Banner Title

Spring 2026

College of the Redwoods

Banner Image

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Course Information

Editor Only Note:

After editing and saving, you can create a PDF of your syllabus page by right clicking on your syllabus page and selecting print. in the Destination drop-down menu, select 'Save as PDF.' Submit this to your department secretary.

If you experience any difficulties, contact Lorraine-Casazza@Redwoods.edu (mailto:Lorraine-Casazza@Redwoods.edu) for support. You can also contact Lorraine via telephone during Campus business hours at 707-476-4109.

IMPORTANT NOTE: Anything typed inside of this yellow box will NOT be visible to students and is only visible when Editing the page. Text outside of this box highlighted in yellow should be replaced or deleted.

Semester & Year: Spring 2026

Course ID & Section #number: CT-16 Architectural Millwork E0485

Instructor's name: Bert Hafar

Day/Time of required meetings: Tuesday, Thursday 05:35PM - 09:05PM

Location: AT-109 Wood Lab

Number of proctored exams: None

Course units: 3

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Instructor Contact Information

Office location or Online: AT-109 Wood Lab

Phone number: (707) 476-4100 ext. 4623

Email address: Bert-Hafar@redwoods.edu

The best way to contact me is via email or visit the wood lab.

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Required Material

Editor Only Note:

List of required textbooks, manuals, or other support materials required for the course.

Safety glasses, tape measure, pencils, notebook, completed safety tests.
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 speak to me, I may be able to help provide you some materials.

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Catalog Description

Editor Only Note:

Add description from College Catalog; check course description in eLumen (login to view current/Active Course Outline of Record). Message division support person for help if needed.

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 include 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 of existing historical millwork.

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Course Student Learning Outcomes

Editor Only Note:

List CLOs from course outline of record

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

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Course Calendar

Editor Only Note:

Meeting times and locations. You can edit either of the tables below to fit your your needs, then delete the other table.

COLLEGE OF THE REDWOODS

CT-16 Course Calendar Spring 2026

Week 1 Jan. 20 Introduction, Review syllabus, Project overview, Canvas LMS.

Safety tests - overview, machine introduction.

Lab: Power tool review, Stock Prep Procedures

Jan. 22 Lab: Architectural Components—Historical overview

Materials Overview—common wood species.

Stock Prep activity continued

Week 2 Jan. 27 Lecture: The Lathe, part 1

Production methods—duplication

Jan. 29 Lab: Work on assigned projects

NO SAFETY TEST SIGNED AND ON FILE = NO WORK IN THE SHOP!

Week 3 Feb. 3 Lecture: The Lathe, part 2. Advanced techniques

Face plate turning—Corner blocks, Flutes, spirals, split turning

Feb. 5 Lab: Work on assigned projects

Week 4 Feb. 10 Lecture: Corbels and Brackets—Construction Techniques.

Project assignment: Corbel/Bracket research and design.

Feb. 12 Lab: Work on assigned projects

Week 5 Feb. 17 Lecture: The Molding Machine

Feb. 19 Lab: Work on assigned projects; crown, base cap, casing, etc.

Week 6 Feb. 24 Lecture: Grinding Molding Knives – The scratch stock

Feb. 26 Lab: Work on assigned projects

Week 7 Mar. 3 Lecture: Doors — Components and Construction

Mar. 5 Lab: Work on assigned projects.

Note: All previous Homework assignments Due today! Partial credit if three

or more weeks past assigned date!

Week 8 Mar. 10 The Shaper—setup, safety, and operation

Mar. 12 Lab: Work on assigned projects.

March 16 - 20 Spring Break, No Classes

Week 9 Mar. 24 Wood countertops. Pony wall cap.

Mar. 26 Lab: Work on assigned projects

Week 10 Mar. 31 Cesar Chavez Holiday No Class

Apr. 2 Lecture: The French Cleat – Mirror project

Week 11 Apr. 7 Lecture: Router Techniques, production methods, safety

Apr. 9 Lab: Work on assigned projects

Week 12 Apr. 14 CNC operations—Modern Millwork

CADD CAM design and make.

Apr. 16 Lab: Work on assigned projects

Week 13 Apr. 21 CNC Part 2: Fixturing, advanced techniques -

Project: Sawn balusters, brackets, etc.

Apr. 23 Lab: Work on assigned projects

Week 14 Apr. 28 Timber Frame Construction—Joinery, techniques.

Apr. 30 Lab: Work on assigned projects

Week 15 May 5 House #50 Millwork Installation

May 7 House #50 Millwork Installation

Week 16 May 12 **LAST WORK DAY! (Meet on Campus AT-109)**

Final Exam: 6:00 – 8:00pm Project Evaluation, shop cleanup.

REMEMBER THE FINAL EXAM IS 10% of your grade! Don't miss it!

Caveat: *The above schedule and procedures are subject to change in the event of extenuating circumstances.*

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Evaluation & Grading Policy

Editor Only Note:

Should include info such as final grade calculations, rubrics, late assignment policy, and other grading practices

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. Reading a tape measure and rule to 1/32" accuracy.
2. Accurately set up a table saw, bandsaw, router, and other equipment 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:

1. Assigned Millwork = 300	100% - 93% = A
2. Participation = 300	92% - 90% = A
3. Work Habits = 100	89% - 87% = B+
Clean Up = 100	86% - 83% = B
4. Homework = 50	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

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

Lectures: The lecture period will be from 5:35 – 6:40 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 and Thursdays 6:45 – 9:05 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. Each person will spend a minimum of 15 minutes cleaning up the shop before the end of class.

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 12, 2026 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!

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.

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 heath 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 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.

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Prerequisites / Co-requisites / Recommended Preparation

Editor Only Note:

If applicable, list prerequisites, corequisites and recommended preparation in paragraph from, If none, write: **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.

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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, or bipolar disorder
- 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
- Neurodevelopmental disorders such as a learning disability, intellectual disability, autism, acquired brain injury, or ADHD
- Vision, hearing, or mobility conditions

Available services include extended test time, quiet testing environments, academic assistance and tutoring through the **LIGHT Center (https://www.redwoods.edu/services/sass/light.php)** , counseling and advising, alternate formats of course materials (e.g.

audio books or E-texts), assistive technology, learning disability assessments, approval for personal attendants, interpreters, priority registration, on-campus transportation, adaptive physical education and living skills courses, and more. If you believe you might benefit from disability- or health-related services and accommodations, please contact **Student Accessibility Support Services (SASS) (https://www.redwoods.edu/services/sass/index.php)** .

If you are unsure whether you qualify, please contact SASS for a consultation: **SASS@redwoods.edu (mailto:SASS@redwoods.edu)** .

SASS office locations and phone numbers

Eureka campus

- Phone: 707-476-4280,
- Locations: Student Services building, first floor SS113

Del Norte campus

- Phone: 707-465-2353
- Location: Main building, near the Library

Klamath-Trinity campus

- 707-476-4280

Editor Only Note:

ARE YOU LOOKING FOR THE OPTIONAL LANGUAGE?

These include information on Academic Integrity, Disruptive Behavior, AI Class Use Policy, and Inclusive Language. You can find them by clicking on the QuickStart Wizard button again, selecting **Blocks** on the right hand menu, then selecting **Syllabus**. There you will see the optional language blocks, which you can add to your template just by clicking on all the ones you want and then clicking **+ Add to Editor**.