

New England School of



**Architectural
Woodworking**

Student Handbook
2009/2010

New England School of Architectural Woodworking (NESAW)

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I. SCHOOL AND ADMINISTRATION INFORMATION

A. General Overview

School History

The One Cottage Street School of Fine Woodworking was founded in 1992 to offer beginning and intermediate classes in woodworking. In 1995, the course offerings changed to include career training and the name changed to New England School of Architectural Woodworking (NESAW). The school's primary focus, the Architectural Woodworking Program, is a 37-week career training program designed to prepare students for entry level employment in the cabinetmaking industry. Night and weekend workshops and week-long summer intensives are also available for beginning and intermediate woodworkers.

Mission Statement and Objectives

The mission of the New England School of Architectural Woodworking is to promote the craft of woodworking through skills-oriented education for career advancement or personal enrichment.

We are committed to 1) teaching our career training students the necessary skills to successfully obtain and retain employment in the field of architectural woodworking; 2) teaching our hobbyist students the necessary skills to safely and effectively use woodworking tools; and 3) instilling in all students a life-long appreciation for woodworking.

Ownership

Greg Larson and Margaret Larson are joint owners, 50% each, of Sisyphus Woodworking Inc., d/b/a New England School of Architectural Woodworking.

Licensing and Professional Memberships

The New England School of Architectural Woodworking is licensed by the Department of Education of the Commonwealth of Massachusetts, Office of Proprietary Schools, which can be contacted at the following address: 75 Pleasant Street; Malden, MA 02148; 781-338-3000. Our license number is 080613T.

The school is also a member of the Architectural Woodwork Institute, the Massachusetts Association of Private Career Schools and WoodLINKS.

Non-Discrimination Policy

The New England School of Architectural Woodworking does not discriminate on the basis of race, national origin, age, sex, sexual orientation, or disability in the admissions process. In the case of mental or physical disability, each application is assessed on a case-by-case basis, taking into account the demanding physical and mental nature of cabinetmaking.

Director's Discretion

Exceptions to any and all policies in this handbook may be made on a case-by-case basis at the sole discretion of the Director.

B. Administration and Faculty

Staff and Full-Time Faculty

Greg Larson, Director and Architectural Woodworking Program Instructor; Placement Coordinator
Margaret Larson, Admissions and Marketing Director; Student Services Coordinator
Glenn Leonard, Architectural Woodworking Program Instructor

Adjunct Faculty

Jonathan Benson, Workshop Instructor
Mark Bonde, Workshop Instructor
Ron Chateauneuf, Workshop Instructor
Jason Greene, Workshop Instructor
Bill Hewitt, Workshop Instructor
Brian Mulcahy, Workshop Instructor
Dave Nauman, Workshop Instructor
Adam Suska, Workshop Instructor

C. Facilities

Facilities

NESAW is located in Easthampton, Massachusetts in One Cottage Street, a beautiful old brick mill building that dates to the mid 1800's. The 5500 SF facility takes up the majority of the first floor of One Cottage, and is characterized by its 10 foot tall windows and original wood floors. The facility is divided into a classroom that is shared by all classes, several assembly rooms, a finishing room, a veneering room, and a machine room.

The second floor of One Cottage is occupied by Riverside Industries, which provides daycare, rehab, and occupational services for its mentally and physically disabled clients, while the remaining three floors are occupied by artisans and woodworkers, many of whom are NESAW adjunct faculty and/or provide opportunities for students to see their works in progress and upon completion.

Equipment

In accordance with our mission, our shop is equipped with power and hand tools representative of those found in most cabinetmaking shops as well as some equipment found in home workshops. We are vigilant about maintaining our equipment for safety and efficiency and continually look for ways to cost-effectively update our machinery to meet or exceed industry standards.

D. Codes of Conduct and Dress

General Expectations

All NESAW codes of conduct and dress are written in the spirit of preparing students for careers in professional shop environments with dangerous machinery or to safely operate machinery at home. NESAW expects all students to behave with professionalism and dignity and to treat others with respect and courtesy. Students will not engage in behavior that interferes with the learning or endangers the safety of themselves or others. If a student is dismissed for violating any codes of conduct, the standard refund policy will apply. Student adherence to the codes of conduct is addressed in the Personal Skills Evaluation that takes place in each grading period.

Safety

The safety requirements are listed in detail in the Safety Considerations section on page 3. Students who violate these requirements will receive one written warning and will be dismissed upon the second instance.

Harassment

Physical or verbal harassment of fellow students, instructors, or customers will not be tolerated. Students will receive one written warning for violating this code of conduct and will be dismissed upon the second instance.

Use of Tobacco, Alcohol, and Drugs

Tobacco products may be used before class and during break in designated smoking areas outside the building. No smoking is permitted in the building or in the loading area outside the classroom. Students will receive one written warning for violating the tobacco policy and will be dismissed upon the second instance. Students may not be under the influence of drugs or alcohol during class; this is a serious offense that impacts the safety of all students and instructors. Students will receive one written warning if drug or alcohol use is suspected and will be dismissed upon the second instance. If drugs or alcohol are found on the student or among his or her possessions or if the student is in an obvious state of inebriation, he or she will be immediately dismissed from the program.

Use of Electronic Devices

Cell phones should be turned off during class to ensure personal safety and reduce disruption to other students. Personal music players may not be used during lecture or when using power tools. Students may use such devices in the classroom at the instructor's discretion, provided that earphones are used and the volume is low. Students will receive two written warnings for violating this policy in the classroom and will be dismissed upon the third instance. Students will receive one written warning for violating this policy in the machine room when power tools are in use and will be dismissed upon the second instance.

Food and Beverage Policy

Food and beverage is allowed in the classroom before class, during break, between classes and when specifically approved by the instructor. We ask students to use common sense and not eat or dispose of food with a strong odor in classroom or shop garbage cans. Food waste should be placed in a specific labeled classroom garbage can. All beverage containers must have a lid and should be closed when not in use. Food and beverage is not allowed in the machine room, assembly rooms, finishing room, or veneering room. Students will receive two written warnings for violating this policy and will be dismissed upon the third instance.

Dress Code

Students will be prepared for each day to work in the machine room. This means no coats or jackets, closed-toed (preferably steel-toed) shoes, tucked-in shirts with short, rolled-up, or buttoned-cuff sleeves, and no jewelry that hangs away from the wrist, ears, or neck. No sandals are permitted. Long hair must be tied back. Hats with minimal ornamentation are permitted. Long pants are preferred but shorts are permitted in very warm weather. Students who violate the dress code will not be allowed to participate in class activities that day until the dress code is met. Students will receive two written warnings for violating this policy and will be dismissed upon the third instance.

Work Habits

Students are expected to fully participate in each class and to remain focused on the task at hand. When students have completed a specific assignment or task, we expect them to move on to the next task, ask for guidance, or actively look for a job to be done. Work habits are evaluated in the Personal Skills Evaluation that takes place in each grading period.

E. Safety Considerations

NESAW takes student safety very seriously. It is expected that students will follow the safety guidelines listed below at all times. Students who disregard safety rules or endanger others will receive one written warning and will be dismissed on the second instance.

Body Protection

- Eyes: When in the machine room, or anywhere else there is the possibility of airborne particles or chips, ANSI approved eye protection must be worn. This includes safety glasses, goggles, or full face shields.
- Respiratory: Students are required to use dust collection on machines where it is provided and encouraged to wear dust masks when sanding or using machinery that create excessive airborne dust. Use vent fans where provided. Use a respirator and always work in a well ventilated area when using finishes or other hazardous chemicals. Rags used with volatile solvents and finishes must be fully air dried prior to be disposed of in approved containers.
- Ear: Students are encouraged to wear ear protection whenever power tools are in operation. This includes ear plugs, protective headsets, or other ANSI approved hearing protection.

Machinery Operation

- All students must be monitored by a spotter (i.e. instructor, or if permitted, a fellow student) while using all stationary power tools. At the instructor's discretion, after the home cabinet is completed, the spotter requirement may be dropped and students will be allowed to use stationary tools without direct supervision. However, if an individual student is found to be consistently using tools in an unsafe manner, the instructor may require that the student use a spotter until the instructor is satisfied that he or she is again able to use the tools safely.
- Use the appropriate guards, push sticks, guides, fences, and hold downs for all machinery. Concentrate on what you are doing from start to finish for every operation. Understand all safety procedures for the machine you are working on prior to turning it on. If you are unsure of something, ask an instructor for help before attempting the operation. Use the appropriate guards, push sticks, guides, fences, and hold downs.
- Avoid talking to, walking behind, or distracting someone, who is operating machinery. If you need to get his or her attention, always approach from head on to avoid startling him or her. Unless it is an emergency, wait for the student or instructor to finish the operation and shut down the machine before engaging him or her.
- Be aware of your surroundings when using a machine. The classroom is a group woodworking environment, and as such, there will be activity occurring all around you, sometimes in your peripheral vision where you can be startled.
- Be alert for anything unusual when turning on or operating any machine. If you hear or see anything unusual, such as loose parts, incorrect adjustments, or dull blades, when turning on a machine, immediately turn it off and report it to your instructor if it is not something that can be easily corrected.
- Clean up when finished with a machine. This includes any scrap wood or sawdust, tools, and other materials you might have used. Please dispose of and/or return materials to the proper place.
- Never force a machine; let it do the work. If it is necessary to force an operation, if the material is burning, or if the motor is overloading, then something is wrong. Stop and verify that everything is set up correctly and the operation is being performed correctly. If you are not able to determine what is wrong, ask your instructor for help.
- Use a machine only after you have received instruction on its safe and proper use.

Medical Emergencies

Students must inform the instructor immediately upon injury. The school has three first aid kits; students will be shown the location of these on the first day of class. All cuts and abrasions need to be properly bandaged. In the case of more serious injury, students will be transported to a local doctor or nearby hospital as needed. Students are responsible for their own health insurance during the program and are required to sign a Release of Liability on the first day of class.

F. Student Rights & Privileges

Student Files

Students may access their files Monday through Friday, 9:00 a.m. to 5:00 p.m., from the office. Student files are only released with the prior approval of the student. Students can review their file under staff supervision; student files are not allowed to leave the premises.

Family Education Rights and Privacy Act

This is a Federal law that protects the privacy of student education records. A consent form provides procedures for the appropriate consent for the release of Educational Information about a student. Legal parents or guardians, spouses or others as deemed by the student need the consent of the student to request Educational Information.

Housing

Students are responsible for locating housing in the area. Suggestions for sources are available in the office.

Personal Property

Each student in the Architectural Woodworking Program is assigned an unlocked cubby for small works in progress and storage of personal items. Students in the Architectural Woodworking Program may store their tool bag or box in a locked storage room overnight. Students in any night, weekend or summer intensive Workshop should leave personal items at home or in the car. NESAW is not responsible for lost or stolen items.

Visitors

With prior approval from the Instructor, students may invite guests for a guided tour or to see work in progress when the student is not in class. For safety reasons, visitors must wear safety glasses and be accompanied by a NESAW employee.

G. Student Complaint Process

A student with a complaint, defined as a concern that a policy or procedure of the school has been incorrectly or unfairly applied in his/her particular case, or dissatisfaction with the performance or action of a school employee, has recourse through the complaint process. In most instances, complaints can be resolved through an information process beginning with talking to the individual and/or other school employee.

Informal Complaint Process

As a first step, students should use the informal complaint process to attempt to resolve complaints. The informal complaint process is as follows:

1. Discuss the issue with the school employee who is the subject of the complaint to attempt to find resolution. Both parties should openly discuss the complaint or concern, attempt to understand the other's perspectives, explore alternatives, and try to arrive at a satisfactory resolution.
2. If students feel uncomfortable talking directly with the employee who is the subject of the complaint, they can talk with another school employee to see if he or she can help find resolution to the complaint.
3. If the Informal Complaint Process is unsuccessful, the student may file a Formal Complaint.
4. The Informal Complaint Process should be initiated no later than two calendar weeks from when the student should have been reasonably aware of the concern.

Formal Complaint Process

If the student has followed the Informal Complaint Process but the issue has not been resolved, he or she may use the Formal Complaint Process to attempt to resolve the issue. The process is as follows:

1. Student will forward a copy of the written complaint, along with any supporting materials, to the school Director or other impartial school employee, who will act as mediator, within ten instructional days of the end of the Informal Complaint Process. If the complaint is against the Director, the student may request the services of an outside mediator to be compensated by NESAW as needed.
2. On receipt of the student's written complaint, the Director or mediator may ask the employee for a written response and shall, within five school days following receipt of the student's written complaint, hold a conference with the involved parties.
3. If after the mediation conference, the involved parties have been unable to find a mutually acceptable resolution, the mediator shall render a written decision within five instructional days to all parties.
4. Students who are unsatisfied with the resolution of their complaint also have the right to contact the state of Massachusetts at the following address:

Massachusetts Department of Elementary & Secondary Education, Office of Proprietary Schools
75 Pleasant Street; Malden, MA 02148; proprietaryschools@doe.mass.edu; 781-338-6048

Complaint forms may be downloaded from the Dept. of Education's website at www.doe.mass.edu/ops

II. ARCHITECTURAL WOODWORKING PROGRAM (AWP)

A. Program Description

Educational Objectives

The objective of the AWP is to prepare students for careers in the field of architectural woodworking. We do this by demonstrating the safest, most effective way to use machines and hand tools to construct architectural millwork and then providing students with multiple opportunities to practice these techniques. By the end of the program, students will be able to understand the properties of wood, safely use a variety of machines and hand tools, read and draft blueprints, independently mill lumber and build to AWI specifications, manage time and projects effectively, and understand the entire design-estimate-build-install process.

Certificate of Completion

Upon successful completion of the program, the student will receive a Certificate of Completion, certifying that he/she has completed 833 hours of training in Architectural Woodworking. These are not credit hours and cannot be transferred to another institution.

Curriculum

The curriculum is divided into three trimesters: Introduction and Basic Cabinetmaking Skills; Community Project Design; and Completing the Community Project. Please note that these trimesters are not equal in length, but are rather defined by the subject matter and completion of particular projects. A syllabus is provided on the first day of class.

Textbooks and Resources

Textbooks include *Understanding Wood* by Bruce Hoadley and *Measure Twice, Cut Once* by Jim Tolpin. Additional resources include *Architectural Woodworking Standards* by the Architectural Woodwork Institute and a selection of Individual Learning Modules (ILMs) from the Alberta, Canada Apprenticeship and Industry Training.

Admissions Requirements & Process

- 18 years or older
- A high school or GED diploma
- A completed application form with personal statement and at least two references
- A phone or in-person interview with school staff
- Upon acceptance, students will receive a packet with an Enrollment Agreement and Tools List
- The Enrollment Agreement must be signed and a \$1,000 tuition deposit must be submitted before admittance is finalized
- Demonstrated proof of health insurance must be provided on the first day of class. Students will not be able to participate in class until insurance is in place. If a student is not able to obtain coverage after 10 days from the beginning of class, he or she will be dismissed with a full refund minus the \$50 administrative fee. If a student changes insurance, it is incumbent upon the student to provide the administration with the new information.
- Individuals with mental or physical disabilities will be evaluated on a case by case basis, taking into account the demanding physical nature of cabinetmaking and the natural limitations of the shop environment.

Program Changes

NESAW reserves the right to cancel any program not meeting enrollment standards, to change curriculum, to substitute instructors, or to adjust program size at any time. Policies and procedures are subject to change at any time at the discretion of the Director, consistent with the Mission of the New England School of Architectural Woodworking.

B. 2009/2010 Program Information

Clock Hours: 833

Length: 37 Weeks, Monday - Friday

Start Date: September 9, 2009

End Date: June 4, 2010

Morning session: 7:30 to 12:00 pm

Afternoon session: 12:30 pm to 5:00 pm

Session Holidays

Oct. 12 Columbus Day

Nov. 11 Veterans Day

Nov. 25-27 Thanksgiving

Dec. 24-Jan. 1 Holiday Vacation

Jan. 18 Martin Luther King Day

C. Financial Information

Tuition

Tuition for the 2009/2010 school year is \$8,950. The materials fee is \$500, which must be paid no later than the first day of class. The materials fee covers books, a binder of printed learning modules, drafting supplies, and materials for building the practice projects and home cabinet.

Financing Options

Students may finance up to \$5,000 of the tuition for 8 months at an interest rate of 9%. Payments are due by the 5th of each month from October to May; a \$15 late fee is assessed for payments submitted after the due date.

Scholarships

From time to time, scholarships may become available before or during the school year. NESAW will advise potential and/or current students as applicable. Scholarships may be awarded on the basis of need or merit and are awarded at the sole discretion of NESAW and the respective donor.

Methods of Payment

Payment can be made by check, money order, or cash. Credit cards are accepted for payment, but are assessed a 3% service charge for amounts over \$500.

Policy for Collecting Unpaid Tuition or Fees

Tuition is due on the first day of class if the student does not choose the payment plan. A \$15 late fee is assessed for tuition payments submitted after the due date. If a payment is 10 calendar days overdue, the student will be contacted and asked for payment. If a payment is 20 calendar days overdue, the student will be suspended and barred from attending class until payment is made. NESAW reserves the right to terminate a student's enrollment once a payment is 30 calendar days overdue.

Refund Policy

NESAW's refund policy is in accordance with Massachusetts General Law, c. 255 section 13 K.

1. You may terminate this agreement at any time.
2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.
4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five per cent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.
8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day such writing is mailed.
9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.
10. Administrative Costs equal: \$50

Course Withdrawals

Students withdrawing from the Architectural Woodworking Program must inform the school in writing; the withdrawal will become effective on the day mailed. A refund, if applicable, will be mailed in the form of a check no later than 10 school days from the effective date of the withdrawal.

NESAW reserves the right to re-accept a withdrawn student if the student informs the school in writing within 5 school days of the initial withdrawal. Such re-acceptance will be made on a case by case basis and is not guaranteed.

D. Classroom and Staff Information

Class Schedule

Classes are divided into a morning class and an afternoon class, each running five days a week, Monday through Friday. Each session consists of one 4.5 hour class period containing one 20 minute break.

Student to Instructor Ratio

Each class has a primary instructor and a secondary instructor, both of whom fully participate in the training process. The primary instructor is responsible for all evaluations and grading for his or her class. The maximum class size is 12, with a student to instructor ratio of 6 to 1, with the exception of one hour per class when there is only one instructor.

Staff Availability and Communication

Staff is expected to communicate effectively and in a timely way. If issues arise during, students are expected to discuss them immediately with the primary instructor. Both instructors are always willing to listen to student concerns and suggestions and are available during class (when not specifically instructing the group or individual students) or outside of class hours by appointment.

The School Director oversees the curriculum and students of the Architectural Woodworking Program and is a resource for students who have issues with an instructor, other student, curriculum or policy. If the issue involves the School Director, students may speak with the Director of Admissions, who will address the issue or seek the assistance of an outside mediator, if needed. The School Director and Director of Admissions are available by appointment.

E. Attendance

General Guidelines

Attendance is mandatory, as the curriculum necessarily builds on the learning and hands-on practice that happen each day. During the community project phase, students are members of a team and each must accomplish his or her tasks in order for the project to proceed efficiently. We expect students to give first priority to class attendance and arrange their personal and work schedules accordingly.

Employers consistently tell us that timely attendance is nearly as important as woodworking skills in determining the value of an employee in their shop. As a result, attendance represents 20% of the final program grade and students may be dismissed from the program for excessive absences.

Time Clock

We attempt to emulate a real job environment in the classroom and therefore use a computerized time clock to track student attendance. Students must clock in at the beginning of the class period and clock out at the end of the class period. Attendance reports are compiled daily and students may have access to their records upon request.

Tardiness and Early Dismissal

Students are expected to be in the classroom, clocked in, properly attired and ready to proceed when class is scheduled to begin. Students are considered tardy if they are more than 5 minutes late to class or leave class more than five minutes early. 3 tardies equal one absence. If a student is tardy 3 times, he or she will receive a written warning. After 6 tardies, the student is placed on probation. If that same student is tardy 6 more times, he or she will be dismissed from the program.

All students must stay at the end of the class period until the shop is clean to the satisfaction of the Instructor. Students are permitted one early dismissal during the program (up to 60 minutes prior to the end of class) for a valid scheduled appointment at the sole discretion of the Instructor. This early dismissal is conditional on the student completing or making arrangements to complete his or her obligations for the day. This early dismissal will be recorded as a tardy.

Absenteeism

Students are considered absent if they miss more than ninety minutes of a class period at the beginning, middle, or end of class. Absences are also assigned for the accumulation of tardies: 3 tardies equal one absence.

Students are allowed up to 3 days bereavement leave per instance that do not count against total absences. Accommodations will be made, if possible, for extended illnesses or absences due to serious injury. Instructors may, at their discretion, work with a student to allow an excused absence without counting it against total absences, only if discussed prior to the absence occurring. Unexcused absences will always be counted against total absences

Students are permitted to miss no more than 12 class sessions over the course of the program. If a student misses 6 classes, he or she will receive a written attendance warning and be placed on probation. If that same student misses 6 additional classes, he or she will be dismissed from the program.

Attendance is counted as 20% of the total program grade as follows:

- 0 absences = 100
- 1 to 3 absences = 90
- 4 to 6 absences = 80
- 7 to 9 absences = 70
- 10 to 12 absences = 60
- 13 absences = dismissal from program

Leave of Absence

Leave of absence during the program is not permitted.

School Closings

NESAW rarely closes for any reason, including weather. We will contact students individually if class needs to be canceled for the day. If the school must close during the home cabinet or community project phases, NESAW will be open at least one weekend day during the next two weeks to allow students time to catch up as needed. If the school must close for the day during the introduction phase, arrangements will be made at NESAW's discretion to make up time as needed.

F. Grades

General Information

Students earn grades based on their performance in several areas: attendance, personal skills (including work habits, safety, problem-solving, and project management), tools skills (based on specific tasks students are asked to perform on machinery and in the installation lab), written exams, practical exams (based on specific tasks), drawing/engineering skills, and major projects (the construction of the Home Cabinet and the Community Project).

Grading Policy

The standard grading for the school is on a 100-point scale. The following scale represents the grade levels:

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

Grade Breakdown

The final program grade breakdown is as follows:

Attendance	20%
Progress Report 1	20%
Progress Report 2	25%
Progress Report 3	35%

Grading Periods (Progress Reports)

Progress Report 1 - Mid-November	
Personal Skills Evaluation	25% (Includes work habits, safety, problem-solving, project management)
Tool Skills Evaluation	30%
Home Cabinet Construction	30%
Written Exams/Assignments	15%
Progress Report 2 - End of February	
Personal Skills Evaluation	25%
Tool Skills Evaluation	40%
Drawing/Engineering Skills	25%
Written Exam	10%
Progress Report 3 - End of May	
Personal Skills Evaluation	25%
Tool Skills Evaluation	25% (includes installation/machine maintenance)
Community Project	40%
Final Exam (written & practical)	10%

Policy Relating to Make-Up Work

Exams and assignments can be made up within a reasonable time at the discretion of the instructor.

Remedial Training

NESAW provides two hours per week tutoring to any student on academic warning or probation or at the discretion of the Director. If a student is late or misses any tutoring session provided by NESAW, it will be counted as a late on your attendance record. Students who need additional assistance should consult with the Director or Admissions for resources concerning tutoring and further instruction. Students are responsible for arranging tutoring sessions.

Incomplete Grades

Incomplete grades are recorded when they occur and monitored closely until the assignment is handed in. For assignments not handed in on time, the policy is to deduct 5 points if it is not handed in at the assigned time and 5 points on each subsequent overdue day until the grade arrives at zero. When this happens, the grade for that assignment is entered as zero in the program transcript.

Student Conferences

Students meet with respective primary instructor three times over the course of the program to review their performance. At this time, students receive a written statement of their progress, which becomes a permanent part of their student file.

G. Probation and Dismissal

NESAW aims to work fairly and consistently with students with the goal of having each student graduate and reach his or her employment goals. However, there are standards of performance, attendance and conduct to which each student must adhere. Probation results when a student receives a warning for violating a code of conduct or when a student's grades fall to a D average or below.

Delivery of Warning, Notice of Probation and Dismissal

If the student is still attending classes, these documents will be hand-delivered in person, directly to the student as soon as possible. If the student is not attending classes, the documents will be sent by certified mail to his or her last known address.

Warning and Counseling

Students that are at risk of being put on probation will receive a Warning, either written or verbal, which will outline the violations of performance, attendance and conduct related standards (as set forth above), and give the student the appropriate period of time to correct the problem(s). The student's primary instructor and/or the Director will meet with the student and discuss the areas that will need to be remedied in order to avoid probation and the Director may set up counseling meeting(s) with the student as appropriate.

Failed Skills Evaluation

If a student fails a Skills Evaluation, he or she is placed on Academic Warning and a meeting will be scheduled with both instructors and the Admissions Director. The student will be required to meet with a tutor for assistance in improving the failed skill(s). Within 3 weeks, the student will again be evaluated on the skill(s). If the student fails a second time, he or she is put on Academic Probation. If the student fails a third time, he or she will be dismissed from the program.

Notice of Probation and Further Counseling:

Students whose grades, conduct, or attendance do not improve within the time frames set forth in the Warning will receive a written Notice of Probation. The student will sign, date and acknowledge the Notice of Probation, which becomes a permanent part of the student's file and appears on the student's transcript. The Notice of Probation clearly states the violation(s) and gives the student a prescribed amount of time during which the student may not commit any further infractions and/or must improve his/her performance, attendance, and/or conduct. The instructor will then meet with the student within three days after the date of the Notice of Probation to address the areas that need improvement and the behavior that must be modified in order to avoid dismissal from the Program. This meeting is mandatory. Students will have the opportunity to seek counseling during their probationary period with the instructor and/or Director.

Notice of Dismissal and Appeal Process:

- a. If a student fails to comply with the conditions outlined in the written Notice of Probation, the student will receive a written Notice of Dismissal from the program.
- b. The student will sign the Notice of Dismissal as soon as possible. The signed Notice of Dismissal becomes a permanent part of the student's file and student's transcript.

- c. The student has three days from the receipt of the Notice of Dismissal to file a written appeal with the Director, stating the grounds for reversal of the Dismissal, and a plan to comply with school policies. The written Appeal and the Decision are a permanent part of the student's file.
- d. The Director will review the student's file and make a final decision on the student's case within two days of the date of the Appeal. All decisions will be by written notification and are final. The student is permitted to attend classes until the appeal process is complete.
- e. If the decision of the Director is to dismiss the student, he/she will immediately remove all his/her belongings from the premises.
- f. The student is eligible for all applicable refunds based on the refund policies stated in this Handbook. The student receives the applicable refund no later than 10 days from the last date of attendance.
- g. If the decision of the committee is to reinstate, the student will be under probationary status and will be closely monitored to ensure compliance until the end of the program. Any further infractions will result in immediate dismissal with no appeal.
- h. Exceptions to this policy may be reviewed on a case-by-case basis at the sole discretion of the Director.

H. Tool Requirements and Shop Maintenance

Tool Requirements

Students are required to purchase a set of tools for use during class. These tools are used frequently in class and are the tools students will be expected to have once they find employment. Three categories of tools (Required, Highly Recommended, and Optional) are provided at least four weeks prior to the start of the program. Students should have the Required Tools no later than the end of the first week of class. We recommend that students purchase a portable tool box or bag to transport these tools to and from class each day. We also provide a closet in the classroom that is locked each night for optional secure tool storage. Time is provided the first day or two of class for students to put their names on their tools with an engraver or marker, both of which are provided.

If students are interested in the Highly Recommended Tools, it is best to also have them by the end of the first week. Unless students already own the Optional Tools, it is best to wait to purchase them after we've had a chance to discuss them in class.

Daily Shop Clean Up

In order to provide a clean and safe working environment for all students - and to avoid wasting time looking for items that were not returned to their proper place - we require that students clean the shop at the end of every class period. Beginning 15 minutes prior to dismissal, all students are expected to stop working and team up to clean the shop, unless a student has specific permission to abstain from cleaning. Students may not clock out until the instructor has approved the day's clean-up. Below are the minimum expectations:

- Each person is responsible for cleaning up his or her own work area and classroom bench.
- All tools, clamps, glue, and screws returned to their designated storage areas.
- Loose screws placed in the designated loose screw box.
- Wood or plywood used that day sorted, marked, and placed in the project area or in either the scrap, good, or unsure wood bins.
- Sandpaper returned to sandpaper box or thrown out.
- Paper cups and used scrap paper thrown out.
- Bench tops and window sills cleared.
- All rooms swept (around and behind machines)
- If table saw or jointer sawdust collectors are more than half full, they need to be emptied.
- If trash or wood barrels are more than half full, they need to be emptied.
- Dust collector bags need to be emptied if full.
- All bits and blades removed and returned to storage area.
- Machines or clamping are not to be set up overnight and "saved" without permission from the instructor
- Projects are not to be set up in the machine room without permission from the instructor.
- Solvent soaked rags hung up separately to air dry.
- All solvent-based finishes put back into the fireproof cabinet and the cabinet door closed. Lids tightly sealed on all finish container.
- All spray guns thoroughly cleaned and stored properly.

Additionally, a bi-weekly task list of additional duties is assigned to classes every other Friday, and students will begin cleaning 30 minutes prior to dismissal.

I. Job Placement

Placement Assistance and Disclaimer

Students are provided with resume preparation assistance, interview preparation assistance and a CD with photographs of their community project while in progress and upon completion. Upon request, students are provided with a written summary of the performance evaluations. Upon request, instructors will provide verbal feedback to potential employers. NESAW maintains a database of employers who have either hired our students or have contacted the school expressing interest in the students and will provide lists of websites that list cabinetmaking shops across the nation. This does not represent a list of all potential employers in the United States. While placement assistance is provided to students while in school and after graduation, NESAW does not guarantee employment.

Student Responsibilities

Although we take the job placement process very seriously, NESAW cannot secure a job *for* you. Students must be willing to invest the time to prepare resumes and portfolios, to send letters of inquiry, and to visit shops as appropriate. It is incumbent upon the student to initiate the search process and to understand the feedback his or her instructor may provide to a potential employer.

- Self-employment may be your vocational objective. If so, you must sign a statement the first day of school acknowledging that you are seeking self-employment and that you expect that it will fulfill your vocational objectives. You will sign a similar statement upon graduation and thirty days after graduation, you will be contacted and required to sign a second statement stating that self-employment continues to fulfill your objectives and provide proof that you are setting up a shop and/or already receiving business.
- You may be taking the course simply for personal development and do not intend to seek employment or intend to seek additional schooling. If so, you must sign a statement the first day of school acknowledging that you are taking the class for avocational reasons. You will sign a similar statement upon graduation.
- There will be other similar written statements to sign if you are 1) seeking temporary or part-time employment, or 2) choose to waive placement assistance.
- You are required to have an interview regarding your career plans with Admissions and Placement no later than the last two weeks of the program to outline the process and establish responsibilities.

Internships

Occasionally, employers in the local area seek interns from NESAW. Internships can be either paid or unpaid and involve working during the period of the day when the student is not in class. Employers may post the internship information or come in during the class sessions to discuss the position(s). Interested students are required to work directly with the employer to schedule interviews and to follow up as needed. NESAW is involved only in publicizing the job to students; NESAW is not involved in the final hiring decision. These internships are never guaranteed.



Student Handbook Acknowledgement

I, _____, hereby acknowledge that I have read and understood the 2009/2010 Student Handbook for the Architectural Woodworking Program at the New England School of Architectural Woodworking.

Signature

Date

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