

FACULTY GUIDELINES FOR USE OF THE WOODSHOP 2010/2011

In the past few years there has been increasing demand on the Massachusetts College of Art and Design Woodshop. The woodshop is available, during scheduled hours to:

- MassArt students currently enrolled in a course which uses the Woodshop for each class;
- MassArt students who have successfully completed one of the following gateway or required classes:
TDA/3DTD-201: Projects in Wood (3D requirement)
EDAD-202: Methods and Materials. (Architecture requirement)
EDID-220: Joinery
EDAD-307: Furniture Design I

Previous experience may be considered an acceptable prerequisite at the discretion of the Woodshop Studio Managers. The Woodshop is closed during scheduled classes to all students and faculty not participating in that class. Open access hours change each semester and are posted outside the Woodshop door. Woodshop Studio Managers can be reached at X7470, and use MassArt email: Ken Hartl (Monday and Tuesday); Ted Southwick (Wednesday and Thursday); and Judith Hanson (Friday and Saturday).

The following guidelines have been established for full-time and adjunct faculty interested in using the Woodshop as part of a class assignment. In general, Woodshop equipment available for these projects is limited to hand tools.

1. Visit the Woodshop in the basement of the East Building (below Security) and one of the Woodshop Studio Managers will give you a Project Description Form. **The form must be filled out and returned no later than 30 days before the intended use of the Woodshop.**
2. Faculty/Adjuncts meet with one of the Studio Managers before the scheduled class to discuss the project, tools and materials to be used, and the expected skill level of the students. NOTE: Any project assigned should be commensurate with student skill levels and easily completed during scheduled class time in the Woodshop. (A two week workshop or a class project does not qualify students for general use of the shop).
3. Faculty/Adjuncts are expected to be present while their students are in the shop and to instruct their students in the safe and proper use of all the tools the students need to complete their project.
4. Faculty/Adjuncts must have students read the Woodshop Safety Guidelines, which will be provided by the Woodshop Manager, and sign a waiver stating that they have read and understood them.

WOODSHOP PROJECT DESCRIPTION FORM

To be filled out by Instructor requesting Woodshop access as part of a class assignment.

Instructor: _____

Course number and title: _____

Semester/Year: _____

PROJECT DESCRIPTION:

Please include the number of class sessions you would like to schedule in the Woodshop. Take into consideration the Woodshop skill level of your students and the amount of time needed to complete the project. Remember, if your students have not met the prerequisite for using the Woodshop they will not be able to access it outside of your scheduled class sessions. Please make sure the design of your project and/or the individual students' solutions do not require a student to be a master woodworker in order to complete the assignment.

MATERIALS & TOOLS:

ACCESS REQUEST:

There is no access to the Woodshop during regularly scheduled classes for anyone, faculty or student, unless they are registered for that class. Please list day (s) and time (s) you wish to have access:

Date(s) Requested: _____

Time(s) Requested: _____

REMEMBER you must be present with your class at all times, and instruct them in the safe and proper use of all tools and equipment. All health and safety guidelines must be followed and reinforced by Instructor using the Woodshop.