



BLDT 124 Window and Door Installation section name section credit hours
Credits
Syllabus

Course Information

Meeting times and location: section meeting_times section location

Catalog description: Learn about the many window and door products available as well as proper installation techniques. As part of the laboratory experience students will install window and door units on the house being built.

Prerequisites: Take BLDT-120

Terms offered: Fall Only

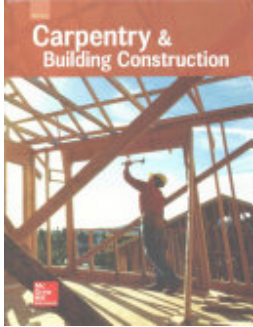
Section-specific Course Description:

Course Level Objectives

Upon successful completion of the course, students will be able to...

1. Identify different window and door styles and sizes.
2. Demonstrate an understanding of different frame, glazing, and performance options for windows and doors.
3. Demonstrate how to prepare a rough opening for a window or door.
4. Demonstrate how to correctly measure rough openings to place an order for windows or doors.
5. Demonstrate how to properly install a window or door unit.
6. Demonstrate how to properly flash and seal windows and doors.
7. Demonstrate an understanding of how to install multi-door units.

Required Texts and/or Materials



Glencoe Carpentry and Building Construction, Student Edition

9780021402441
McGraw-Hill Education
McGraw-Hill Education
2015-07-29

Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For tickets and password reset: [San Juan College Help Desk](#)

For Canvas support information: [Canvas Support](#)

Accessibility/Privacy Policies for all Technology Tools Used

[Accessibility/Privacy Policies for all Technology Tools Used](#)

Course Requirements

1. Students are required to wear long pants, leather work boots, safety glasses, and have their own personal tool pouch with them at all times while attending class.
2. Students will be learning in both indoor and outdoor environments subject to changing conditions and temperatures with regular exposures to dust, odors, heights, and loud noises. In addition to this type of environment, students:
3. will be working on ladders and scaffolding at varying heights.
4. should have effective verbal, auditory, and written capabilities to communicate in an articulate manner.

5. could be standing, walking and/or working on the jobsite for an entire class period.
6. should have dexterity of hands and fingers to operate a variety of specialized tools and equipment.
7. will be reaching overhead, above the shoulders, and horizontally; bending, kneeling, or crouching.
8. will be lifting, carrying, pushing, and pulling object(s).
9. will be climbing ladders and working from heights as necessary.
10. Students are required to purchase their own tools. This list includes all tools required for students pursuing the Associate of Applied Science Degree.

Required Tools	
2 Pouch Tool Bag	End Nippers
Safety Glasses (Z87.1 rated)	Combination Screwdriver (Flat and Phillips)
White Hardhat	6" Combination Square
Stanley Tape Measure (25' - 35')	2 Permanent Black Markers
Swanson Speed Square	Mechanical Pencil
Framing hammer (waffle face)	Work Gloves (Optional)
Finish Hammer (smooth face)	Construction Master Pro Calculator Model 4065
Chalk Box (with RED chalk)	Quilted Disposable Dust Mask (3)
¾" Wood Chisel	Disposable Paint Coveralls
Utility Knife (with extra blades)	Synthetic Bristle Paint Brushes:
Nail Bar	2" angled sash and 3" straight
1/8" Nail Set	

COVID Safe Practices for Being on Campus

Masks / cloth face coverings must be worn while on campus in accordance with the New Mexico public health order. If you feel that you cannot wear a mask due to health complications, please contact Disabilities Services:

disabilityservices@sanjuancollege.edu or call (505) 566-3271. Hand sanitizer stations are at all building entrances, please "wash in, wash out"--clean your hands when you enter and before you leave. Classrooms and labs have been arranged to allow for social distancing; please respect your classmates and instructors by staying 6 feet away from everyone. You will be expected to disinfect your table or area prior to class and after class, cleaning products will be provided for this purpose. Check with your instructor for specific policies for their course. Please do not congregate in hallways or common areas,

instead utilize our beautiful outside spaces and weather to visit with your friends and colleagues from a safe distance.

If you have been in contact with anyone who has tested positive for COVID-19, has symptoms, or is waiting on test results, contact your instructor and DO NOT come to class. If you have tested positive, have symptoms or are waiting on test results, contact your instructor and DO NOT come to class. Your health care provider or the assigned contact tracer will let you know when it is safe for you to be around others.

Student Support

Student Services and Support

The Student Support webpage provides information on counseling, tutoring, technical support, and many other support services available to San Juan College students.

[Student Support](#)

Academic Support

Academic Support webpage provides information on academic advising, the library, Testing Center, and the honors program.

[Academic Support](#)

Participation and Attendance Policy

A career in the construction industry is very much a team effort. It is common for carpenters to work together on tasks to produce the final product. One person's participation is important for others to complete their portion of the project.

1. To be successful your active participation is necessary each day during lecture and on the job site.
2. Participation is 25% of your grade. In order to participate you need to be present, and mentally/physically active. If you are absent you will not receive credit for the skill development of that particular day of class.
3. It is not possible to accurately re-create a day of information, questioning, and skill development.
4. Participation grades will be recorded based on skill development and successful completion of the task. Satisfactory performance will reflect a satisfactory grade; poor performance will reflect a poor grade.
5. A daily expectation in the construction industry includes setting up (rolling out) equipment, cleaning and maintaining equipment and facilities, and putting away (rolling up) equipment. We will spend 20% of each class performing these tasks and your participation in this process will be included in your participation grade.

6. Your phone is more than likely a big part of your life, but it is not a part of this class. Employers do not pay you to be on your phone. We do not want to see you on your phone or texting during class.

Other Classroom Policies and Expectations

1. Safety glasses MUST be worn at all times when working in the shop or building compound.
2. No cell phones, iPods or other devices that use ear phones...period!
3. Alcohol, tobacco, and firearms are strictly prohibited on San Juan College campus.
4. Do not over tighten tool adjustments.
5. Only the instructors change cutters and/or blades.
6. Roll up extension cords and air hoses properly.
7. Blow sawdust off of tools, roll cords, and return the tools to their exact location.
8. No SJC tools are to be kept overnight in tool pouches or lockers.
9. Never adjust table saw fences while the blade is operating.
10. Review all safety rules on each power tool and stationary tool before using.
11. Do not work on the ground. Always work off of sawhorses. Do not cut through sawhorses.
12. THINK! Think before you blindly start cutting! If in doubt, always ask questions.
13. Know where your cords are before you start cutting.
14. Prepare your tool pouch with only the fasteners you need for the day's work.
15. Do not mix fasteners.
16. Return all unused fasteners at the end of class.
17. Clean up begins 15-20 minutes before class ends. Everybody helps the cleaning process whether it is your mess or someone else's.
18. Students are NOT to leave the premises until shops, sheds, and work sites have been cleaned and inspected.
19. Beverages are allowed in the classroom, NOT in the shop or on the jobsite. Water is provided on the jobsite.
20. There is a ZERO tolerance policy for theft, alcohol use and drug use as indicated in the student handbook.

Canvas Participation and Expectations

Students should log into Canvas at least once per week to see their grade, attendance record, and to determine if they are missing any assignments or quizzes.

Instructor Response Time

Instructors will make every effort to reply to emails and phone calls, and to enter grades into Canvas within 48 hours.

Course Time Commitment

Students in the Building Trades Program spend a great deal of time in class each week. For lab-based courses, approximately 25% of class time is in the classroom and the remaining 75% is spent on the jobsite. For lecture-based courses, approximately 75% of class time is in the classroom and the remaining 25% is spent on the jobsite. Students are required to spend time each week completing assigned reading and the occasional homework assignment.

Grading

Final grades are calculated based on the following...

Grading	
Attendance	25%
Participation (Classroom, workshop & job site)	25%
Assignments and Quizzes	25%
Final Test or Project	25%
Total	100%

Key Dates to Remember

[Full Academic Calendar](#)

Course Schedule

TBD

College Policies

The following information also applies to your work in this class. If you have special needs for campus emergency situations, please inform me immediately.

1. Academic Accommodations - American with Disabilities Act (ADA)

If you believe you need academic accommodations due to physical or learning disabilities, you are encouraged to inform them as soon as possible. The coordinator can work with you in verifying your disabilities and developing accommodation strategies. Please go to [Disability Services Office](#), click the button for "Request for Services" and complete all the steps.

You can also contact the college's disability coordinator in the Advising/Counseling Center at 566-3271 or disabilityservices@sanjuancollege.edu. More information is available on the website listed above.

2. The Family Educational Rights and Privacy Act (FERPA)

Your personal information and grade are confidential. Aside from routine reporting to the college required for this course, I will not share such information with anyone unless I have your permission.

3. Academic Honesty Rules

San Juan College expects all students to adhere to the [Academic Honesty Rules](#) as posted online. These are the official guidelines for all classes at San Juan College (July 2006).

4. Student Conduct Statement

College is preparation for professional opportunities, and professional conduct is expected in courses, including online classes, as well as any written communications, and interactions with members of the college community. As part of our learning community, students are expected to interact and communicate in a mature, respectful, thoughtful, and supportive manner. Students who demonstrate disrespectful, hostile, belittling, bullying or other disruptive behavior will be subject to potential consequences and possible dismissal from the college. The college will take appropriate action when students demonstrate threatening behavior (to others or self). Students should refer to the Code of Conduct in the Student Handbook for additional information.

5. Student Safety

Keeping students safe is a priority, and part of that is ensuring that we have the ability to communicate emergency messages – whether for school closures due to weather or for more or urgent situations. Rave is San Juan College's emergency messaging system. Through your SJC student email, you will automatically receive email messages, however, it is also vital that you receive text messages. In order to receive the messages, you must register in a simple process with [Rave](#). When registering, please make sure that your mobile status is "confirmed."

The Department of Public Safety is available 24 hours per day. In an emergency, they can be accessed by calling 215-3091 or 566-3333.

In the event of an emergency, a Rave message will be sent, and depending on the situation, you will be instructed to do one of the following:

- Evacuate the building
- Shelter in place (Campus doors are locked, and operations continue as normal. During this situation, no one other than law enforcement is allowed in or out of the campus.)
- Lockdown (Campus doors are locked. All operations cease, and you should take cover in your immediate area. No one other than law enforcement is allowed in or out of the campus.)

6. Non-Discrimination, Sexual Harassment, and Retaliation.

San Juan College does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, genetic, veteran's status, or on the basis of any other category protected under federal, state and local laws. If you have experienced sexual harassment, sexual assault, or any other form of protected class discrimination, we encourage you to make a report. If you report to a faculty member, she/he/they are obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator. These disclosures include but are not limited to reports of sexual assault, dating/domestic violence, and stalking. You may also make a confidential report to a SJC Counselor. Please refer to San Juan College's [Title IX](#) site for further details.

San Juan College's Title IX Coordinator is Stacey Allen, Assistant Director of Human Resources/Equity, Diversity, and Inclusion Officer. The office is located at the Educational Services Center Building, 2nd Floor, Human Resources, Room 4243 at (505) 566-3515 or allens@sanjuancollege.edu.

7. Drop for Non-Attendance and/or Non-Participation

Class Attendance and Participation Expectation:

Face-to-Face -- Students are expected to attend and participate in class regularly. Any student missing more than 10% of consecutive class time, (For example, in a regular 15-week class that meets twice a week, this equates to the student missing 3 consecutive classes) without consultation with the instructor may be considered as having abandoned the course.

On-line -- Students are expected to participate regularly and submit all course assignments, based on the course guide definition. A student who does not submit any assignments during a consecutive 10% of the course (1.5 weeks of a 15-week

semester) without consulting the instructor, may be considered as having abandoned the course. Logging in does not meet the attendance standard.

Competency-Based Education Classes -- Students are expected to have regular and substantive interactions with their instructor and to actively work on course content. A student who has not submitted coursework, nor had substantive interactions with the instructor over a consecutive 10% of the term, without the instructor's prior approval, will be considered to have abandoned the competency progression. Last date of attendance will be recorded as the last date that coursework was submitted or that the student met with the instructor. For on-line learners, logging in does not meet the attendance standard.

8. Failure to Meet Class Participation Expectation:

Students who fail to meet participation expectations will have their last date of attendance recorded. This date will be used to recalculate any financial aid received/veteran's benefits received, and the student may be required to repay the institution/government. If the student does not drop the course, an 'X' grade will be recorded. An 'X' grade impacts the grade point average the same as an 'F'.

9. Grading Policies

Incomplete: Incomplete Grade Assignment ([Incomplete Grades Information](#))

The grade of I (Incomplete) is given for passing work that could not be completed during the semester because of circumstances beyond the student's control. Ordinarily, the assignment of an I is given by the course instructor at the time final grades are due

In no case is an I grade to be used to avoid assignment of D or F grades for marginal or failing work or to require a student to enroll in the class the next semester because work was not completed on time. Circumstances warranting the issuance of an I grade must be beyond the student's control and must be documented on the appropriate form prior to approval.

I grades can be removed only during the subsequent 16 weeks from the end of term, or within the time limit set by the instructor. Removal of an I is accomplished by completing the work in a manner acceptable to the instructor. Re-enrollment in the course under the repeat option does not remove the prior grade of I. Students should not re-enroll for the course. An I not made up within 16 weeks or within the time limit set by the instructor will change to an F grade thereafter and cannot be

changed by work completion.

10. **Grade Appeals**

The policy for grade appeals is in the Academic Catalog.([Grade Appeal Policy](#))

Student Handbook

The Student Handbook provides information on Student support, student organizations, and San Juan College policies.

[Student Handbook](#)