

MASTER SYLLABUS

Course Discipline Code & No: CON 275 Title: Cabinetry and Millwork IV Effective Term Fall 08  
 Division Code: VCT Department Code: CIND Org #: 14725  
 Don't publish:  College Catalog  Time Schedule  Web Page

Reason for Submission. Check all that apply.  
 New course approval  Reactivation of inactive course  
 Three-year syllabus review/Assessment report  Inactivation (Submit this page only.)  
 Course change

Change information: Note all changes that are being made. Form applies only to changes noted.  
 Consultation with all departments affected by this course is required.  Total Contact Hours (total contact hours were: \_\_\_\_\_)  
 Course discipline code & number (was \_\_\_\_\_)\*  Distribution of contact hours (contact hours were:  
 \*Must submit inactivation form for previous course. lecture: \_\_\_\_\_ lab \_\_\_\_\_ clinical \_\_\_\_\_ other \_\_\_\_\_)  
 Course title (was Wood Finishing fundamentals)  Pre-requisite, co-requisite, or enrollment restrictions  
 Course description  Change in Grading Method  
 Course objectives (minor changes)  Outcomes/Assessment  
 Credit hours (credits were: \_\_\_\_\_)  Objectives/Evaluation  
 Other \_\_\_\_\_

Rationale for course or course change. Attach course assessment report for existing courses that are being changed.  
 3 year review has shown that course needs changes in how it is taught and what is covered. Old master syllabus was outdated with current format.

Approvals Department and divisional signatures indicate that all departments affected by the course have been consulted.  
 Department Review by Chairperson  New resources needed  All relevant departments consulted  
 Print: Peter Beal Faculty/Preparer Signature [Signature] Date: 1/29/08  
 Print: Cristy Lindemann Department Chair Signature [Signature] Date: 1/24/08  
 Division Review by Dean  
 Request for conditional approval  
 Recommendation  Yes  No Dean's/Administrator's Signature [Signature] Date: 1/24/08  
 Curriculum Committee Review  
 Recommendation  Tabled  Yes  No Curriculum Committee Chair's Signature [Signature] Date: 2/19/08  
 Vice President for Instruction Approval  
[Signature] Vice President's Signature Date: 2/19/08  
 Approval  Yes  No  Conditional

Do not write in shaded area.  
 Entered in: Banner 2/27 C&A Database 2/27 Log File 1/24/08 basic skills spreadsheet updated  Contact fee   
 Please return completed form to the Office of Curriculum & Assessment and email an electronic copy to [sjohn@wccnet.edu](mailto:sjohn@wccnet.edu) for posting on the website.

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\*Complete ALL sections which apply to the course, even if changes are not being made.

Course: CON 275	Course title: <u>Cabinetry and Millwork IV</u>
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<b>Credit hours:</b> <u>3</u> If variable credit, give range: _____ to _____ credits	<b>Contact hours per semester:</b> <table style="width:100%"> <tr> <td></td> <td style="text-align:center"><u>Student</u></td> <td style="text-align:center"><u>Instructor</u></td> </tr> <tr> <td>Lecture:</td> <td style="text-align:center"><u>15</u></td> <td style="text-align:center"><u>15</u></td> </tr> <tr> <td>Lab:</td> <td style="text-align:center"><u>45</u></td> <td style="text-align:center"><u>45</u></td> </tr> <tr> <td>Clinical:</td> <td style="text-align:center">_____</td> <td style="text-align:center">_____</td> </tr> <tr> <td>Practicum:</td> <td style="text-align:center">_____</td> <td style="text-align:center">_____</td> </tr> <tr> <td>Other:</td> <td style="text-align:center">_____</td> <td style="text-align:center">_____</td> </tr> <tr> <td><b>Totals:</b></td> <td style="text-align:center"><u>60</u></td> <td style="text-align:center"><u>60</u></td> </tr> </table>		<u>Student</u>	<u>Instructor</u>	Lecture:	<u>15</u>	<u>15</u>	Lab:	<u>45</u>	<u>45</u>	Clinical:	_____	_____	Practicum:	_____	_____	Other:	_____	_____	<b>Totals:</b>	<u>60</u>	<u>60</u>	<b>Are lectures, labs, or clinicals offered as separate sections?</b> <input type="checkbox"/> Yes - lectures, labs, or clinicals are offered in separate sections <input checked="" type="checkbox"/> No - lectures, labs, or clinicals are offered in the same section	<b>Grading options:</b> <input type="checkbox"/> P/NP (limited to clinical & practica) <input type="checkbox"/> S/U (for courses numbered below 100) <input checked="" type="checkbox"/> Letter grades
	<u>Student</u>	<u>Instructor</u>																						
Lecture:	<u>15</u>	<u>15</u>																						
Lab:	<u>45</u>	<u>45</u>																						
Clinical:	_____	_____																						
Practicum:	_____	_____																						
Other:	_____	_____																						
<b>Totals:</b>	<u>60</u>	<u>60</u>																						

**Prerequisites.** Select one:

- College-level Reading & Writing     
  Reduced Reading/Writing Scores (Add information at Level I prerequisite)     
  No Basic Skills Prerequisite (College-level Reading and Writing is not required)

**In addition to Basic Skills in Reading/Writing:**

Level I (enforced in Banner)

Course	Grade	Test	Min. Score	Concurrent Enrollment <small>(Can be taken together)</small>	Corequisites <small>(Must be enrolled in this class also during the same semester)</small>
<u>Con 175</u>	<u>C</u>	_____	_____	<input type="checkbox"/>	_____
<input type="checkbox"/> and <input type="checkbox"/> or _____	_____	_____	_____	<input type="checkbox"/>	_____
<input type="checkbox"/> and <input type="checkbox"/> or _____	_____	_____	_____	<input type="checkbox"/>	_____
<input type="checkbox"/> and <input type="checkbox"/> or _____	_____	_____	_____	<input type="checkbox"/>	_____

Level II (enforced by instructor on first day of class)

Course	Grade	Test	Min. Score
_____	_____	_____	_____
<input type="checkbox"/> and <input type="checkbox"/> or _____	_____	_____	_____
<input type="checkbox"/> and <input type="checkbox"/> or _____	_____	_____	_____

**Enrollment restrictions** (In addition to prerequisites, if applicable.)

- and  or Consent required     
  and  or Admission to program required     
  and  or Other (please specify): \_\_\_\_\_  
 Program: \_\_\_\_\_

**Please send syllabus for transfer evaluation to:**

Conditionally approved courses are not sent for evaluation.  
 Insert course number and title you wish the course to transfer as.

- |  |   |
|--|---|
| <input type="checkbox"/> E.M.U. as _____ | <input type="checkbox"/> _____ as _____ |
| <input type="checkbox"/> U of M as _____ | <input type="checkbox"/> _____ as _____ |
| <input type="checkbox"/> _____ as _____  | <input type="checkbox"/> _____ as _____ |

MASTER SYLLABUS

Course CON 275	Course title <u>Cabinetry and Millwork IV</u>
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<p><b>Course description</b> State the purpose and content of the course. Please limit to <u>500</u> characters.</p>	Using various finishing materials (oil-based, shellac, lacquer, modern resin, catalyzed and multi-part systems) students will learn how to prepare cabinetry and millwork materials for finishing. Course will include detailed explanations of wiped, rolled, brush and spray applications of cabinet and furniture finishes. Student will learn finishing techniques using proper industry set up and safety standards.
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<p><b>Course outcomes</b> List skills and knowledge students will have after taking the course.</p> <p><b>Assessment method</b> Indicate how student achievement in each outcome will be assessed to determine student achievement for purposes of course improvement.</p>	<p><b>Outcomes</b> (applicable in all sections)</p> <ol style="list-style-type: none"> <li>1) Apply industry standard safety techniques for handling and applying finishing products.</li> <li>2) Apply industry standard techniques to prepare materials for finishing.</li> <li>3) Demonstrate proficiency using wiped, rolled, brush and spray applications of both painted and clear finishes.</li> <li>4) Recognize and identify the characteristics and uses of the main finishing materials while developing judgment as to how and when to use each. These materials include: oil-based, shellac, lacquer, modern resin, and catalyzed and multi-part finishes</li> </ol>	<p><b>Assessment</b> Methods for determining course effectiveness</p> <hr/> <p>Student comprehension will be assessed using sample questions that will be graded using written and practical components of exam.</p> <p>Student comprehension will be assessed using sample questions that will be graded using written and practical components of exam..</p> <p>Student comprehension will be assessed using sample questions that will be graded using written and practical components of exam.</p> <p>Student comprehension will be assessed using sample questions that will be graded using written and practical components of exam.</p>
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<p><b>Course Objectives</b> Indicate the objectives that support the course outcomes given above.</p> <p><b>Course Evaluations</b> Indicate how instructors will determine the degree to which each objective is met for each student.</p>	<p><b>Objectives</b> (applicable in all sections)</p> <ol style="list-style-type: none"> <li>1. Prepare items for coating using proper safety and industry guidelines.</li> <li>2. Coat items using a variety of techniques.</li> <li>3. Inspect the finished product for flaws in the coating process and repair flaws.</li> <li>4. Apply final coat to furniture using a variety of techniques.</li> </ol>	<p><b>Evaluation</b> Methods for determining level of student performance of objectives</p> <hr/> <p>Students will be graded using written and lab tests.</p> <p>Students will be graded using written and lab tests.</p> <p>Students will be graded using written and lab tests.</p> <p>Students will be graded using written and lab tests.</p>
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List all new resources needed for course, including library materials.

<b>Student Materials:</b>		
<p><b>List examples of types</b></p> <ul style="list-style-type: none"> <li>Texts</li> <li>Supplemental reading</li> <li>Supplies</li> <li>Uniforms</li> <li>Equipment</li> <li>Tools</li> </ul>	<p>“The New Wood Finishing Book,” Michael Dresdner, Taunton Press, ISBN: 1561582999.</p> <p>-A MSHA, NIOSH approved particle/organic vapor respirator.</p>	<p><b>Estimated costs</b></p> <p>\$ 150</p> <p>\$ 30-50</p>

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Software	
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**Equipment/Facilities:** Check all that apply. (All classrooms have overhead projectors and permanent screens.)

Check level only if the specified equipment is needed for all sections of a course.

- Level I classroom  
Permanent screen & overhead projector
- Level II classroom  
Level I equipment plus TV/VCR
- Level III classroom  
Level II equipment plus data projector, computer, faculty workstation

- Off-Campus Sites
- Testing Center
- Computer workstations/lab
- ITV
- TV/VCR
- Data projector/computer
- Other \_\_\_\_\_

**Assessment plan:**

Learning outcomes to be assessed (list from Page 3)	Assessment tool	When assessment will take place	Course section(s)/other population	Number students to be assessed
1) Apply industry standard safety techniques for handling and applying finishing products.	Student comprehension will be assessed using sample questions that will be graded using written and practical components of exam.	Fall 2009 and every 3 years after.	ALL	ALL
2) Apply industry standard techniques to prepare materials for finishing.	Student comprehension will be assessed using sample questions that will be graded using written and practical components of exam.	Fall 2009 and every 3 years after.	ALL	ALL
3) Demonstrate proficiency using wiped, rolled, brush and spray applications of both painted and clear finishes.	Student comprehension will be assessed using sample questions that will be graded using written and practical components of exam.	Fall 2009 and every 3 years after.	All	All
4) Recognize and identify the characteristics and uses of the main finishing materials while developing judgment as to how and when to use each. These materials include: oil-based, shellac, lacquer, modern resin, and catalyzed and multi-part finishes	Student comprehension will be assessed using sample questions that will be graded using written and practical components of exam.	Fall 2009 and every 3 years after.	All	All

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**Scoring and analysis of assessment:**

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally developed rubric, external evaluation, other). Attach the rubric.

The Assessment will be evaluated by department rubrics, the department chair, and external experts.

2. Indicate the standard of success to be used for this assessment.

The standard of success will be student performance. This course will be successful if 80% of the students earn 85% or higher on the departmental exam.

3. Indicate who will score and analyze the data.

Department chair and instructors will score the data provided by the advisory board.

4. Explain the process for using assessment data to improve the course.

Based upon the assessment scoring results, information will be used to determine if students are able to complete the outlined tasks with a score of 85% or higher on departmental exam. If more than 20% of the students fall under this score, faculty will make adjustments to the learning and application components to necessitate improvement.