



I. Key Message/Expectations

Regular attendance and consistent work habits are the keys to your success. IF you come to class, participate and complete the modules you should be very successful in this course. Extra help is available and it is your responsibility to ask. Your success depends on YOU! Have a great semester and let's have some fun!

II. Course Overview

Career and Technology Studies (CTS) is a complementary program designed for Alberta's secondary school students. As a program of choice, CTS offers all students important learning opportunities to:

- ~ develop skills that can be applied in their daily lives, now and in the future
- ~ refine career-planning skills
- ~ develop technology-related skills
- ~ enhance employability skills
- ~ apply and reinforce learning developed in other subject areas
- ~ prepare for transition into adult roles in the family, community, workplace and/or further education

III. Scope and Sequence

Grade 7, 8, and 9 will participate in constructing projects that involve learning the safe use of all shop tools and equipment, learning the skill of tape measure reading, and working with angles, radius' and general layout. Students will also learn the skill and importance of proper finishing techniques and how to properly apply paints, stains and clear coats to their project.

IV. Teaching Methodology

Students will be taught through a variety of instruction methods and strategies including but not limited to; direct teaching, cooperative learning, independent learning, brainstorming, small group work, and reflections. A large portion of the modules will be “hands on” learning.

V. Assessment

CATEGORIES/ CRITERIA	LEVEL 4 (80-100%)	LEVEL 3 (70-79%)	LEVEL 2 (60-69%)	LEVEL 1 (50-59%)	WEIGHT Marks
Technical Knowledge Knowledge of facts, technical knowledge, procedures, and standards	Demonstrate thorough knowledge of facts, technical terminology, procedures and standards	Demonstrate considerable knowledge of facts, technical terminology, procedures and standards	Demonstrate some knowledge of facts, technical terminology, procedures, and standards	Demonstrate limited knowledge of facts, technical terminology, procedures and standards	20%
Assignments/Tests					20%
Thinking Skills Applies problem solving methods	Uses thinking skills with thorough effectiveness	Uses thinking skills with considerable effectiveness	Uses thinking skills with some effectiveness	Uses thinking skills with limited effectiveness	20%
Safety(working with others) Safe use of procedures, equipment, and technology	Demonstrates and promotes the safe and correct use of procedures, equipment and technology	Uses procedures, equipment and technology safely and correctly	Uses procedures, equipment and technology safely and correctly with some supervision	Uses procedures, equipment, and technology safely and correctly with supervision	20%

Student Outcomes and Project Evaluation Mark

20%
Total: 100%

VI. Resources

- Career and Technology Studies (CTS) – Manual for Administrators
- Grande Prairie Regional College (GPRC) – Worksheets on Equipment
- Information developed at Grimshaw Public High (GPS) from previous Instructors
- GPRC ED400 IA Training Course Material
- Information from networking with other CTS Instructors
- Assistance from GHS Administration and Staff
- Exploring Woodworking Fundamentals of Technology by Fred W. Zimmerman and Larry J. McWard
- Modern Carpentry by Willis H. Wagner and Howard Bud Smith
- McIntyre Media Ltd. Shop Safety: A Video Manual
- Modern Welding by the Goodheart-Willcox Company, Inc.
- General Entry Level Safety (GELS) by The Petroleum Industry Training Service
- Alberta Apprenticeship Learning Modules (Welding)
- Basic Oxy-Acetylene Welding Video by The Northern Institute of Technology
- Career and Technology Studies (CTS) – Manual for Administrators
- Grande Prairie Regional College (GPRC) – Worksheets on Equipment
- Information developed at Grimshaw Public High (GPS) from prior Instructors
- GPRC ED400 IA Training Course Material
- Information from networking with other CTS instructors
- Assistance from GHS Administrators and Staff
- Meridian Education Corporation DVD Series
 - Small Gas Engine Troubleshooting and Tune-up
 - Small Gas Engine Inspection, Measurement and Cleaning
 - Small Gas Engine Disassembly
 - Small Gas Engine Reassembly
 - Small Gas Engine Construction And Operation
- Career and Technology Studies (CTS) – Manual for Administrators
- Grande Prairie Regional College (GPRC) – Worksheets on Equipment
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- Assistance from GHS Administrators and Staff
- Modern Welding by the Goodheart-Willcox Company, Inc.
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- Basic Oxy-Acetylene Welding Video by The Northern Institute of Technology

SPECIFIC STUDENT EXPECTATIONS:

Students are expected to come to class EVERY DAY, participate in class discussions/activities and DO THEIR HOMEWORK to maximize their success. Students are also expected to behave in a manner that ensures every class member has the opportunity to succeed.

Three Golden Rules

1. Safety is #1, follow the rules and if you are not sure of something, STOP and ASK me!
2. Absolutely no "HORSEPLAY" allowed.
3. Treat me and each other with respect.

CLASSROOM EXPECTATIONS:

General

1. Students are not permitted in shops without supervision.
2. No horseplay or running.
3. Food and beverages are not permitted in shops or blueprint classes.
4. All cell phones or electronics devices are to be shut off during class time. Cell phones and electronic devices are NOT permitted during exam time.
5. Personal Protective Equipment must be worn whenever hazards exist.
6. No power equipment is to be operated, until a full operational and safety demonstration completed.
Equipment will only be operated with the Instructor's supervision.
7. All accidents and near misses must be reported to the Instructor.
8. Student breaks will be outlined by the Instructor.
9. It is important to confer with the Instructor prior to leaving the shop.

Personal Protective Equipment (PPE)

1. Safety glasses are required by the operator, when any power tool is being used.
2. Hard hats are required whenever and overhead hazard exists.
3. Hearing protection is provided for your personal use.
4. Gloves are recommended to avoid contact with hazardous materials.
5. Applicable WHIMIS MSDS sheets to be referenced prior to commencing work.

Clean-up

1. Shop clean-up will commence when instructed by the shop Instructor
2. Shop clean-up is a shared responsibility requiring team cooperation.
3. Clean up sequence is as follows:
 - Tool boxes and portable power tools put away in their designated shelves
 - Clean off work benches and machine tools
 - A light dusting of the machine tools, with the air nozzles is permitted
 - Floors are to be swept clean
4. No student is to leave the shop until the shop is completely clean
5. Clean-up participation is one component of each students shop evaluation
6. Projects will be stored in the designated shelves or areas as instructed by the Instructor.

Emergency Orientation

Locate and identify FIRE EXTINGUISHERS.

Locate and Identify building EXITS.

Note FIRE ASSEMBLY POINTS: _____

Locate emergency EYE WASH STATION & FIRST AID KITS