



SYLLABUS

25-26 Intro to Comprehensive Shop

6th Period 2:35pm - 3:45pm

INSTRUCTIONAL GOALS

Intro to Comprehensive Shop is a course designed to introduce students to general carpentry practices. This program is designed to introduce students to various skills, not only in a trade, but also in problem-solving, public speaking, good work ethics, and teamwork. These skills can set them above those who have no training when seeking employment.

Goals:

- Students will learn and use basic shop safety procedures.
- Students will learn how to properly operate hand tools.
- Students will build basic introductory projects.
- Students will learn about the types of skills it takes to be successful in various industries.

NEEDS AND RESOURCES

Required Background

To successfully complete this course, you must:

- follow all classroom, shop, and safety rules.
- complete the measuring unit.
- complete projects as assigned.
- complete bell ringer during each class period.

Required Materials

To successfully complete this course:

- students need to come prepared to work in the appropriate clothing in the shop every day.

COURSE SCHEDULE

This class is only for one quarter. Students will work through the coursework including, but not limited to different levels of:

- Personal & Occupational Health & Safety
- Basic Shop Safety
- Marking & Measuring Devices

POLICIES AND PROCEDURES

St. Regis School Shop Safety Rules

1. Safety glasses must be worn at all times in all areas of the shop.
2. Shoes that cover the entire foot must be worn when working with tools.
3. Hearing protection should be worn in certain areas of the shop, when loud equipment is in use, as specified by the instructor.
4. Concentrate on the task at hand and avoid being distracted by other activities. Avoid distracting others.
5. No running, boisterous behavior, or horseplay in the shop.
6. Clothing and jewelry must not be worn that could become caught in equipment. Long hair should be pulled back and properly secured so it doesn't get caught in machines.
7. Vises should be left with the jaws almost closed and the handles in the vertical position.
8. Obtain the instructor's permission before operating machinery. Do not use any tools or equipment without proper safety and use instructions. Please refrain from "fiddling" or playing with things that are lying out.
9. All work should be properly secured before using hand or power tools.
10. Report any loose, broken, or out of adjustment tools, machines, jigs and fixtures to the instructor immediately.
11. Tools, equipment, jigs and fixtures should only be used in the manner in which they are intended.
12. Never test a tool for sharpness by touching its edge.
13. Finishing materials (paints, solvents and stains) should only be used according to instructions in the proper locations. Brushes, rags and waste must be promptly taken care of in the correct manner.
14. Report any injuries to the instructor immediately.
15. Help keep the shop clean! Do your cleaning assignment and leave things better than you found them.
16. The students may be using many power tools.
17. Cell phones, headphones, earbuds, and smartwatches will not be allowed in class. These items will be required to be placed in their assigned location at the front of the room as students enter or in their backpack or locker. School rules state that items confiscated will be turned into the office for parents to pick up at the end of the day and a detention will be issued. The school is not responsible for lost or stolen items.
18. If a student misuses a tool and breaks or damages a tool or piece of equipment in the shop on purpose, they may be responsible for replacement or cost of said tool or equipment.

General Classroom Rules

1. Keep hands, feet, and objects to yourself.
2. Be prepared: Bring a pencil to class every day and additional materials as per instruction.
3. Follow directions, both written and spoken, as provided by the teacher.
4. Do not talk out of turn. Raise your hand if you wish to participate in the discussion.
5. Safety procedures and rules must be followed at all times.

Consequences for Misbehavior

1. Verbal warning to stop behavior.
2. Detentions and loss of shop privileges for a determined period of time.

Any unsafe behavior endangering yourself or others can result in permanent loss of shop privileges and/or expulsion.

Grading Policies:

25% - Daily Participation/ Bell Ringer

50% - Daily Projects/ Assessments

25% - Safety

Late Work:

Points will be deducted from a student's grade if work is handed in late. For every week an assignment/project/power focus is late, points will be taken off. Below is the rule for late assignments.

1 day late-10% reduction

2 days late-20% reduction

3 days late-30% reduction

4 days late-40% reduction

5+ days late-50% reduction

At the quarter, students are not allowed to make up work from the previous quarter for a traditional grade (A, B, or C). In order to receive credit, students will have to retake the class on-site or potentially take an online course.

*For emergency purposes (Dr. notes/school events/etc) considerations for extending deadline may be made.

School Grading Scale:

<u>Percentile Scores</u>	<u>Letter Grades</u>	<u>GPA</u>
100-93	A	4.0
92-90	A-	3.7
89-87	B+	3.3
86-83	B	3.0
82-80	B-	2.7
79-77	C+	2.3
76-70	C	2.0
69 Percent and below	INC	0

- This grading schedule specifically prohibits recording or awarding letter grades of A+ C- in any subjects in grades 4-12.
- Pass or No Pass will be assigned for Teacher Assistance and Credit Recovery Classes.

CONTACT INFORMATION

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