



Syllabus for CT-21A-E1635

Course Information

Semester & Year: Fall 2021

Course ID & Section #: CT-21A-E1635

Instructor's name: Leonard Bechler

Day/Time of required meetings: Friday 9:10 – 10:15am (Lecture), 10:15 – 5:10 (Lab)

Location: Rm AT-109

Number of proctored exams: 0

Course units: 3.0 credits

Instructor Contact Information

Office location: AT-138

Office hours: Wednesday 1:00 – 2:30pm

Phone number: 707-476-4345

Email address: leonard-bechler@redwoods.edu

Catalog Description

An introductory woodworking course with lectures and labs. Students will receive instruction in project planning, wood technology, wood finishing, woodworking related literature and the safe use and operation of hand and power woodworking tools. Project work includes assigned and free-choice projects. This course is required for all Construction Technology degrees and certificates at College of the Redwoods.

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

CONCEPTS

What terms and ideas will students need to understand and be conversant with as they demonstrate course outcomes?

Each item should be numbered.

Lecture:

1. Project sequence.
2. Project plans, diagrams and bill of materials.
3. Appropriate material selection.
4. Seasonal wood movement in furniture.
5. Traditional woodworking techniques.
6. Hybrid Woodworking: Blending Power & Hand Tools
7. Wood lab organization and safety practices.

Lab:

8. Lumber and plywood processing.
9. Hand tool manipulation.
10. Power tool setup and operation.
11. Wood joinery.

12. Wood shop organization and practices.
13. Wood shop safety procedures.

THEMES & ISSUES

What motifs, if any, are threaded throughout the course? What primary tensions or problems inherent in the subject matter will students engage?

Each item should be numbered.

1. The role and future of sustainable building products in woodworking.
2. Attention to detail, fit, finish and quality of work.
3. Teamwork and mutual regard for classmates.
4. Work ethic and soft skill development.
5. Safety attitude.
6. Use and application of low VOC finishes.
7. Efficient use of time.
8. High quality workmanship and attention to detail is required for high quality results.
9. Gender neutrality is an essential professional and legal obligation in a community workspace as well as in woodworking industry.
10. The use of mind altering substances puts individuals and their coworkers in danger.

SKILLS

What abilities must students use to demonstrate course outcomes? (e.g., use a scientific calculator, read college-level texts, safely use power tools, etc.)

Each item should be numbered.

Lecture:

1. Review plans and specifications to determine project requirements.
2. Research and report on current woodworking materials, equipment and trends.
3. Plan a woodworking project and complete a bill of materials.

Lab:

4. Select materials to match color, grain and texture.
5. Cut joinery using woodworking hand tools and power tools.
6. Flatten, grind, hone and polish hand tools to keep them sharp.
7. Organize materials and equipment for use in a logical sequence of operations.
8. Operate tools and equipment according to safety instructions.
9. Wear and use personal protective equipment.
10. Maintain a clean and orderly work area.
11. Dimension, shape and assemble wooden parts to a high degree of accuracy.
12. Glue and clamp woodworking projects.
13. Mix, apply and evaluate professional finishes and stains.

Prerequisites/co-requisites/ recommended preparation

There are no prerequisite requirements for this class. It is open to anyone interested in woodworking. Lack of experience should not dissuade or discourage you. I will gladly work with individuals of any skill level.

All students wishing to take CR woodworking classes, 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.

If you have prior experience I will gladly accommodate your skill and allow you to progress at a faster rate than the rest of your peers.

Required Materials

Textbook: “**Woodworking**” 2nd edition Author: Nancy Macdonald ISBN: 978-1-133-94963-3

Optional: “Workbook to accompany Woodworking” 2nd edition, Nancy Macdonald ISBN: 978-1-133-94962-6

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

Materials fee: This fee covers the cost of materials for the assigned manipulative projects. You are expected to purchase materials for your personal choice projects i.e. lumber, wood finish, stain, hardware, hinges, etc. If you have financial issues please talk to me, I can usually find some materials for you.

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

1. Manipulative Assignments

There are six manipulative assignments and one project planning assignment that you will be asked to complete prior to building a project of your own. The assignments are designed to be building blocks toward a better understanding of the woodworking procedures that we would like you to follow and use on future projects at College of the Redwoods. You will be given a lecture and a demonstration on each assignment before starting it. You will be given a step by step plan of procedure to assist you in the completion of each project. Manipulative assignments have no deadline and may be repeated any time to improve your score. It is recommended that you complete each project in a timely manner so as to maintain pace with the class schedule.

2. Free Choice or Assigned Projects

It's never too soon to begin planning your free choice project. When time permits between lab assignments, you should be working on the planning of your free-choice project. After completing the first six manipulative assignments and the planning assignment you will be allowed to continue on your free choice project for the remainder of the semester.

Involve your instructor in the planning of your project. He/She can help you plan for the proper materials and sequence of work. If you have a published plan you should review it with your instructor prior to beginning. A word of advice: a simple project well executed will provide a greater sense of accomplishment than a large complex project whose results are a bit "lumpy".

Homework for this course will consist of textbook reading assignments and written workbook questions. The questions will be available via Canvas. Reading ahead of time is an excellent way to gain background knowledge prior to each week's lecture.

In addition to reading assignments, each student will be required to share a periodical review with the class.

3. Clean Up

Everyone is expected to clean up after themselves. Please spend 15 minutes each class helping to keep the shop clean and orderly. This is a safety issue that all students need to be involved in. Due to Covid 19 we ask that you sanitize community work surfaces after use.

4. Work Habits

Developing good work habits is one objective of all vocational classes. Just as you would at a job, arrive to class on time, and ready to work. Work together with your classmates, develop a safety attitude and put in a good effort each time you attend class. Note: Please “check-out” with your instructor before you leave.

5. Tests and Homework

Each student is required to attend a safety lectures and complete safety tests prior to using any tools or machinery in the C.R. woodshop. Additionally, students are expected to complete homework assignments from the text workbook.

Research requirements will include written and oral reports on relevant woodworking periodicals. Written assignments may be submitted via the Canvas LMS. All project and assignment deadlines will be clearly displayed on Canvas.

6. Final Assessment: Final Exam: Friday December 17, 2021 10:00 - 12:00 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. 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.

Course Assessment: Student success in CT- 21A will be assessed in the following areas:

Grading Criteria Available Points

1. Manipulative Assignments	= 400	100% - 93% = A Excellent
2. Participation	= 300	92% - 90% = A-
Clean up(100)		89% - 87% = B+
Work Habits(200)		86% - 83% = B
4. Homework	= 150	82% - 80% = B-
5. Tests, Quizzes, Report	= 100	79% - 77% = C+
6. Final Assessment	= 50	76% - 70% = C
		69% - 66% = D
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Total	1000	< 59% = Fail

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