



## Syllabus for IT-260 Electric Guitar Design and Production

### Course Information

Semester & Year: Fall 2022

Course ID & Section #: IT-260 Electric Guitar Design and Production #E3993

Instructor's name: Bert Hafar and Jonah Simmons

Day/Time of required meetings: Friday 5:30 – 9:00 PM 8/26/2022 – 12/13/2022

Location: AT-109

Number of proctored exams: 0

Course units: 0, Not for Credit

### Instructor Contact Information

Office location: AT-124 (Near vending machines, south-west end of AT building)

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

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

Email address: [bert-hafar@redwoods.edu](mailto:bert-hafar@redwoods.edu), [Jonah-simmons@redwoods.edu](mailto:Jonah-simmons@redwoods.edu)

### Catalog Description

A course designed to guide students through the design and construction of a custom solid-body electric guitar. Students will learn to use CAD tools, manual and CNC woodworking processes, specialty luthier tools, testing, and measurement processes, and electronics assembly to complete their own custom guitar. The tools and procedures for proper guitar set-up and adjustment will be covered. Students do not need to know how to play guitar.

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

1. Select and safely use woodworking hand tools, power tools, and specialty luthier tools.
2. Employ the technologies of Computer-Aided Design and Computer Numerical Control to automate design and manufacturing tasks.
3. Apply appropriate math, science, and technology concepts in the production and set up of a guitar.

### Prerequisites/co-requisites/ recommended preparation

No requisites. This class is open to all those interested in building a guitar. No experience or “natural skill” is expected or required.

### Required Materials

Safety glasses, tape measure, pencils, hearing protection

Face coverings or masks.

Materials fee: This fee covers the cost of all materials necessary to build a electric guitar. If you choose to upgrade your guitar components or wood selection, you will be responsible for the additional costs.

### Accessibility

College of the Redwoods is 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, 1<sup>st</sup> floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

If you are taking online classes DSPS will email approved accommodations for distance education classes to your instructor. In the case of face-to-face instruction, please present your written accommodation request to your instructor at least one week before the needed accommodation so that necessary arrangements can be made. Last minute arrangements or post-test adjustments usually cannot be accommodated.

## **Student Support**

Good information and clear communication about your needs will help you be successful. Please let your instructor know about any specific challenges or technology limitations that might affect your participation in class. College of the Redwoods wants every student to be successful.

## **Evaluation & Grading Policy**

No grades are issued for this class. Success is determined by participation.

### Classroom Policies

Class participation and Attendance policy

Clean-Up: Everyone is expected to clean up after themselves. Please spend a minimum of 15 minutes at the end of each class meeting helping to keep the shop clean and orderly. This is a safety issue that all students need to be involved in.

Work Habits: Developing good work habits is one of the objectives of any vocational course. Just as you would at a job, arrive to class on time, and ready to work. Work together with your classmates, develop a safe attitude, and put in a good effort each time you attend class.

Note: Please “check out” with your instructor before you leave.

Communication Guidelines:

Email is the best way to contact us: [bert-hafar@redwoods.edu](mailto:bert-hafar@redwoods.edu) or [Jonah-Simmons@Redwoods.edu](mailto:Jonah-Simmons@Redwoods.edu).

Please put IT260 in the subject line to ensure a timely response. We will try to respond to any email within 24 hours. Also, regularly check your email and Canvas for updates.

Additional Policies:

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 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 outlined 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 or if I have any reason to suspect you are, 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.

NOTE: You may be withdrawn from this course for non-participation.

### **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 health 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.

**CAVEAT:** The schedule and procedures for this course are subject to change in the event of extenuating circumstances.

## **Admissions deadlines & enrollment policies**

### **Spring 2022 Dates**

- *Classes begin: 1/15/22*
- *MLK Jr. Birthday (all campuses closed): 1/17/22*
- *Last day to add a class: 1/21/22*
- *Last day to drop without a W and receive a refund: 1/28/22*
- *Census date: 1/31/22 or 20% into class duration*
- *Last day to petition to file P/NP option: 2/11/22*
- *Lincoln's Birthday (all campuses closed): 2/18/22*
- *President's Day (all campuses closed): 2/21/22*
- *Last day to petition to graduate or apply for certificate: 3/03/22*
- *Spring Break (no classes): 3/14/22 – 3/19/22*
- *Last day for student-initiated W (no refund): 4/01/22*

- *Last day for faculty-initiated W (no refund): 4/01/22*
- *Final examinations: 5/07/22 – 5/13/22*
- *Semester ends: 5/13/22*
- *Grades available for transcript release: approximately 5/31/22*

## 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. This 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.

### 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 emergencies 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 services to eligible income disadvantaged students including: textbook award, career academic and personal counseling, school supplies, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!
- 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