



## CBM110 Shop Procedures I Syllabus

### Course Information

Credits	1
Campus	Washburn Institute of Technology
Address	5724 SW Huntoon
City/State/Zip	Topeka, Kansas 66604
Main Office	785.670.2010
Office Fax	785.273.7080

### Instructor Contact Information

Phone: 785.670.3431

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### Description

This course includes a review of general shop safety rules and practices in cabinet/millwork, information and instruction in the use of professional tools for the woodworking trades. Emphasis will be placed on the safe use of shop tools related to woodworking.

### Textbooks

A Guide to Protecting Workers from Woodworking Hazards, US Department of Labor, Occupational Safety and Health Administration, OSHA 3157, 1999, (Provided)

### Student Learning Outcomes:

- A. Communicate effectively
- B. Integrate technology
- C. Learn effectively
- D. Demonstrate cooperative teamwork skills
- E. Apply safety in the workplace
- F. Think critically and creatively
- G. Demonstrate responsible work ethics

### Competencies

1. Recognize the hazards of woodworking equipment.
2. Describe the health hazards of wood dust.
3. Identify the hazards of woodworking.

4. Demonstrate the control options for protecting against these hazards.
5. Learn the OSHA standards related to woodworking.
6. Describe the principle safety hazards of woodworking and methods of control.
7. Recognize specific woodworking hazards and controls.
8. Identify methods of control for health hazards related to woodworking.
9. Describe the personal protective equipment related to woodworking.
10. Describe the health and safety hazards related to finishing operations in woodworking.
11. Develop a Hazard Communication Program for a Finishing Operation in a woodworking facility.

## Guidelines for Success

### Assessment Plan

Assessment is an integral part of the educational process at Washburn Tech and accurate feedback is an important tool in continuously improving the institution's technical programs. Students can expect to participate in assessment activities prior to entry into programs, within specific courses and following program completion for specific fields of study.

### Grading Rationale and Grading Scale

100% - 90% = A

89% - 80% = B

79% - 70% = C

69% - 0% = class must be retaken for credit towards certificate

25% - Attendance, Safety, Quality/Productivity, Team Work, Initiative & Energy, Problem Solving

75% - Daily Quizzes & Assignments, Performance Assessments (Individual Evaluations and Projects), NCCER Certification Exams, Mid-terms and Final Exams

It is possible to pass this course without gaining the NCCER certification. NCCER requires a pass/fail on all performance profiles and a minimum of 70% to pass exam for certification.

### Attendance

Your course instructor recognizes the correlation between attendance and both student retention and achievement. Students must be enrolled before they can attend class. Students are expected to attend all class sessions and activities for which they are registered. Any class session or activity missed, regardless of cause, reduces the opportunity of learning and may adversely affect a student's achievement in the course.

A student who has to be absent because of jury duty or court-mandated appearance needs to contact the instructor in advance of the absence in order that a plan for making up work missed can be made. When observance of religious holidays of students' own faith interferes with attendance in class, class activities, examinations and official ceremonies; and with class work assignments, students are required to notify the instructor or other appropriate personnel within the department in advance of such absences.

Students are held responsible for material covered during their absences, with reasonable time provided to complete make-up assignments. The Instructor will devise a plan for making up work missed. When practical, major class assignments, major examinations and official ceremonies shall be scheduled on other than major religious holidays. Students who believe they have been unreasonably denied educational benefits due to their religious beliefs or practices may seek redress through the student appeal procedures.

## Disability

The Americans with Disabilities Act (ADA) Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Institute of Technology for persons with disabilities. Qualified students with disabilities MUST self-identify by completing an application. In addition students must provide appropriate medical documentation to the ADA coordinator to be eligible for accommodations. New requests for accommodations should be submitted at least two months or more prior to the date the accommodations are needed. However, please contact the ADA office as soon as a need may arise. Depending on the accommodation request, four to eight weeks lead time may be needed for timely and effective provision of accommodations.

The ADA Office coordinates and assists in arranging accommodations it deems appropriate for eligible students on a case-by-case basis. If you are a student with a disability that may substantially limit your ability to participate in any of our classes and you believe that you will need accommodations, it is your responsibility to contact: ADA Coordinator, Phone: 785.670.3365, email: [gloria.christian@washburn.edu](mailto:gloria.christian@washburn.edu).

Washburn University prohibits discrimination on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, veteran status, or marital or parental status. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Pamela Foster, Equal Opportunity Director/Title IX Coordinator, Washburn University, 1700 SW College Ave, Topeka, Kansas 66621, 785.670.1509, [eodirector@washburn.edu](mailto:eodirector@washburn.edu)