**Secondary Technical Education Program**

***Introduction to Design & Manufacturing***

*Mr. Keith Packer*

1353 West Highway 10

Anoka, MN 55303

Main Office Phone: 763-433-4000

Voicemail: 763-433-*4038*

Email: [*keith.packer*@anoka.k12.mn.us](mailto:keith.packer@anoka.k12.mn.us)

**Course Description:**

This is a one trimester course for grades 11-12+ students. This class is in shop/manufacturing setting and will concentrate on building work habits and work skills. Students produce products using a variety of hand and power tools. Some products are reproductions, while other may require design/building skills, from preliminary sketches to proto-type to finished product. Students referred to this program must be capable of learning how to use, operate and/or set up a variety of hand and/or power equipment. They might work independently or may require the use of adaptive equipment and/or support staff. Basis math skills and measurement skills will also stressed.

**Text and References:**

*There is not a required text for this class.*

**Course Outcomes:**

1. Exhibit safety principles and safe work habits
2. Accept constructive criticism and demonstrate appropriate behavior change
3. Demonstrate professional conduct
4. Produce quality work
5. Understand building techniques
6. Build vocabulary used in the manufacturing trade
7. Use measuring and layout tools and be able to measure up to 1/6 of an inch
8. Use math and problem solving skills
9. Use hand and power tools
10. Build good work habits

**Assessment of Student Performance:**

Good attendance is required. Much of the class will involve teamwork and hands-on activities which can’t be effective without the student’s engagement. Work habits and participation will be a major part of the student’s overall grade, so being on time and in class every day is important. Students who are absent will be given two days to make-up work. Students who fall behind and need extra help need to see the instructor. In case of an absence, students are responsible to call the instructor and for getting all information and/or assignments given out while gone.

**Course Evaluation:**

Students overall work habits, participation, class projects and assignment will be converted to points and then into a letter grade. Grades will be determined by the following scale:

A = 100%-90%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59%-below

**Academic Integrity:**

Academic dishonesty of any form will not be tolerated. Anyone cheating on a test, homework or lab will automatically receive a grade of zero. Further disciplinary action consistent with Anoka-Hennepin District 11 policy will be considered.

**Class Expenses for the Student:**

There is no lab fee for this class**.**

**Supplies Needed**:

Spiral notebook and a writing utensil