

School of Industry and Trades Training
Fine Woodworking Program Policies

DATE(S):			
	Next Policy Review:		2024-09-01
	Admissions & Standards Committee Approval:		2022-10-25
	Education Council Approval:		2022-11-08
	Effective:		2023-01-01
	Previous Revision(s):		

CREDENTIAL(S):	Certificate
-----------------------	--------------------

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 prepares learners for employment as Joiner (Cabinet-Maker) apprentices, and/or as self-employed woodworkers.
3. 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 (policies.selkirk.ca).

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 11
 - (iii) Apprenticeship & Workplace Math 11
 - (iv) Essentials of Math 11
 - (v) Foundations Math & Pre-Calculus 10
 - (vi) Selkirk ABE Math 46
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 *Policy 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, at the School Chair's discretion.
 - 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 see *Policy 8611: Section 5.2 (8) & (9)*

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.
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*.

Standard Grading 2 Table for Selkirk College

Percentage	Letter Grade	Description
96-100	A+	EXCELLENT. Work of exceptional quality; content complete, accurate and at a high level; excellent mastery of course learning outcomes.
91-95	A	
86-90	B+	GOOD. Good quality work with no major weaknesses; mastery of most course learning outcomes.
81-85	B	
76-80	C+	SATISFACTORY. Adequate work; some weaknesses in mastery of course

71-75	C	learning outcomes; important details, skills or perspectives are left out.
70	P	Minimally adequate work which may not prepare students for further study in the same or related subject areas.
< 70	F	FAILURE. Student has failed to master enough of the prescribed learning outcomes to receive any credit for the course.
	DNW	DID NOT OFFICIALLY WITHDRAW FROM THE COURSE. Students who did not complete a course and who, at the time they ceased to participate, had not accumulated sufficient marks to achieve any of the above passing grades.

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 (*Policy 8618: Cheating and Plagiarism*)

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 (*Policy 8619: Student Probation*)

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*.
2. **Health and Safety**
Students are required to follow the safety directions of Selkirk College staff and the safety guidelines specific to their program. Additionally, students must wear prescribed personal protective equipment (PPE) in all designated areas. Failure to follow safety directions may result in the suspension of shop access. Only the School Chair may reinstate access.

Students are encouraged to complete the Voluntary Disclosure of Health History form for any health (physical and/or mental) conditions (e.g., anxiety, diabetes, epilepsy, allergies), or prescription medications which could lead to concerns in an industrial environment. This information is for safety reasons only and will be kept confidential.

Students are required to complete all mandatory safety training prior to using program equipment. Students are responsible for adhering to correct usage of equipment and for informing staff when the equipment is damaged or unsafe to operate.

Students who are unsafe or impact the safety of others will be required to leave the class or shop area until remediation has been met.

The use of personal electronic devices in a learning environment can be disruptive and is unsafe in an industrial setting. Usage and restrictions will be identified in the program safety guidelines.

No alcoholic beverages, illegal drugs, or cannabis products are to be consumed on the college property during or before a college activity. If a student appears to be under the influence of drugs or alcohol they will be required to leave the premises and subject to disciplinary action as outlined in Policy 3400: Student Code of Conduct.

When participating in program field trips or other off-campus college-related activities, students are required to comply with the health and safety guidelines of both Selkirk College and those of their hosts. See College Policy 8350: Educational Field Trips.

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:

Fine Woodworking: Course of Study		
Code	Name	Credits
FWW 160	Woodshop Tools and Techniques	6
FWW 161	Joinery Principles and Practices	15.4
FWW 162	Specialized Techniques	2
FWW 164	Materials Technology	2
FWW 165	Wood Finishing	2
FWW 175	Furniture Design	2
FWW 176	Drafting for Furniture	4
FWW 179	Kitchen Design & Construction	2
Total Credits		35.4

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.