

## Course Information

Semester & Year: Spring 2023

Course ID & Section #: CT 91 E4792

Instructor's name: Derek Glavich

Day/Time of required meetings: Tuesday, Thursday 08:00-12:35

Location: Carson Park, Eureka

Course units: 3

## Instructor Contact Information

Email address: derek-glavich@redwoods.edu

## Catalog Description

A practical lab where students physically build a house. Students will install windows, exterior trim, siding, interior trim, doors, misc. hardware, layout frame and finish decks, form and pour flatwork.

## Course Student Learning Outcomes

1. Layout and install exterior trim and siding.
2. Install interior trim and doors.
3. Layout, form, and pour concrete flatwork.

## Co-Requisite/Pre-Requisite

CT 81 Carpentry Theory II, CT 90 Beginning Carpentry I

## Required Supplies

Students are required to use OSHA approved safety glasses at all times and hearing protection when necessary. It is highly recommended that boot-type footwear be worn in class. No open-toed shoes allowed. Students will wear long pants, no shorts. Long-sleeve shirts are recommended, no tank tops. Unless it becomes a safety concern, we will be working in the rain. A full set of rain gear is highly recommended. Students will be required to furnish their own tool bags and required hand tools. A complete list of required items will be provided on Canvas. Anyone who refuses to comply with the rules will be asked to leave the class.

## Student Contribution

Students will be expected to participate in all lectures and lab activities involving this course. Lab activities require group participation. Students will work together with partners as groups in a lab setting. Each student is responsible for all material presented in this course regardless of class attendance. Students will be expected to adhere to the College of the Redwoods Student Code of Conduct and Discipline at all times. **Cell phone** use is **prohibited** during class.

## Evaluation & Grading Policy

There will be 300 points possible. Final grades will be based on these point totals.

A 90 – 100% 270 – 300 points

- B 80 – 89% 240 – 269 points
- C 70 – 79% 210 – 239 points
- D 60 – 69% 180 - 209 points
- F 59% or less 179 or less

- Everyone may earn up to 240 points through the daily assignments (30 days @ 8 points per day)
- The Final Exam will be worth 60 points.

I will keep a daily grade sheet for students in this class. Students will be graded based on participation in the class. Participation will be assessed based on punctuality, safety practices, rollout/ cleanup, professionalism, and engagement in the day's activities. Eight points can be earned per day, and the rubric is as follows:

Criteria			Points
Punctuality	2 points for being punctual.	0 points for not being punctual.	
Safety	2 points for working safely	0 points for not working safely	
Rollout/Cleanup	1 point for rolling out/cleaning up tools and materials	0 points for not engaging in roll out/cleanup	
Engagement	2 points for being engaged in the activities	0 points for not being engaged in the activities	
Professionalism	1 point for being professional	0 points for not being professional	
8 points total			

Keep in mind, if you are absent 1 class you will lose all 8 points for that day. You can make up a missed class by attending 2 additional classes with prior arrangements with the instructor. If you are excessively late or leave class excessively early you will be marked absent.

## Carpentry Lab Schedule

- Week 1 – Finish Framing & Roofing, Install Doors
- Week 2 – Exterior Trim. Windows, Electrical Wiring
- Week 3 – Trim, Siding, Electrical
- Week 4 – Siding, Electrical
- Week 5 – Siding, Electrical
- Week 6 – Siding, Electrical
- Week 7 – Insulation, Electrical
- Week 8 – Float
- Week 9 – Spring Break, Sheetrock
- Week 10 – Interior Trim
- Week 11 – Interior Trim
- Week 12 – Decks
- Week 13 – Decks, Fences
- Week 14 – Concrete, Cabinets, Painting
- Week 15 – Float
- Week 16 – Countertops, Flooring
- **FINAL Tuesday May 9 8:00 – 12:35**

Caveat: As with any construction project schedule, this is subject to change.

## **Drug and Alcohol Policy**

Safety is the number one concern in this program. Construction is a dangerous occupation in and of itself, and when a student is under the influence of drugs or alcohol they are a danger to themselves and everyone else involved. As outlined in the Student Code of Conduct, the use or possession of controlled substances is strictly prohibited. Any student suspected of being under the influence of drugs or alcohol will be removed from class for two class periods. Further disciplinary action, including removal from the program, will be left to the discretion of the instructor.

## **Professional Conduct and Attire**

The student-built house will be constructed off site, under the watchful and judgmental eyes of the public. We are representing the program and the College at all times, and it is for this reason that we must always act in a professional manner. Vulgar and offensive language and attire will not be accepted. Clothing should be clean, orderly, and without language and/or imagery that could reasonably be considered offensive to members of the general public. Tank tops, sleeveless shirts, and shorts are not allowed.

## **Safety Tests**

Each week students will be required to read a short safety lesson and take a safety quiz on Canvas. This must be completed before class. Any student that does not complete the safety quiz while receiving 100% will not be allowed to participate in the lab, and will therefore not receive any participation points for the day. An in-class safety demo will be performed to reinforce the weekly topic.

## **Course Participation Policy**

Professionalism and meaningful work are the cornerstones of the construction industry. Every day you will be assessed on punctuality, safety, rollout/cleanup, engagement, and professionalism.

Punctuality means that you are ready to work when your shift starts. In order to earn points for punctuality, you are wearing your tool bags and appropriate workwear when class begins.

Safety is a priority in this class. To earn points for safety you must be wearing safety glasses at all times and be using tools and equipment safely. You are working in a manner that keeps you and your fellow students out of danger.

Rollout/cleanup is necessary to provide a safe work space and maintain an orderly jobsite. To earn points for rollout/cleanup, you must be actively engaged in rolling out tools and equipment when they are needed, and putting away tools and equipment when finished. Waste will be put in an appropriate location.

Engagement is necessary to share the burden with our fellow students and ensure that we are completing the necessary tasks for the day. To earn points for engagement you must be actively involved with your crew in the task at hand. Cell phone use, eating, and smoking are allowed only during designated breaks.

Professionalism is crucial to maintain your reputation and the reputation of this program. To earn points for professionalism, you must abstain from using foul and/or derogatory language and imagery.

## Admissions deadlines & enrollment policies

### Spring 2023 Dates

- *Classes begin: 01/14/23*
- *Martin Luther King's Birthday (all campuses closed): 01/16/23*
- *Last day to add a class: 01/20/23*
- *Last day to drop without a W and receive a refund: 01/27/23*
- *Census date: 01/30/23 or 20% into class duration*
- *Last day to petition to file P/NP option: 02/10/23*
- *Lincoln's Birthday (all campuses closed): 02/17/23*
- *President's Day (all campuses closed): 02/20/23*
- *Last day to petition to graduate or apply for certificate: 03/02/23*
- *Spring Break (no classes): 03/13/23 – 03/18/23*
- *Last day for student-initiated W (no refund): 03/31/23*
- *Last day for faculty-initiated W (no refund): 03/31/23*
- *Final examinations: 05/06/23 – 05/12/23*
- *Commencement: 05/15/23*
- *Semester ends: 05/12/23*
- *Grades available for transcript release: approximately 05/26/23*

## Add/Drop Policy

Redwoods Community College District policy states that a student who fails to attend the first meeting of a course without notifying the instructor may be dropped from the class. In addition, Redwoods Community College District has an excessive absence policy which allows instructors to drop a student after the census date and anytime throughout the end of the 10th week of the semester. Each instructor is able to define their own excessive absence criteria. For the purpose of this class, excessive absence is two lab classes. Nevertheless, IT IS ALWAYS THE STUDENT'S RESPONSIBILITY TO OFFICIALLY DROP OR WITHDRAW from the class. Students that fail to file the necessary forms, even though they stop attending class, will be assigned a failing grade. Students with excessive absences at the end of the term, five absences, will be assigned a failing grade. If you must miss a class, make prior arrangements with me.

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

I will use Canvas for grading and attendance. The safety tests are housed on Canvas as well as additional resources such as videos and the Tool List.

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

Password is your 8 digit birth date

For tech help, email [its@redwoods.edu](mailto: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](mailto: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](mailto: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 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.

## **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 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

## Instructor Disclaimer

The instructor reserves the right to alter or change his policies, procedures, or statements listed in this document at his discretion and holds complete rights to make these changes as he deems appropriate.