

Assignments:	10%
Quiz:	20%
Attitude/Attendance/Effort:	30%
Projects:	40%

Introduction to Woods

Description: This is the beginning class in woodworking covering hand tools and machines. Emphasis is placed on safety, workmanship, organization, and self-direction. There are required and student-selected projects. A quantity of new, raw material is kept in-house for purchase, and will be charged to the student based on usage. Material may also be purchased independently or brought from home.

Grading & Requirements:

1. Regular Attendance. The nature of the coursework makes this a priority. Students will not be penalized for single widely spaced absences; frequent absence, however, will cause problems for the student. Demonstrations and lab time are intrinsically difficult to make-up. Absent students may be required to work on labs or project work individually, and outside of the scheduled class time in order to stay caught up. Ample opportunity is provided both during the school day, as well as before and after school to make-up missed work time. **(It is the responsibility of the student to learn any material, ask for help, and make up work missed due to an absence.)** This must be done in a timely manner as outlined in the student handbook.
2. Completion of All Reading Assignments. Students are expected to read assignments when given, and come to class prepared to participate in discussion. Assignments that go along with the reading are given to generate knowledge and foster prior knowledge.
3. Homework & Assignments. Assignments are given as a means to reinforce lecture, demonstrations, and reading assignments. Assignments are turned in at the beginning of the period on the date they are due. **Late work will NOT be accepted!!** Multiple days are generally allotted for assignments to be completed, making it an exercise in organization and time-management, as well as actually completing the homework task. Google Classroom is also used for assignments that lend themselves to the digital format available on that platform. Plan your time accordingly!!
4. Notebook / Folder. A notebook grade is given at the end of each quarter assessing the completeness and thoroughness of the notes taken in class. An acceptable notebook should contain thorough notes from readings, lectures, videos, demos, as well as any handouts, plan sheets, and prints given. Suggested methods for organizing a notebook might include a spiral notebook and folder, or a three-ring binder.
5. Use of Lab Time. The classroom lab time provided will be valuable for the student to complete the required skills and projects. Failure to make appropriate use of all lab time will adversely affect your grade. **(Attitude / Attendance / Effort grade)** The AAE score is entered in the gradebook weekly. Comments may be included with this grade as a form of feedback to students and parents checking grades on PowerSchool. All Project work is to be completed at school (unless prior approval has been obtained from the instructor)
6. Additional time in the lab. The instructor makes every attempt to have the lab open as much as possible. Students desiring to come in outside of class will generally find additional time available both before and after school, and often during every period of the school day. Ask your instructor for a pass prior to coming in during the school day. Be sure to use the **KIOSK**, located by the woods office to complete the pass request process, take your pass to study hall, check out with your study hall teacher there, and then once again sign-in using the **KIOSK** when you arrive in the lab. The **KIOSK** is used to check-in anytime that you are in the lab outside of class time.

7. **Clean-up.** All students are required to participate in the clean-up of the lab area. Students will be graded daily on their individual clean-up effort as a part of their AAE grade.
8. **Safety Glasses.** Each student is required to be wearing a pair of approved safety glasses at all times when in the lab (**clear, with no tint or mirror**). Failure to adhere to this policy may result in loss of work time, points deducted from AAE grade, in addition to the notification of parents and administration when necessary. Continued issues could result in permanent removal from the class with a “WF” grade for the semester.
9. **Machine Safety.** **All students must pass a safety test prior to using any power tools.**
 - ¹. Each machine will be demonstrated by the instructor,
 - ². A practice safety test is provided on Google Classroom as a review and formative assessment for the students,
 - ³. The written safety test is administered the day following the demonstration. Students should be able to score 100% on either the 1st or 2nd attempt. If a 3rd attempt is necessary, the student will likely need to complete some “re-learning” exercises prior. Safety tests are not scored as a part of the student’s grade, yet are an integral part to the learning that takes place in the class.
10. **Project-based Learning.** A major component of the class lies in the projects that students work on as the class progresses through the content. Projects will have a pre-determined due date that is often a number of weeks from the starting point. Students must plan their work time accordingly, making efficient use of all time that is given, capitalizing on additional work time if it fits their schedule, and showing a willingness to learn from both successes and mistakes made along the way. **Project work is always due at the end of the school day on the assigned due date.**
11. **Quizzes and Formative Assessments.** Announced quizzes are given periodically throughout the semester. If a student is absent, that quiz should be made up on the return date from the absence. It is the student’s responsibility to make arrangements with the teacher to make up any quizzes, and to do so in the time-frame outlined in the student handbook.

“**Friday Five**” (formative assessments) will be used periodically (*at the discretion of the instructor*) as a means to gauge instruction and student learning. This is also a way for the student to monitor progress relative to concepts and techniques that have been taught through assignments, lecture, demonstration, and project-based learning activities. These assessments will often begin right as you enter the room...either as a printed sheet, something on Google Classroom, or by means of some other technology. PLEASE....No talking, as others may already be deep in thought.
12. **Final Exam.** A cumulative exam is given at the end of the semester. It counts for 20% of your semester grade, and includes questions from readings, lecture, guest speakers, videos, demonstrations, techniques, safety, etc. Note-taking is highly recommended throughout the course, both for the test and for you to reference while working on individual assignments and projects. These notes will be especially helpful when trying to recall what was discussed and learned early-on in the semester.

Materials:

The majority of the tools and materials that are needed can be found in the lab. Each student is, however, asked to purchase (1) pair of approved **safety glasses** (**clear, with no tint or mirror**). These can be found at the school store located in the library, or at other common stores (i.e. Menards, Home Depot, Walmart, Ace Hardware). The student is also be required to obtain / purchase the materials that they use on their projects (i.e., lumber, hinges, handles, slides, etc.) The lab may contain small amounts of the materials needed, making the acquisition process as seamless as possible. If the lab does not have the item(s) that a student desires, the instructor may be able to assist in this process. Items such as glue, sandpaper, screws, nails, etc. will be provided. A **tape measure** is recommended, but not required.