

School of Industry and Trades Training
Fine Woodworking Program Policies

APPROVAL:

1. Next Policy Review:	<i>September 2015</i>
2. Admissions & Standards Committee:	<i>January 2013</i>
3. Education Council Committee:	<i>February 2013</i>
4. Effective:	<i>September 2013</i>
5. Minor Revisions:	<i>January 2013</i>
6. Archive Date:	

PROGRAM OBJECTIVES

1. The Fine Woodworking Program is sanctioned by the BC Industry Training Authority and delivers Level One and Level Two Cabinet Maker (Joiner) Apprenticeship Technical Training curriculum. Graduates receive 475 hours of advance credit towards the on-the-job practical component of the apprenticeship.

2. The program fosters the development of students who:
 - a) Are committed to the process of life-long learning and recognize the need to become self-directed in that pursuit;
 - b) Display competency in the selection, maintenance and proper use of hand tools and express an understanding and appreciation for these fundamental skills;
 - c) Demonstrate safe work habits, while correctly using power-operated woodworking machines and recognize both the advantages and the limitations of these machines in fine woodworking;
 - d) Recognize the characteristics of successful design and the harmonious balance between design and joinery which is a necessary quality of fine furniture;
 - e) Demonstrate an ability to plan and complete woodworking projects while applying knowledge of the characteristics of wood in conjunction with correct joinery principles and techniques;
 - f) Express an awareness of the cultural influences on furniture design and a desire to continue the development of one's creative abilities while working in this medium;
 - g) Recognize the dedication, desire, and diligence required to be successful in the pursuit of a career in fine woodworking.

Students in the Fine Woodworking Program are subject to the overall policies affecting all students at Selkirk College, with the following additions. College policies may be viewed on-line at the College website (<http://selkirk.ca/about/governance/policies/>).

PART I: ADMISSIONS POLICIES

A. ADMISSION REQUIREMENTS

In addition to meeting the general admission requirements to Selkirk College, the applicant must meet the following Fine Woodworking Program requirements to be considered fully-qualified:

1. Academic
 - a) Graduation from a BC Secondary School (or equivalent)
 - b) English 12 with a "C+" grade or higher
 - c) One of the following with a "C" grade or higher:
 - (i) Principles of Math 11
 - (ii) Applications of Math 12
 - (iii) Apprenticeship & Workplace Math 11
 - (iv) Foundations Math & Pre-Calculus 10
2. General
 - a) Applicants must submit a completed admission application form and other required documents (i.e. secondary school and any post-secondary transcripts) to the admissions office, Selkirk College.
 - b) Applicants are required to complete pre-admission College Readiness Tool (CRT) assessment for reading, writing and mathematics. (Except Second Year Specialty Program)
 - c) Consideration will be given to mature students (see below).
3. Mature Student (see 8611: Admissions)
 - a) A "mature student" is at least 19 years and has been out of the school system for at least one year on or before the first day of classes of the program.
 - b) A mature student with reasonable potential for success on the basis of work experience or other criteria may be admitted, notwithstanding some deficiency in prior formal education.
 - c) A mature student shall normally meet the specific program or course prerequisites.
4. Fine Woodworking Second Year Specialty Program applicants must have completed the First Year Fine Woodworking program with a "B" grade or better in each course and must have demonstrated significant ability, interest and dedication during the first year of study.

B. SELECTION

Applications will be separated into two levels as identified in Selkirk College Policy 8611: Admissions, namely "fully qualified" and "partially qualified".

1. Fully Qualified

The applicant meets all of the requirements stated in Part I, A, above.

2. Partially Qualified
The applicant is deficient in meeting some or all of the admission requirements stated in Part I, A, above.
3. Order of Selection
Selection and acceptance of applicants will proceed in the following order:
 - a) Within the fully-qualified level, preference shall be given to those with earlier-completed applications.
 - b) Within the partially-qualified level, preference shall be given to those considered best qualified.
4. Second Year Fine Woodworking Specialty Program
 - a) Applicants must submit a completed Pre-Enrollment Learning Activity Proposal by May 15 of the calendar year of intended admission, fully describing their woodworking goals and intended outcomes for their second year.
 - b) An interview with the instructor will be conducted to assess the goals and outcomes iterated in the Pre-Enrollment Learning Activity Proposal, and to establish the criteria by which the student will be evaluated to ensure the requirements of the program are met.
 - c) A maximum of six students may be accepted into the Second Year Specialty Program. Preference shall be given to those considered best-qualified, based on performance in the first year of study as well as the substance of the Pre-Enrollment Learning Activity Proposal.

C. APPLICATION PROCEDURE

1. Before an applicant's file is considered to be complete, the following must have been received by the Admissions office:
 - a) Completed application form.
 - b) Official transcripts of high school grades (an interim statement of grades is acceptable if applicant is currently a student).
 - c) Official transcripts of all post secondary education grades.
 - d) The results of College Readiness Tool. (Second Year Specialty Program applicants exempt.)
2. Applications for admission will be received until program is full.
3. An interview (in person or by telephone) with the School Chair or designate may be required before entry to the program. Interview results are not used as criteria for admission.

PART II: PROMOTION POLICIES

A. EVALUATION

1. Grading
 - a) Grading will be based on the categories defined in Selkirk College Policy 8612 Grading.

b) Standard Grading Table for Selkirk College

% Grade	Letter Grade
96 - 100	A+
91 - 95	A
86 - 90	B+
81 - 85	B
76 - 80	C+
71 - 75	C
70	C-
0 - 69	F
Did Not Withdraw	DNW

2. Types and Frequency of Evaluation (Selkirk College Policy 8613: Student Evaluation)

- a) Students are evaluated and graded in each subject or course topic as detailed in the Program Outline. Students will:
 - (i) Write a series of Subject Exams throughout the Program.
 - (ii) Submit a series of Written Assignments throughout the Program.
 - (iii) Complete an ongoing series of Shop Projects to be evaluated and/or critiqued on a day-to-day basis. Evaluation consists of a written appraisal of the work, the processes undertaken to complete it, as well as a recorded observation of demonstrated competency with tools and equipment.
 - (iv) Complete a number of Group Assignments.
 - (v) Receive a mandatory Oral Evaluation Report at the end of the first semester and a voluntary Oral Evaluation Report upon completion of the program.
 - (vi) Write the Program Final Examination at the conclusion of the program.

3. Examination Policy

- a) Students may be allowed to make alternative exam arrangements with the appropriate instructor for valid and verifiable reasons such as medical emergency, family bereavement, or jury duty.
- b) Any alternate arrangements for final examinations must be approved by the School Chair or designate.
- c) Requests for supplemental subject examinations will not be approved.
- d) All tests and exams are the property of the College and will be retained by the College.

4. Cheating and Plagiarism (8618 Cheating and Plagiarism)

15.1 *Honesty is expected and required of all students. The purpose of this section of the policy is to deal with honesty in the conduct of all examinations, essays, reports, and other assignments prepared or completed by students pursuant to the requirements of a Selkirk College program or course.*

- 15.2 *Cheating is defined as dishonest or deceptive conduct or attempted conduct by which individuals or groups of individuals use or attempt to use unauthorized aids, assistance, materials and methods to represent others' academic work, training and standards as their own.*
- 15.3 *Plagiarism is defined as the presentation or submission of work or data (published or unpublished in any form), done in whole or in part by other persons, without citation or credit, as the student's own work i.e., a group project, book, journal, electronic media, etc.*
- 15.4 *The submission of one's own work for credit in more than one course without the express knowledge of the instructors involved is forbidden.*
- 15.5 *Selkirk College will not condone nor will it accept work submitted to obtain credit which was produced through cheating or plagiarism.*
- a) *For a first offence the assignment, test, exam, paper, project or other work involved will be awarded a grade of zero to be incorporated into the calculation of the final grade.*
 - b) *For a second offence, the student will be required to withdraw from the course.*
 - c) *For any further offence, the student will be required to withdraw from the college.*
 - d) *A record of the foregoing will be kept in the student's official record.*
 - e) *Depending on the nature of the offence, steps (a) and/or (b) above may be by-passed, following consultation of instructor, School Chair, and/or Registrar.*

B. PROMOTION

1. Students should keep records of their grades and strive to maintain a Progress Grade of 70% or better. Students should be aware of their Progress Grade at all times.

C. PROBATION (8610 Admissions and Standards)

1. Purpose

The purpose of probation is to create an awareness of the seriousness of unsuitable student conduct and/or performance, as well as to reinforce that students have obligations above and beyond those specified in the course outlines.

2. Criteria for placement on academic probation

A student may be assigned probationary status for unsatisfactory academic performance in the first two-thirds of the Program, under the following circumstances:

- a) Failure to maintain a Progress Grade of 70% or better.
- b) Failure to complete shop assignments as assigned.

3. Criteria for placement on behavioural probation

A student may be assigned probationary status for unsatisfactory behaviour at any time during the program. Refer to Policy 3400 Student Code of Conduct- Rights and Responsibilities.

4. Criteria for removal from probation

- a) Conditions for removal from probation will be specified in the written Notification of Probation.
- b) Any student assigned probationary status must meet the following requirements:
 - (i) Complete attendance.

- (ii) Complete and submit course work as assigned.
- (iii) Acceptable academic performance in all courses.
- (iv) Satisfactory behaviour.
- (v) Any other conditions specified in the Notification of Probation.

5. Failure to meet conditions of probation

A student placed on probation who does not meet the requirements specified by the letter of probation may be required to withdraw.

6. Number of probationary periods.

- a) Students are limited to two probationary periods. A student whose behavioural or academic performance necessitates a third probationary period will be required to withdraw.

D. PROGRAM EXCLUSION/DISMISSAL (Refer to Policy 3400 Student Code of Conduct - Rights and Responsibilities)

An instructor may exclude a student from participating in a class, lab, field trip, shop session, or other learning opportunities for violating policy 3400 or if s/he lacks appropriate personal protective equipment (PPE) as required in the program outline.

E. APPEAL (Refer to Policy 8400 Student Appeals for procedures and time lines)

F. ATTENDANCE

1. Attendance at all scheduled lectures, shop activities, examinations, and other learning experiences is mandatory.
2. Where possible, students who are absent from a learning experience (including testing) must notify the program instructor prior to the absence. If advance notice is not possible, the student will contact the instructor about missed or late assignments as soon as possible upon return to school. Students are responsible to make up missed work as required.
3. The Fine Woodworking program will not undertake to provide substitute learning opportunities in program courses when students have been absent, for any reason.
4. Students claiming illness or absence for compassionate reasons from learning experiences must contact the instructor directly. Students may be required to supply a doctor's certificate to substantiate claims of illness.
5. Students who are excluded from a lesson, class or course for reasons outlined in Part II, D will be considered absent from those classes.
6. A student whose absenteeism exceeds 7.5% at any time, may be required to withdraw from the program.

G. STUDENT CONDUCT

1. Refer to Policy 3400 Student Code of Conduct – Rights and Responsibilities.

H. ASSIGNMENTS AND EXAMINATIONS

1. All Subject Exams and the Program Final Examination must be written at the time designated by the program instructor. Failure to do so will result in a zero percentage (0%) grade on that examination. Except in extenuating circumstances, requests for rescheduling exams will not be granted.
2. All Written Assignments, Group Assignments, and Shop Projects must be completed and submitted at the time designated by the program instructor.

I. GRADUATION

1. To graduate and receive the Selkirk College Fine Woodworking Program Certificate of Completion, the student must achieve a minimum grade of 70% in each of the following courses:

FWW 160: Woodshop Tools and Techniques

FWW 161: Joinery Principles and Practices

FWW 162: Specialized Techniques

FWW 164: Materials Technology

FWW 165: Wood Finishing

FWW 175: Furniture Design

FWW 176: Drafting for Furniture

FWW 179: Kitchen Design & Construction

2. To receive the Fine Woodworking Second Year Specialty Program Certificate of Completion, the student must meet the goals and learning outcomes iterated in the Pre-Enrollment Learning Activity Proposal.

NOTE: Students who fail to meet all of the Selkirk College Fine Woodworking Program graduation requirements may earn ITA credit for Level One and Level Two Cabinet Maker (Joiner) apprenticeship technical training.

NOTE: Courses of study, course content, course weightings, and learning outcomes for Fine Woodworking Program classes are prescribed by the BC Industry Training Authority (ITA) and subject to change without notice.