

Syllabus and Guidelines

Spring 2016

Class: Carpentry 210: Foundations and Forms

Code #20675 Units: 3.5

Instructor: Karl Seelbach,

Email: kseelbach@peralta.edu

Mobile / Text: 415 559-8959 415 871-4550 (7am to 5pm)

Campus office: (510) 464-3447

Office Hours: days, (Tue, Th) 3:30pm – 4:30pm; Wed 12-1pm; Fri: 8-10am

Office location: G160

Classroom location: G 161 / 453 Ashton Ave., Oakland

Required Text: “Carpentry” by ; Leonard Koel- 5th edition

Course description: Exploration and application of various foundation types, layout, and construction of concrete forms for actual foundation pour

Class Meeting Time: Thursday: **Lec.** (8am-9:50am),
Lab. (9am-12:15pm) and (1pm- 3:20pm)

Class Start/End Times and breaks. All classes will start precisely on the time designated in the class schedule. A class hour is 50 minutes long. Thus, a one-hour class that starts at 8:00am will end at 8:50am. Classes that meet for three hours or more on a given day are required to have a break of at least 15 minutes after 75 minutes of instruction and 10 minutes per hour after. Instructor may “bank” the break times and dismiss the class earlier than the required meet time. Students are entitled to a break anytime after 75 minutes and the class must be unanimous about early dismissal.

Instructional Fees: It is the policy of the Peralta Community College District that students may be required to provide instructional and other materials necessary for course provided such materials are continuing value to the student outside the classroom setting (See: “Class Schedule”). Therefore you will be expected to personally fund purchases for safety equipment, textbook and hand tools.

Student Provided Materials (text and binder) Safety Equipment and Tools are required by the second class! (See: “Personal Tools List” &”Handouts” below). If you do *not* have these items I will assume you are *not* prepared for instruction.

“Handouts”. Instructor will provide supplemental reading materials (“handouts”) throughout the semester. The handouts provide important and relevant information pertaining to the ongoing lessons. The student is expected to provide a 3 ring binder for organizing these materials. One binder is sufficient for all carpentry classes. Students should organize the binder by classes with a separate section for safety. Include in the binder all handouts, lecture notes, homework assignments, quizzes, tests, and exams. The instructor will check the binders at least three times during the semester. The binders will be checked in the second class, at mid semester exam and at the end of the semester. If you miss a class, excused or not you miss receiving a handout! *Do not ask me for one later without prior arraignment!*

Homework and Reading Assignments: Instructor will assign reading assignments and homework at his discretion. It is the student's responsibility to ask for and to turn in all make-up work. Supplemental reading assignments from library texts may be given to students. Get a student photo ID in the Student Center 4th floor, room 410. This is your library card. In general, *I expect students to do a considerable amount of reading in text and handouts.* Keep up with your reading! See "Synopsis of topics throughout semester" for reading assignments.

Required Equipment Tools & Materials: Students are expected to bring required personal safety equipment (hardhats, safety glasses, good work boots, gloves, etc.) and basic carpentry tools (pencil, tape measure, hammer, utility knife, square, etc as required by the instructor) to **every class.** See "Personal Hand Tools" handout. The Laney Carpentry Department will provide power tools. Lockers are available for students who wish to leave their tools on campus. Students must provide their own locks. Locks are removed from abandoned lockers at the end of *each* semester and contents donated to Laney hand toll collection. "Lost & Found" is located just outside office door. These items are also donated to Carpentry Department at the end of the semester if not claimed.

Authorized use of department tools: Students will "rotate" alphabetically as "Tools Monitor". Tool Monitor will be responsible for unlocking tool room, checking out tools to other students, checking tools back in, cleaning and organizing tool room, and securing tool room. Students are to use only those Laney Carpentry Tools assigned to them. Students will be responsible for returning all hand & power tools to their appropriate storage place after use. It is understood that tools will receive normal job site "wear and tear" but misuse and/or abuse of Laney tools will not be tolerated. *Do not borrow another student's personal tool(s) without their permission.* **Tool theft is an egregious act and may result in disciplinary action by the college or prosecution by civil authorities. Laney College Catalogue pg. 43, California Education Code, Section 66017, California Panel Code and the California Administrative Code.**

Clean up and maintenance: The Carpentry Department is solely responsible for its own maintenance and cleanup. Students are expected to help with these tasks as they occur. This includes but not limited to putting tools away, sweeping up debris, and dismantling projects, stacking unused building materials and securing lab/site. A clean jobsite is a safe jobsite and is a reflection of your pride and respect for your craft!

Grade Roster & Confidentiality of Records: Consistent with FERPA regulations, student records are to be kept confidential. Students are *not* permitted to look at the grade roster. If the student wishes to be apprised of his/her progress the student must see the instructor during office hours for a progress consultation.

"Adds": A signed Add Card does not automatically enroll you in class. You must register for the class and bring me a print out from Admissions.

"Drops": Dropping or withdrawing from a course is not an automatic process. It is your responsibility to drop the classes you are not attending. (This must be done whether you attend the class or not.) If you **do not** drop a class, you will be charged for it, and you could receive an **"F"** grade that will remain on your permanent record. You will be dropped if you have not attended or contacted me by Census Day.

Breaks: During lectures the Instructor will call break. During Labs there are no formal breaks. Students are expected to take their own breaks as needed, without abusing the privilege. (10 min/hr)

Facility Orientation (new students): Instructor will orient all students to facility both on campus and at the site. Orientation to include: Location of first aid station, drinking water, restrooms (portable-potty), and tool room, postings and off limit areas (office).

Cell Phones: *In general* cell phone use is permitted in Lectures and in Labs. I will be using mine too. *However, cell phone use is not permitted when it may compromise safety.* In class please use discretion with cell phones.

Food & drinks: Eating & drinking (non-alcoholic) is permitted during lectures and lab. *However* please be respectful of others and the environment and **clean up after yourself!** This privilege will be revoked if the instructor finds garbage left behind by students in classroom, shop, lab, or at the site.

Health & Safety: Accidents (“Preventable Events”) in the lab can cause pain, disablement, lost training to the student injured or even death. Experience has proven that most accident can be prevented by proper safety practices. **Personal protective equipment will be required** including by not limited to: protective eye wear meeting ANSI Z87.140 standard (prescriptive eye wear that does not meet this standard is not acceptable), hardhats, hearing protection, dust mask and/or respirators as necessary, proper foot wear and clothing. Students are required to adhere to all safety rules at all times. All students, visitors and instructor(s) will wear hard hats and safety glasses during labs. No exceptions. Students are not permitted to participate in “lab” until they are officially enrolled. General sloppiness, poor organization, and careless storage of materials sometimes cause job hazards on a construction site. Therefore students are expected to follow rules for good housekeeping during lab. A safety orientation will be given the 1st class meeting. An emergency contact list for all students will be kept on file with the instructor. Laney College is a SMOKE FREE campus. No smoking is allowed in classroom, office, lab, job site or Canopy Area. You must go off campus/site to smoke. First aid station is located in offices on campus and the “site”.

It is strongly recommended that students review their tetanus shot record and receive booster shot if necessary.

Lectures: Lectures will begin promptly with roll taken first. Students arriving after the start of lecture will receive a tardy. Material missed will not be gone over again. It is unfair to students who have arrived on time to be expected to listen to the same material over again. I do encourage students to ask questions about material being covered, but please do not simply shout out your questions. Raising hands is respectful and allows everyone to hear the questions and answers. I also encourage a lot of dialogue in the classes. However, *independent conversations are distracting and counterproductive.* Please, make comments and questions to the entire class, not in private conversations with neighbors. Some class lectures can be very technical. Pay attention in class, do the reading and ask lots of questions. I’m more than happy to answer them. *As the semester progresses more time is spent on lab projects and less time on lectures.*

Grading Policy & Method of Evaluation: Instructor assigns grades to students based on standards established as appropriate for each class. It is the student’s responsibility to comply with the criteria used in grading by instructor. Students should consult with instructor for assistance.

- 70% Lab evaluations, work in the field and/or on site
- 30% Quizzes, Homeworks, Midterms, and Final Exam.

GRADE	DEFINITION
A	Excellent
B	Good
C	Satisfactory
D	Passing but less than satisfactory
F	Failing
I	Incomplete
W	Withdraw

Attendance Policy: Attendance is crucial. Lab participation is extremely important. Responsibility for making up work missed because of absence rests with the student. Meet with classmates and go over missed materials. District policy strictly limits attendance in classes to those who are officially enrolled in the class. Tardiness (10 minutes): Students are expected to be on time for class. If you are late enter the room quietly. Three unexcused tardiness = one absence. Three *unexcused* absences = one whole final grade drop! **If you plan on not attending a class *communicate* your intentions to the instructor!** Leaving class early without communicating to me constitutes an absence. If you need to leave early you must let me know before the class begins. On occasion expect roll to be taken again at the end of class.

Lab evaluation: Following a “real world model” of employer/employee relationship, I will be evaluating the following during lap projects

“Hard (technical) skills”

1. Application of theory in practice.
2. Ability to understand, interpret and read blueprints.
3. Layout principals and implementation (measuring and layout tools).
4. Fabrication (milling, cutting, boring, smoothing, etc.)
5. Assembly (fastening systems, tool use, use of construction aids: ladders, scaffold, etc.)
6. Safe practices!

“Soft Skills”

1. Attitude (disposition, opinion & “mental set”).
2. Willingness to follow directions and do job assigned.
3. Cooperation: ability to work with others.
4. Initiative (“self starting”, taking the first step).
5. Creativeness (originating new ideas, using imagination & inventiveness).
6. Leadership (guiding & directing others).
7. Communication skills (verbal & written).
8. Honesty & Integrity (sincerity, principled)
9. Self-sufficiency (being able to get along without help).
10. Good “Safety Attitude”!

Exams and quizzes: Questions on exams are generated out of the following material: lectures, homework & reading assignments, text and handouts. Questions on exams may include the following types: True/False, Fill In, Matching, Short Essay, Definition and Multiple Choice. ESL students may use digital translators during exams. This instructor has a zero tolerance for cheating. Students cheating will automatically receive a grade F on exam. Announced and unannounced quizzes will be given at instructor's discretion. A midterm examination will be given. Students may request a mid-term evaluation consultation to determine their progress and performance to date. A comprehensive final examination will be given at the end of the semester. I do not give "make-up" exams unless you missed the exam due to a documented emergency. The make up test will be more difficult than the regular test. You must obtain prior approval for make up exams. The *final* exam **cannot** be made up after the scheduled exam time. *Show up for exams!* Your life will be easier.

Conduct: Since students in college classes are usually well behaved, these guidelines do not contain a comprehensive list of rules of conduct. For a complete list of Student Rules for Student Conduct see page 43 in Laney College Catalogue. Each person in this class is expected to respect the rights of others and to obey school rules. You are expected to come to class prepared, to pay attention, and to participate. *You have the right to decline participation in activities you perceive to be unsafe for you.* For Student Grievance and Due Process Policy refer to Laney College Catalogue page 38. I will not tolerate students not having mutual respect for each other. If you have problems working with another student come and see me!

Americans with Disabilities Act: I wish to make this course as accessible as possible to students with disabilities that may affect any aspect of course assignments or participation. I encourage you to communicate with me by the second week of the course or at your discretion about any accommodations that will improve your experience in (or access to) this course. You can also contact the Disability Services and Programs for Students at 464-3428 for assistance.

Campus Resources: Students are encouraged to take advantage of the numerous resources available on campus. Refer to "Class Schedule" and "Where to Find Essential Services".

"Real World Model": The Laney College Carpentry Department makes every effort to provide a learning environment that "models" the typical residential "Job Site". The program is designed to instruct students in the principles of carpentry and provide participation in all phases of the building process. Training projects on campus are disassembled and the materials reused. At the "job site" we are building permanent housing in partnership with Rotary Club and The City of Oakland. These projects provide students with real hands on experience and a sense of accomplishment. Projects have included in the past several new homes foundation to finish and several whole house remodels and restorations foundation to finish. The finished home is sold as low to middle income housing. The homes are built "Green"; that is, environmental issues are taken into consideration during all phases of the project from design to finish

Spring 2016

Syllabus (subject to change)

Carp 210

<i>Date</i>	<i>Topic</i>	<i>Unit Reading</i>
1 Jan 28	Administrative, Safety orientation	Handout
2 Feb 4	Intro. Safety Test, Tool Demo	33, 34
3 Feb 11	Soil conditions, Site layout, Transits	33, 34, 35
4 Feb 18	Batter boards, Set backs	35
5 Feb 25	Types of foundations, Residential applications	36
6 Mar 3	Rebar, Tying steel	Handout
7 Mar 10	Concrete	37
8 Mar 17	Mid Term	38
9 Mar 24	NO CLASS Spring Break	
10 Mar 31	NO CLASS Cesar Chavez Holiday	38
11 Apr 2	Wall Forms/Forming Methods	
12 Apr 9	Foundation design	39
13 Apr 16	Applying Foundation Design	Handout
14 Apr 23	Moisture Control	41
15 Apr 30	Projects	
16 May 7	Projects	
17 May 14	Review	
18 May 21	Final Clean up	

Note: At the jobsite (out of campus) please be respectful of neighbors (don't park across their driveway, don't litter neighborhood, etc.). Also be mindful of the street sweeping/parking ticketing times.

Above schedules subject to change due to job site vagaries (weather, sick days, availability of materials, subcontractor scheduling conflicts, issuance of permit, etc.) This semester calendar gives *tentative dates only* for lecture topics and lab work. It is the student's responsibility to keep up with changes in the calendar and to find out what the assignments and due dates are when you miss class.

If a student asks me a question to which the answer can be found in this document I will refer the student to this document and this will be an indication to me that the student is not doing their homework or reading assignments.

Guiding Principles

1. To have the greatest respect for yourself, one another and the world around you.
2. To be responsible for your actions and work safely.
3. To honor our craft.
4. To have fun in the process.

Student Learning Outcomes: Carp 210 Forms and Foundations

Outcome	Assessment
Identify and demonstrate safe and accurate use of hand and power tools.	Test
Build a basic residential Foundation	Observation
Exhibit proper tool operation and application for forms and concrete	Observation
Identify and design a proper foundation for a residential application.	Test

Contract

Laney College
Carpentry Department
Instructor: Karl Seelbach

Office: G160
Phone: 415 559 8959

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Taking this Course indicates agreement with the guidelines in the syllabus.
I have read the syllabus and understand its contents.

Print name _____

Soc. Sec # (last 4 digits only) _____

Date _____

Emergency Contact phone # _____

Emergency Contact Person _____

Signature _____