

Spring 2026

Banner Title

College of the Redwoods

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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 707-476-4569.

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-21A Survey of Wood Technology E9930

Instructor's name: Bert Hafar

Day/Time of required meetings: Lecture Monday 5:30 - 6:35 PM, Lab Monday and Wednesday 6:40 - 9:50 PM

Location: AT-109 Wood Lab

Number of proctored exams: 0

Course units: 3

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Instructor Contact Information

Office location or Online : AT-109 Wood Lab

Office hours: Tuesday and Thursday 3:00 - 5:00 PM and by appointment

Phone number: (707) 476-4100 ext 4623

Email address: bert-hafar@redwoods.edu

Email is the best way to contact me.

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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, and 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 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.

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.

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Course Student Learning Outcomes

Editor Only Note:

List CLOs from course outline of record

1. Select and safely use appropriate hand and power tools such as planes, chisels, drills, saws, and Jointers to perform specific woodworking operations.
2. Construct a variety of woodworking joints, including but not limited to mortise and tenon, dado, Miter, dowel, half-lap and rabbet.
3. Use time efficiently.
4. Analyze a woodworking related topic and present the findings.

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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.

CT 21A – Survey of Wood Technology - Class Schedule

Week 1 Jan. 19 Holiday, No Class, Martin Luther King Jr.

Jan. 21 Lab: Introduction and Course Information, Review Syllabus

General safety review, hand tool safety, Safety Tests

Week 2 Jan. 26 **Assignment #1: Squaring stock with hand tools.**

Lab: Safety Lectures and tests, work on assignment #1.

Jan. 28 Lab: Power tool safety: Jointer, Planer, Tablesaw, Miter saw

Assignment #2: "The Six Step Process"

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

Week 3 Feb. 2 Lecture: Power Tool Safety

Assignment #2: Squaring stock with power tools.

Assignment #3: Cutting multiples.

Lab: Assignments #2 and #3: Cutting multiples.

Note: If you have a chisel at home that needs sharpened, bring it in.

Feb. 4 Lab: Safety tests, Assignments #2, #3 continued.

Week 4 Feb. 9 Lecture: **Assignment # 4: Sharpen a Chisel.**

Reading assignment: Handout

Feb. 11 Lab: **Assignment #5: Hand Tool Joinery ("The Dog")**

Lab: Hand tool joinery

Week 5 Feb. 16 **All College Holiday, Presidents Day, No Class**

Feb. 18 Lab: Continue assignment #5 The Dog.

Week 6 Feb. 23 Lecture: Band Saw / Scroll Saw use and safety

Assignment #5 continued

Lab: Hand tool joinery

Feb. 25 Lab: Complete previous assignments.

Week 7 Mar. 2 Lecture: **Assignment #6 Power Tool Joinery**

Complete Assignment #5. Assignment #6

Mar. 4 Lab: Complete manipulative assignments

Week 8 Mar. 9 Lecture: **Assignment #7: Planning Your Free Choice Project**

Lab: Complete Assignment #6: Power tool joinery.

Project Work, Drawing, Planning, BOM, Wood Selection

Mar. 11 Lab: Complete/correct manipulative assignments 1-7

Personal project planning

Spring Break March 16 – 20 No Classes

Week 9 Mar. 23 Lecture: Drilling: hand drills, drill press, drill bits, hole-cutting jigs, Safety.

Midterm Exam! – Review. Take-home exam, Due March 30th

Lab: Free Choice Project

Mar 25 Lab: Project Work

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

or more weeks past assigned date!

Week 10 Mar 30 Lecture: Routers, router bits, router safety.

Lab: Free Choice Project. Router Safety Test.

MIDTERM EXAM DUE 5:00 PM!

Apr. 1 Lab: Free Choice Project.

Week 11 Apr. 6 Lecture: Adhesives: Gluing Techniques.

Lab: Free choice project. Optional: Flat panel construction—Cutting board

Apr. 8 Lab: Free Choice Project.

Week 12 Apr. 13 Literature review: Question/answer and overview. ***Due April 27th***

Lecture: Clamps and clamping techniques.

Apr. 15 Lab: Free choice project

Week 13 Apr. 20 Lecture: Surface Preparation: Abrasives, Sanding, and Hand Scrapers.

Lab: Free choice project. Practice Sharpening and Using a Card Scraper

Apr. 22 Lab: Free choice project.

Week 14 Apr. 27 **Assignment Due: Literature Review-oral presentations.**

Lab: Free choice project.

Apr. 29 Lab: Free choice project

Week 15 May 4 Lecture: Wood Finishing and Stains, “*Why finish wood*”?

Lab: Free choice project

May 6 What to expect in your next class.

LAST WORK DAY!

Week 16 May 11 **Final Exam: 6:00 – 8:00pm**

Project Evaluation, shop cleanup.

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

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 choosing. 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. They can help you plan for the proper materials and sequence of work. If you have a published project 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 that is poorly executed or incomplete.

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 participate in.

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 prior to leaving.

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.

There will be a research assignment that will include a written and oral report on a relevant woodworking topic from a current periodical.

Written assignments may be submitted via the Canvas LMS. All project and assignment deadlines will be clearly displayed on Canvas.

6. Final Exam: May 11th, 2026 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. 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.

7. 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 |
| 3. Clean up = 50 | 89% - 87% = B+ |
| 4. Work Habits = 50 | 86% - 83% = B |
| 3. Homework = 50 | 82% - 80% = B- |
| 4. Tests, Quizzes, Report = 100 | 79% - 77% = C+ |
| 5. Final Assessment = 50 | 76% - 70% = C |
| <hr/> | |
| Total 1000 | 69% - 66% = D |

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.

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Prerequisites / Co-requisites / Recommended Preparation

Editor Only Note:

If applicable, list prerequisites, corequisites and recommended preparation in paragraph form, 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.

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.

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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 \(https://www.redwoods.edu/services/sass/light.php\)](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 \(SASS\) \(https://www.redwoods.edu/services/sass/index.php\)](https://www.redwoods.edu/services/sass/index.php).

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

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Academic Integrity

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic integrity, 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 a lack of academic integrity, 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 2024-2025 College Catalog and CR Board and Administrative Policies.

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AI Use Class Policy

Editor Only Note:

There is no official CR policy on AI use. It is up to the instructor how they would like to address AI use in their courses. Below are three sample policies for you to consider, adapt, or delete.

DELETE THE SAMPLE POLICIES YOU DO NOT WISH TO USE.

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Recent advancements in generative artificial intelligence (AI) have made large language models such as ChatGPT and Google's Bard widely available. Sometimes, using these tools appropriately can help us overcome barriers and allow us to focus on deeper learning. However, overuse of these tools can undermine the development of our critical and creative thinking skills. In addition, AI outputs are often unreliable and frequently subject to bias. For these reasons, it is sometimes appropriate and sometimes inappropriate to use generative AI in the completion of assignments or in discussion posts. For this class, please see the specific assignment instructions for guidance on how and when generative AI tools may be used appropriately as we're working on and learning from a particular assignment. Also, please keep in mind that you are responsible for anything you submit; please carefully review all AI-generated outputs, screening them for accuracy, bias, appropriateness, and fidelity to your

perspective.

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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. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [2024-2025 College Catalog \(https://redwoods.elumenapp.com/catalog/2024-2025/home\)](https://redwoods.elumenapp.com/catalog/2024-2025/home) and [CR Board and Administrative Policies \(https://go.boarddocs.com/ca/redwoods/Board.nsf/Public?open&id=policies\)](https://go.boarddocs.com/ca/redwoods/Board.nsf/Public?open&id=policies).

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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.