

LEARNING/TEACHING METHODS: These may include lecture, hands-on, videos, & demonstrations, outside reading assignments, in-class assignments, homework assignments, learner presentation, cooperative learning, class discussion, etc.

ASSESSMENTS/METHODS OF EVALUATION:

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| 1. Tests | 25% |
| 2. In Class, or other Assignments | 20% |
| 3. Homework | 30% |
| 4. Final Exam | 15% |
| 5. Outside Reading Assignment | 10% |

QEP Outside Reading Assignment: Find a book, magazine, or technical article about Green Building; or ways we can reduce the use of fossil fuel in homes or buildings. Write a two page paper explaining the author's idea and why you agree or disagree with the author. This might include ways to save with active or passive solar design, hot water or lighting systems, etc. You might show the estimated cost savings to prove your point, or explain why the idea is not realistic. Name your source and author, but do not copy any text, especially word for word or you will get no credit.

GRADING POLICY:

90 - 100%	A
80 - 89%	B
70 - 79%	C
60 - 69%	D
0 - 59%	F

COURSE OUTLINE:

Week 1-2	Chapter 4 Hand Tools
Week 3-4	Chapter 5 Power Tools
Week 5	Chapter 1 Building Materials
Week 6	Chapter 2 The Carpenter's Workplace
Week 7	Chapter 31 Scaffolds and Ladders
Week 8-9	Chapter 3 Plans, Specifications, and Codes
Week 10	Chapter 6 Building Layout
Week 11-12	Chapter 7 Footings and Foundations
Week 13-14	Chapter 26 Remodeling, Renovating, and Repairing
Week 15	Review
Week 16	Exam

STUDENT CONDUCT POLICY: Students will receive a grade of "WF" as an administrative withdrawal for inappropriate behavior.

STUDENT ATTENDANCE POLICY:

Martin Community College recognizes that academic success is tied to regular attendance and completion of assigned work and tasks in a timely manner. Students are expected to attend a minimum of 80 percent of the total hours of a course, which includes classes, labs, and shops.

Students must be present in at least one class during the first ten percent (10%) of a course in order to be considered enrolled in the class. If a student has not attended at least one class by the ten percent census date, the instructor will administratively withdraw the student.

Students who miss more than six contiguous contact hours or fail to attend the required percentage of total hours without a justifiable absence and verifiable contact with the instructor may be administratively withdrawn from the class by the instructor and given a grade of "WF." The "WF" will be equivalent to an "F" when calculated into the student's GPA. The course syllabus will indicate what the instructor considers a justifiable absence and will define "verifiable contact." Students may remove a "WF" by submitting appropriate paperwork for an official withdrawal by the last day to officially withdraw without receiving an "F." The last day to officially withdraw without receiving an "F" is published in the academic calendar for each academic year. The official withdrawal date for mini sessions, block courses, or other non-traditional schedules are available from the registrar and will be included on the course syllabus.

Note: For CAR-110 Spring 2011, arriving more than 15 minutes late, or leaving before class is dismissed may be counted as an absence. Three infractions count as an absence.

Students will be counted absent from the date they register for each course.

Note: Under DVA regulations, the enrollment of veterans or dependents will be terminated or adjusted if they are administratively withdrawn.

Note: For CAR-110 Spring 2011, "justifiable absence" is death or serious illness of the student or immediate family member where immediate emergency attention is necessary.

A "verifiable contact" is an immediate family member from the same household, medical office, or medical personnel. Make-up work is the responsibility of the student and should be completed and turned in with the next assignment following the return of the student.

REQUEST FOR EXCUSED ABSENCES FOR RELIGIOUS OBSERVANCES*

*** In compliance with G. S. 115-D-5, MCC policy permits a student to be excused, with the opportunity to make up any test or other missed work, a minimum of two excused absences per academic year for religious observances required by the student's faith. The policy limits the excused absences to a maximum of two days per academic year.**

Students who wish to be excused for a Religious Observance required by their faith must complete and submit a request form to the instructor(s) prior to the census date of each class.

The Request for Excused Absences for Religious Observances form can be picked up from Student Services. This does not supersede the college-wide attendance policy as outlined in the college catalog or syllabus, with the exception of a reasonable accommodation for the make-up of missed course work

COURSE POLICIES:

1. No horse play.
2. Safety glasses will be worn at all times while in project installation area.
3. Safety glasses or approved goggles will be worn at all times when using any power tools such as drills, grinders, porta-band saws, threaders, etc.
4. Safety glasses or approved goggles will be used when a hammer, chisel, or any other device which may cause injury by catapulting flying debris.
5. Always use a ladder when climbing (never a chair or stool).
6. No sleeping or laying head down on desk. If you are too tired to stay awake in class you will have to leave the classroom and receive an absence for that period.
7. Do not sit on, or put your feet on the desk tops.
8. Students are to remain silent while the instructor is speaking, or while another student is answering a question for the instructor.
9. Do not throw any object or objects in the classroom, or while on campus.
10. Keep your work area clean and put objects back in the store room when finished.
11. You are expected to bring your tools, books, paper, and calculator to class each day.
12. No eating, drinking, or smoking in class.
13. Students are expected to report promptly and properly to class at the appropriate time and on the day (or days) assigned.
14. Regular attendance is required in accordance with MCC Policy.
15. Students are expected to maintain a reasonable and decent standard of language, behavior, dress, and cleanliness that is appropriate for associating and being recognized as a serious student or professional.
16. Refer to MCC Career Catalog's rules and policies or to Department Chair for further questions or guidance.

If you cannot reach your instructor, you may contact Dr. Phyllis Broughton at (252) 789-0246 or (252) 789-0247 by phone, or pbroughton@martincc.edu by e-mail, or in person at her office in Building 2, Room 3.

To access the Martin Community College Career Catalog for policies and curriculum requirements, please go online to www.martincc.edu.

If you have a need for a disability-related accommodation, please notify the Student Services counselor at (252) 792-0293.