CR COLLEGE OF THE REDWOODS — Syllabus for CT-94 Finish Carpentry

Course Information

Semester & Year: Spring 2022
Course ID & Section #: CT-94-E3077
Instructor's name: Leonard Bechler
Day/Time of required meetings: Wednesday 1:15 – 4:55pm
Location: Diesel Lab or House #46 Fortuna
Course units: 3.0

Instructor Contact Information

Office location or *Online: AT—138
Office hours: Thursday 10:00—11:30am and by appointment
Phone number: Office 476-4345   Wood Lab 476-4100 extension 4623
Email address: leonard-bechler@redwoods.edu

Catalog Description

A course designed to train students in various aspects of finish carpentry. Students will analyze the practical and aesthetic qualities of interior finish work; and install doors, casing, baseboard, and crown molding. In addition, students will explore appropriate uses of hand and power tools..

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

1. Select and safely use appropriate hand and power tools such as planes, chisels, drills, miter saws, and table saws to perform specific woodworking operations.
2. Become familiar with materials and their application to achieve desired results.
3. Use time efficiently.
4. Analyze a finish carpentry related topic and present the findings.

Prerequisites/co-requisites/ recommended preparation: None

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

Required Materials

Required Book: **Finish Carpentry: Efficient Techniques for Custom Interiors   Author: Gary Katz   ISBN-10: 1928580203**
Optional: **Old-House Dictionary   Author: Steven Phillips   ISBN: 0-89133-171-9**

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

Accessibility

Students will have access to online course materials that comply with the Americans with Disabilities Act of 1990 (ADA), Section 508 of the Rehabilitation Act of 1973, and College of the Redwoods policies. Students who discover access issues with this class should contact the instructor.

College of the Redwoods is also 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

During COVID19, approved accommodations for distance education classes will be emailed to the instructor by DSPS. In the case of face to face instruction, please present your written accommodation request to your instructor at least one week before the first test so that necessary arrangements can be made. Last-minute arrangements or post-test adjustments cannot usually be accommodated.

Support for online learners during COVID-19

In response to COVID-19, College of the Redwoods moved the majority of its courses online to protect health and safety. As the faculty and students adjust to this change, clear communication about student needs will help everyone be successful. Please let me know about any specific challenges or technology limitations that might affect your participation in class. I want every student to thrive.

Evaluation & Grading Policy

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
Total	1000		< 59%	= Fail

Admissions deadlines & enrollment policies

Spring 2022 Dates
- *Classes begin: 1/19/22*
- *Last day to add a class: 1/29/21*
- *Last day to drop without a W and receive a refund: ?*
- *Census date: 1/31/22 or 20% into class duration*
- *Lincoln's B-day (no class) 2/21/22*
- *Last day to petition to graduate or apply for certificate:*
- *Last day for student-initiated W (no refund): ?*
- *Last day for faculty initiated W (no refund): ?*
- *Spring break (no classes): 3/14/22-3/19/22*
- *Final examinations: 5/7/22 – 5/13/22*
- *Semester ends: 5/13/22*
- *Grades available for transcript release: approximately 5/24/22*

Students who have experienced extenuating circumstances can complete & submit the ***Excused Withdrawal Petition*** to request an Excused Withdrawal (EW) grade instead of the current Withdrawal (W) or non-passing (D, F & NP) grades. The EW Petition is available from the Admissions and Records Forms Webpage. Supporting documentation is required.

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. It 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.

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 emergency situations 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.

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 financial assistance, support and encouragement for eligible income disadvantaged students at all CR locations.
- 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

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.

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 heath 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.