes *(from course outline of record)*

1. Analyze wood and materials for appropriateness to the task of tool and project construction.
2. Construct woodworking tools and projects.
3. Display and report on project intervals and completion.

Prerequisites/co-requisites/ recommended preparation

Requisites: None. This class is open to anyone interested in wood working. No prior experience or "natural ability" is expected or required.

Recommended preparation: Although not required, it is highly recommended that you complete CT-21A, survey of wood technology, prior or concurrently with this class.

All students wishing to take CR woodworking classes that utilizing power tools, regardless of prior experience, are required to start with CT-21A. This ensures that you become familiar with the safety practices of the CR woodshop and learn the proper operation of its power equipment as well as the location and organization methods used for the countless small wood tools that are available. In CT-135 you will not be required to use power tools and will only be allowed to if you have completed the proper safety training and safety test.

Required Materials

Textbook: "Hand Tool Essentials" by Popular Woodworking Magazine editors
ISBN 978-1-55870-815-0

Other Requirements: Safety glasses, tape measure, pencils, notebook, completed safety test.
Face coverings or masks.

Accessibility

College of the Redwoods is committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or [Disability Services and Programs for Students](#) (DSPS). Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1st floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

If you are taking online classes DSPS will email approved accommodations for distance education classes to your instructor. In the case of face-to-face instruction, please present your written accommodation request to your instructor at least one week before the needed accommodation so that necessary arrangements can be made. Last minute arrangements or post-test adjustments usually cannot be accommodated.

Student Support

Good information and clear communication about your needs will help you be successful. Please let your instructor know about any specific challenges or technology limitations that might affect your participation in class. College of the Redwoods wants every student to be successful.

Evaluation & Grading Policy

COURSE REQUIREMENTS

As a student woodworker in CT-135 you are required to attend lectures, participate in labs, read textbook assignments and engage yourself fully in the tests, quizzes and other classroom activities.

Course Skills: This course will focus on the following hand tool skills:

1. The construction and use of hand tools such as planes, spokeshaves, and layout equipment.
2. The construction of hand tool jigs and fixtures using accurate joinery.
3. Making through and half-blind hand cut dovetails.
4. Making blind and through mortise & tenon joinery.
5. The proper care, use, and fine tuning of various hand tools, including: planes, chisels, scrapers, carving knives, handsaws, and marking gauges.
6. Hand sawing techniques for dovetails, marquetry, and wood joinery.

Assessment

Student success in CT-135 will be assessed in the following areas:

		<u>Grading Criteria</u>	
1. Assigned projects and Activities	= 50%	100% - 96%	= A Excellent
2. Participation	= 10%	95% - 91%	= A-
3. Clean up and Work Habits	= 10%	90% - 87%	= B+
4. Homework	= 10%	86% - 83%	= B
5. Tests and Quizzes	= 10%	82% - 79%	= B-
6. Final Assessment	= 10%	78% - 70%	= C
		69% - 60%	= D
		< 59%	= Fail

Grades: Grades are recorded in and accessible to students through the CR Canvas website at redwoods.edu

Lectures: The lecture period will be from 3:00 – 4:05 pm every Tuesday. This is a hybrid class, some online work will be required of you. During the first few weeks the lectures may run long due to classroom and tool orientation. I will be reviewing tool operation and safety. Make every effort to attend these lectures as it will be impossible to make this time up. Whenever possible I will be filming lectures and posting them to Canvas.

Lab:

There will be a lab period each day of class. It is important to apply yourself to the task at hand and use your lab time efficiently. Strive to make progress each and every day. Use your time wisely, and stay busy. As in industry “down time is clean-up time”. Always check-out with the instructor prior to leaving.

Assigned Manipulative Projects: Everyone will have assigned project work. Some projects are assigned to all students, while others allow for student preference or selection from a limited number of options. Tasks will include hand cut dovetails, marquetry, hand plane fettling, mortise and tenon joinery, sharpening, hand tool construction, and more. After completing your assigned tasks, it is recommended that you continue to practice hand tool skills during all available classroom time. You may repeat any manipulative assignments as often as you would like to improve your score.

Participation: Completing this semester’s work will require participation from all students. Just as at work, *on-time arrival and full participation in class is expected of all students*. There will be ten participation point available each day of class. Tardiness or leaving early will prevent you from earning these points. Your participation will be recorded with a Biometric fingerprint reading time clock. It is your responsibility to clock in and out each day you attend class.

Clean Up: Shop clean-up is part of every woodworker’s job. A well organized and clean shop is generally a reflection of the high-quality work accomplished in that facility. We all must participate in maintaining a safe and clean shop.

Work Habits: Safety, initiative, punctuality, sobriety, teamwork, effort, and attitude. Check out with your instructor prior to leaving class.

Homework: Reading and homework assignments will be given. Check the class schedule for

assignments and due dates. Read prior to the lecture. All students must complete a technical report and an oral presentation based upon the review of a woodworking journal. **This assignment must be word processed and presented to the class via the Canvas LMS.** Online discussions will be graded.

Tests and Quizzes: Safety tests will be given prior to students using any tools or machinery in the lab. Quizzes will be given periodically on lecture and reading topics. Additionally, “exit quizzes” will be given on important topics of the day. All quizzes must be taken in class or online. Tests and quizzes will be accessible for a short period of time. They will have clear deadlines, there are no make-up exams or quizzes.

Final Exam: Tuesday December 14, 2021 5:00 - 7:00 pm

Students in all classes are expected to attend and participate in the final assessment at the end of the semester. This includes a project review and written final. The final exam will consist of two parts, an in-class lab portion and an online written portion. Additionally, there will be a lab maintenance and cleaning portion. All students are expected to participate in this end of the semester clean up period.

Prior arrangements must be made with the instructor if for any reason you are unable to attend the final. **Non-emergency excuse for absence on final day results in loss of one full course grade**

Grading/Evaluation: Grades are part of the teaching and learning process. Keep in mind that you earn grades; I do not “give” them to you. I will assess your work according to how well it meets class objectives, fulfills requirements, meets the assignment rubric, and reflects the academic skills expected of college students. It is your responsibility to understand why you have achieved a certain grade and what steps you can take to maintain or improve your grade. Please feel free to consult with me using email or office visits. However, I will ask that, prior to speaking with me about your grade, you wait at least one day so you may carefully review the assignment and the grading rubric in order to clearly present your concerns to me.

Project Materials: The woodshop will provide all materials needed for the assigned projects. There will be no unrelated free-choice projects in this class. Time is limited and the assigned projects will require your full attention.

No unauthorized projects!

Student Feedback Policy

Timely feedback is important, I strive to return graded material as soon as possible. Feedback regarding course performance, homework, and manipulative assignments may be discussed during my office hours or by appointment. Your achievements and points earned on projects will be recorded on the Canvas LMS. Homework and written assignments have recommended completion dates that correspond to each relevant lecture. It is highly recommended that woodworking students complete their assignments before the due date listed on Canvas. Written homework may be submitted up to two weeks after the assigned date for full credit. Woodworking requires cumulative learning and practice; therefore, manipulative assignments may be repeated as necessary to improve your score. I will grade and return these projects as quickly as I can.

All feedback is aimed to be delivered in a timely manner and with constructive intent.

GENERAL INFORMATION

Safety: Lab safety and coworker safety are your top priorities as a student woodworker. In addition to machine specific safety rules, always keep in mind the following rules, and work toward developing a **safety attitude**.

- Wear safety glasses at all times.
- Use all the safety guards and other safety devices.
- Have the instructor check your special setups.
- Do not work with any tools or machinery unless the instructor is present.
- Do not work if you are intoxicated or under the influence of drugs.
- Report all accidents and injuries to the instructor immediately.

Student Code of Conduct Standards

All College of the Redwoods students are encouraged to familiarize themselves with, and conform to, college rules and regulations governing personal conduct on all campuses of the district as set forth in the current college catalog.

Electronic Devices

Do not answer your phone or engage in texting, gaming, or surfing the web during class time. Ear buds, wired headphones are prohibited—they are a safety hazard.

General Guidelines

Do not come to class stoned, drunk, or otherwise chemically compromised. If you do, I will ask you to leave. The wood lab is inherently dangerous and is no place to be in an altered state of mind. If you have a medical condition or are using medication prescribed by a physician that may affect your ability to function in the lab please discuss this with me.

Covid 19

It is the intent of CR and your instructors to provide a safe, clean, Covid-free learning environment for you. If you feel that your health may have been compromised in any way, please contact your instructor immediately via email or phone. Please do not attend class if you feel sick or suspect an illness of any type. We must be considerate of the health of those around us.

Face coverings (masks) will be required in the wood lab. Please provide your own face coverings. Make-shift bandanas or loose clothing will not be allowed. Face coverings should have no loose hanging strings or fabric that might become a safety hazard.

It is recommended that you provide your own small, regularly used hand tools such as pencils, tape measure, chisels, etc. The fewer items we share the less likely we are to share our germs.

Each student will be provided with a storage tub to secure their tools, personal items, and small projects so that they are not handled by others.

NOTE: You may be withdrawn from this course for non-participation if you miss three class meetings or three manipulative assignments. Your instructor may drop you after the census date and prior to the 10th week of the term for non-participation.

CAVEAT: The schedule and procedures for this course are subject to change in the event of extenuating circumstances.

Admissions deadlines & enrollment policies

Fall 2021 Dates

- *Classes begin: 8/21/21*
- *Last day to add a class: 8/27/21*
- *Last day to drop without a W and receive a refund: 9/03/21*
- *Labor Day Holiday (all campuses closed): 09/06/21*
- *Census date: 9/07/21 or 20% into class duration*
- *Last day to petition to graduate or apply for certificate: 10/28/21*
- *Last day for student-initiated W (no refund): 10/29/21*
- *Last day for faculty-initiated W (no refund): 10/29/21*
- *Veteran's Day (all campuses closed): 11/11/21*
- *Fall Break (no classes): 11/22/21 – 11/26/21*
- *Thanksgiving Holiday (all campuses closed): 11/24/21 – 11/26/21*
- *Final examinations: 12/11/21 – 12/17/21*
- *Last day to petition to file P/NP option: 12/17/21*
- *Semester ends: 12/17/21*
- *Grades available for transcript release: approximately 01/07/22*

Academic dishonesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

Disruptive behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

Inclusive Language in the Classroom

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

Setting Your Preferred Name in Canvas

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact [Admissions & Records](#) to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. This does not change your legal name in our records. See the [Student Information Update form](#).

Canvas Information

If using Canvas, include navigation instructions, tech support information, what Canvas is used for, and your expectation for how regularly students should check Canvas for your class.

Log into Canvas at <https://redwoods.instructure.com>

Password is your 8 digit birth date

For tech help, email its@redwoods.edu or call 707-476-4160

Canvas Help for students: <https://www.redwoods.edu/online/Help-Student>

Canvas online orientation workshop: <https://www.redwoods.edu/online/Home/Student-Resources/Canvas-Resources>

Community College Student Health and Wellness

Resources, tools, and trainings regarding health, mental health, wellness, basic needs and more designed for California community college students, faculty and staff are available on the California Community Colleges [Health & Wellness website](#).

[Wellness Central](#) is a free online health and wellness resource that is available 24/7 in your space at your pace.

Students seeking to request a counseling appointment for academic advising or general counseling can email counseling@redwoods.edu.

Emergency procedures / Everbridge

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones.

Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into WebAdvisor <https://webadvisor.redwoods.edu> and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions. For more information see the [Redwoods Public Safety Page](#).

In an emergency that requires an evacuation of the building anywhere in the District:

- Be aware of all marked exits from your area and building
- Once outside, move to the nearest evacuation point outside your building
- Keep streets and walkways clear for emergency vehicles and personnel

Do not leave campus, unless it has been deemed safe by the campus authorities.

Del Norte Campus Emergency Procedures

Please review the [Crescent City campus emergency map](#) for campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information, see the [Redwoods Public Safety Page](#).

Eureka Campus Emergency Procedures

Please review the [campus emergency map](#) for evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information on Public Safety go to the [Redwoods Public Safety Page](#). It is the responsibility of College of the Redwoods to protect life and property from the effects of emergencies within its own jurisdiction.

In the event of an emergency:

1. Evaluate the impact the emergency has on your activity/operation and take appropriate action.
2. Dial 911, to notify local agency support such as law enforcement or fire services.
3. Notify Public Safety 707-476-4111 and inform them of the situation, with as much relevant information as possible.
4. Public Safety shall relay threat information, warnings, and alerts through the Everbridge emergency alert system, Public address system, and when possible, updates on the college website, to ensure the school community is notified.
5. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet, (evacuation to a safe zone, shelter in place, lockdown, assist others if possible, cooperate with First Responders, etc.).
6. If safe to do so, notify key administrators, departments, and personnel.
7. Do not leave campus, unless it is necessary to preserve life and/or has been deemed safe by the person in command.

Klamath Trinity Campus Emergency Procedures

Please review the responsibilities of, and procedures used by, the College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to communicate to faculty, staff, students and the general public during an emergency. It is the responsibility of College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to protect life and property from the effects of emergency situations within its own jurisdiction.

1. In the event of an emergency, communication shall be the responsibility of the district employees on scene.
 - a. Dial 911, to notify local agency support such as law enforcement or fire services.
 - b. If safe to do so, notify key administrators, departments, and personnel.
 - c. If safe to do so, personnel shall relay threat information, warnings, to ensure the school community is notified.
 - d. Contact Jolene Gates 530-625-4821 to notify of situation.
 - e. Contact Hoopa Tribal Education Administration office 530-625-4413

- f. Notify Public Safety 707-476-4111.
2. In the event of an emergency, the responsible district employee on scene will:
 - a. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
 - b. Lock all doors and turn off lights if in lockdown due to an active shooter or similar emergency.
 - c. Close all window curtains.
 - d. Get all inside to safe location Kitchen area is best internal location.
 - e. If a police officer or higher official arrives, they will assume command.
 - f. Wait until notice of all is clear before unlocking doors.
 - g. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.
 - h. Do not leave site, unless it has been deemed safe by the person in command. Student Support Services (required for online classes)

Student Support Services

The following online resources are available to support your success as a student:

- [CR-Online](#) (Comprehensive information for online students)
- [Library Articles & Databases](#)
- [Canvas help and tutorials](#)
- [Online Student Handbook](#)

[Counseling](#) offers assistance to students in need of professional counseling services such as crisis counseling.

Learning Resource Center includes the following resources for students

- [Academic Support Center](#) for instructional support, tutoring, learning resources, and proctored exams. Includes the Math Lab & Drop-in Writing Center
- [Library Services](#) to promote information literacy and provide organized information resources.
- [Multicultural & Diversity Center](#)

Special programs are also available for eligible students include

- [Extended Opportunity Programs & Services \(EOPS\)](#) provides services to eligible income disadvantaged students including: textbook award, career academic and personal counseling, school supplies, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in [Eureka](#) or in [Del Norte](#)
- The [Veteran's Resource Center](#) supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821