

## Course Information

Semester & Year: Spring 2024

Course ID & Section #: CT-16 Architectural Millwork #E6241

Instructor's name: Bert Hafar

Day/Time of required meetings: Lecture: Tuesday/Thursday 5:35 – 6:40PM Lab: Tuesday/Thursday 6:50 – 9:10PM  
Hybrid Format: Some material will be presented online.

Location: AT—109

Course units: 3.0

## Instructor Contact Information

Office location or \*Online: AT—124 (Near vending machines, south-west end of AT building)

Office hours: Tuesday and Thursday 1:30—3:00 and by appointment

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

Email address: bert-hafar@redwoods.edu

## Catalog Description

This class utilizes the practices of traditional woodworking and modern technology to produce architectural millwork such as crown molding, baseboard, stair details, turned elements, Victorian decorative trim and cabinetry. Topics covered included the safe use of woodworking equipment and hand tools, Computer Numerical Control (CNC) techniques, spindle turning, molding machines, production of complex wood elements and replication existing historical millwork.

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

1. Apply critical thinking skills to appropriately select materials, tools, and machinery to create wood molding shapes.
2. Produce specific architectural millwork components.
3. Practice appropriate woodshop safety for machinery setup, hand tools, and power tools.

## Prerequisites/co-requisites: None

There are no prerequisite requirements for this class. It is open to any person interested in woodworking. Lack of experience should not dissuade or discourage you. I will gladly work with individuals of any skill level. If you have prior experience, I will accommodate your skill and allow you to progress at a suitable rate.

Advisory: Recommended preparation for this class is Survey of Wood Technology CT-21A.

All students are welcome to take this course regardless of prior experience, although familiarity with lab safety policies and general woodworking procedures gained from prior enrollment in CT-21A is beneficial.

## Required Materials

Textbook: "Modern Cabinetmaking" 6<sup>th</sup> edition Author: Molzahn, P. Umstattd, W., Davis, C.  
ISBN 978-1-64925-981-3

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

## Educational Accessibility & Support

College of the Redwoods is committed to providing reasonable accommodations for qualified students who could benefit from additional educational support and services. You may qualify if you have a physical, mental, sensory, or intellectual condition which causes you to struggle academically, including but not limited to:

- Mental health conditions such as depression, anxiety, PTSD, bipolar disorder, and ADHD
- Common ailments such as arthritis, asthma, diabetes, autoimmune disorders, and diseases
- Temporary impairments such as a broken bone, recovery from significant surgery, or a pregnancy-related disability
- A learning disability (e.g., dyslexia, reading comprehension), intellectual disability, autism, or acquired brain injury
- Vision, hearing, or mobility challenges

Available services include extended test time, quiet testing environments, tutoring, counseling and advising, alternate formats of materials (e.g., audio books, E-texts), assistive technology, on-campus transportation, and more. If you believe you might benefit from disability- or health-related services and accommodations, please contact [Disability Services and Programs for Students \(DSPS\)](#). If you are unsure whether you qualify, please contact DSPS for a consultation: [dsps@redwoods.edu](mailto:dsps@redwoods.edu).

- Eureka: 707-476-4280, Student Services Building, 1st floor
- Del Norte: 707-465-2324, Main Building, near the library
- Klamath-Trinity: 707-476-4280

## Community College Student Health and Wellness

If you are in distress or are with someone at risk right now, call the National Suicide Prevention Lifeline at 1-800-273-TALK (8255) or TEXT 741-741

### Timely Care

When you're feeling under the weather physically or distressed mentally, you can find the help you're looking for in just a few quick taps. Students can schedule an appointment anytime via phone, video, and chat. [Visit TimelyCARE here](#)

### Mental Health Counseling

Students should text, email, or fax Shawna Bell directly for scheduling and/or services.

Contact info

Text: 707-496-2856

Email: [shawnabmft@gmail.com](mailto:shawnabmft@gmail.com)

Fax: 707-237-2318 (voicemail can be left via fax)

### Wellness Central

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 [Wellness Central](#).

## Counseling

[Counseling & Advising](#) can assist students in need of academic advising and professional counseling services. Visit the Welcome Center in the lower level of the student services building Monday –Friday 9am – 4pm (during the semester, summer hours may vary).

## Basic Needs Center

[The Basic Needs Center](#) provides for the health and safety of students by providing access to healthy food, financial resources, and referrals to safe and secure housing. Students can submit a request for services and information [here](#).

Contact info

Phone: 707-476-4153

Email: [the-grove@redwoods.edu](mailto:the-grove@redwoods.edu)

## Learning Resource Center

Learning Resource Center includes the following resources for students

- [Library Services](#) to promote information literacy and provide organized information resources.
- [Multicultural & Diversity Center](#)
- [Academic Support Center](#) – offers tutoring and test proctoring for CR students.
- [Student Tech Help](#) – provides students with assistance around a variety of tech problems.

## EOPS

[Extended Opportunity Programs & Services \(EOPS\)](#)[Links to an external site.](#) provides services to eligible income disadvantaged students including: textbook awards, grants, career academic and personal counseling, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!

## TRiO Student Success Program

The TRiO Student Support Services Program provides eligible students with a variety of services including academic advising, career assessments, assistance with transfer, and peer mentoring. Students can apply for the program in [Eureka](#) or in [Del Norte](#).

## Veterans Resource Center

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.

## CalWORKS

CalWORKs – California Work Opportunity & Responsibility to Kids (CalWORKs). Provides supportive services to student parents with children under the age of 18, who are receiving cash assistance (TANF **benefits**), to become self-sufficient. Services include: transportation assistance, basic student supplies, tutoring, priority registration, laptop and calculator loans, career, academic, and personal counseling, and more!

## Evaluation & Grading Policy

### COURSE REQUIREMENTS

As a student in CT16 you are required to attend lectures, participate in labs in which the class will build millwork projects for the student-built house or other assignments. Read the text assignments and engage yourself fully in the tests, quizzes and assignments.

**Course Skills:** This course will focus on the following millwork skills:

1. Read a tape measure and rule to 1/32" accuracy.
2. Accurately set up a table saw and band saw for milling wood.

3. Read and interpret drawings and sketches of millwork detailing and measuring.
4. Use the CNC Router to fabricate millwork.
5. Review plans and specifications to determine project requirements.
6. Generate a cutting list to determine material needs.
7. Wear and use P.P.E. to prevent accidents and damage to health.
8. Operate and maintain machinery and tools according to safety instructions.

### **Assessment**

Student success in CT16 will be assessed in the following areas:

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

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

**Lectures:** The lecture period will be from 5:40 – 6:45 PM every Tuesday. During the first few class meetings the lectures may be longer because we will be reviewing machine tool operation and safety. Make every effort to attend these lectures as it will be difficult to make them up.

**Lab:** The lab period will be Tuesdays 6:50 – 9:45 and Thursdays 5:40 – 9:45PM each week. It is important to apply yourself to the task at hand, and use the lab time 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 Work:** Each student will have assigned work for the semester. Tasks will include molding, turnings, corbels, brackets and other architectural decorative elements. Projects will be constructed for the student-built project house. After completing your assigned tasks, you are expected to assist your peers with their projects. Students will experience all phases of production.

**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.

**Clean Up:** Shop clean-up is part of every woodworker’s duty. A well organized and clean shop is generally a reflection of the high-quality work accomplished in that facility.

**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 trade journal. **This assignment must be word processed and presented to the class.**

**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 and cannot be made up.

**Final Exam:** Final exam will consist of a written exam covering lecture and lab topics.

**The Final exam will take place on Tuesday, May 7, 2024 6:00-8:00 PM.**

Additionally, all students are expected to participate in end of the semester clean up and shop maintenance.

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

**No unauthorized projects!**

### **Final Exam: Tuesday, May 7, 2024 6:00 - 8:00 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. 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.

## **Admissions deadlines & enrollment policies**

### **Spring 2024 Dates**

January 12	Last day to register for classes (day before the first class meeting)
January 13	Classes begin
January 15	Martin Luther King, Jr.'s Birthday Holiday (District-wide closure)
January 19	Last day to add a class
January 26	Last day to drop without a "W" and receive a refund
January 29	Census Date (20% of class)
February 16	Lincoln's Birthday Holiday (District-wide closure)
February 19	President's Day Holiday (District-wide closure)
March 7	Last day to petition to graduate
March 29	Last day for student initiated withdrawal (62.5% of class)
March 29	Last day for faculty initiated withdrawal (62.5% of class)
March 11-16	Spring break (no classes)
April 1	District-wide closure (Cesar Chavez Day).
May 4-10	Final Examinations
May 10	Last day to file for P/NP Option

May 10	Semester Ends
May 17	Grades due
May 24	Grades available

## 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](#).

## AI Use Class Policy

Recent advancements in generative artificial intelligence (AI) have made large language models such as ChatGPT and Google's Bard widely available. However, overuse of these tools in this class can undermine your learning and curtail the development of your critical and creative thinking skills. In addition, AI outputs are often unreliable and frequently subject to bias. For these reasons, the policy of this class is that AI cannot be used at any point in the completion of class assignments, including discussion posts. Any or all of your assignment submissions and discussion posts may be screened by AI detection software, but the real penalty for AI misuse is that you will miss out on an opportunity to learn.

## 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](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.

## 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. 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 and other illnesses**

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.

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.

**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 10<sup>th</sup> 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.