

TESC WOOD AND METAL SHOPS RESERVATION FORM

The purpose of the Reservation Form is not only to provide the Technician with all the appropriate information to prepare for your class, but also to serve as a planning tool for your upcoming course. Please fill out as accurately as you can regardless of your past experiences in the shop. Return promptly even if you do not have all the blanks filled, and we can fill them in as plans develop. Our hope is that by gathering this information from all users in advance of the next academic period, we will be able to serve everyone with more efficiency, safety and enjoyment.

When finished, please save a copy of the form and return it to the Technician at jensend@evergreen.edu

Program Information

Name of course	Academic Quarter/Year		
Primary Instructor (for shop related work)	E-mail	Phone	
Secondary Instructor (if applicable)	E-mail	Phone	
Academic Level	Shops Skill level		
Lower Division	Upper Division	Novice	Intermediate
All Levels		Advanced	All levels

Scheduling Request

Space access must be coordinated with Art Operations Manager (Michelle Pope xt. 5031). Requested times are not a guarantee of actual access received. Shops are closed on Sundays and State Holidays. Monday mornings are dedicated maintenance times and are closed to all other use.

The last day of shop use for each quarter is Saturday of Week 10. All class materials and projects must be removed by this time. All classes must participate in and end of quarter cleanup during the last week of classes. Please schedule this with technician **prior to week eight.**

Evaluations conducted in the shop spaces below must be arranged at the beginning of the quarter, as this week is essential for shop maintenance and preparation for the following quarters classes.

Shop Space Requested

Choose all that apply

- Metal shop
- Wood shop
- Atrium (as classroom space)
- Spray Booth

Shop access needed (select all that apply)

- One time workshop
- Multiple workshops
- Regular weekly class
- Dedicated Saturday access

Select preferred weekly class period

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
PM	AM	AM	AM	AM
EVE	PM	PM	PM	PM
	EVE	EVE	EVE	EVE

For users requiring supplementary workshops, indicate preference for which week of the quarter.

Evaluations week (week 11) access requested to conduct evaluations in the workshop/studio environment.

- Metal shop
- Wood shop
- Atrium
- No shop access needed

Shop Orientation and Machine Safety Proficiency Training

Orientation

All classes must attend a Shops Orientation session prior to using the shop spaces. This is a 30 minute introduction to shop procedures, etiquette and basic safety. It is most convenient to conduct these during class time. Please indicate **which week of the quarter** you would like to schedule this (Near to the first time students will need to use the space is ideal for information retention).

Proficiency Training Sessions

Proficiency training is required of ALL USERS of equipment within the space. These sessions are conducted by the shop technician or trained student aide. General Proficiency Trainings are conducted every Friday for the first SIX weeks of every quarter, but are limited to 12 person each session. In order to properly train students on the machines necessary for coursework, please arrange with the Technician an appropriate time to conduct these sessions during class time or dedicated shop time.

Note: Initial Training may not cover all processes to be used during any given quarter, so additional machine training may be required. Please speak with the Technician about extended training for special machines and work progression.

Please indicate which weeks you will need these trainings conducted.

Special Demonstrations or Work Parties

Guest artists and volunteers must sign a waiver prior to accessing shops. Please contact the Arts Operations Manager (Michelle Pope xt. 5031) for more information. Also contact the Technician with requests for additional demonstration materials and equipment needed for volunteers. Volunteer status is not indefinite. Therefore, volunteers must renew there waivers quarterly with each new course they will be attending.

Visiting Artist/ Guest Lecturer

Guest demo date

contact E-mail

Visiting Artist/ Guest Lecturer

Guest demo date

contact E-mail

Special needs for the visitor include:

Describe any other special scheduling needs or concerns.

Project Scope (briefly describe your project plans)

Note below any specific deadlines for your project as defined in your syllabus

Total
Numbers of
Assignments

Due Date #1 Max. dimensions

Due Date #2 Max. dimensions

Due Date #3 Max. dimensions

Est. total
shop hours
needed to
complete all
projects.

How many extra open shop hrs/wk will
students be required to work outside of
class?

Project Storage

Where will projects be stored while in process?

in shops (must be approved by Technician)

in another studio or site on campus (please arrange this with Arts Operations Manager)

All projects will be removed between shop uses

unknown

Lockers
requested

Limited quantity available. Pad locks available upon request- No personal locks may be used on lockers.

Materials Request and Ordering

List materials necessary for instruction. Please include materials that you will be supplying. Special approval is needed for reclaimed materials, or large size or quantities.

A minimum two weeks notice must be given prior to when the materials are needed to ensure it is ready for class use. **No significant orders will be made after the end of week 6** of each quarter.

Please discuss with the Technician any material needs you have while planning your class to receive the highest level of service.

Shop Related Costs

Program funds can be used for demonstration materials, tools and other costs associated with teaching and practice within the studio.

Requested Program Allocation	Portion budgeted for shop materials	Program Budget # (if known)
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Student fees are collected to cover cost of projects and materials that will be taken home by the student.

Per Student Fee	Estimated Enrollment (or Max. # students)	Student Fee Budget # (if known)
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LEVEL OF TECHNICAL ASSISTANCE EXPECTED

Please contact the Shops Operational Technician prior to quarter to discuss specific assistance needed. All Shop users must complete Proficiency Training, regardless of their prior training, on each piece of equipment in or order to use that equipment. Proficiency is recorded in the shop and maintained for each student for one year. Returning students should renew their training each year, depending on their continued experience level in the shops. To maintain overall safety and protect expensive or intricate equipment, some processes still REQUIRE technical supervision by a trained shop employee regardless of personal experience.

Choose all
that apply

Technician lead workshops or demonstrations

Technician assisted projects

Assistance during open shops

No assistance wanted (a shop aide is required during
all sessions and open access)

Technician/shop aide prepared specialty jigs,
patterns, set up.

Equipment and Tools

There are 63 operating machines in the wood shop, metal shop and forge/foundry available for instructional use. Many require preparation and setup prior to use. Please specify which machines you would like to use during the quarter, and if possible what week you will first need them.

Hand Tools

Please specify any specific hand tools you will need.

Jigs, Patterns, and Machine set-up

Briefly describe any help you may need attaining or building patterns, work process, or machine set-up assistance.

Program Aide Preference

ALL WORKSHOPS, DEMONSTRATIONS AND COURSE WORK REQUIRE A SHOP AIDE OR TECH PRESENT.
If you have a preference for a student aide, please indicate below:

FIRST PREFERENCE

SECOND PREFERENCE

Describe other special circumstances, skills, or special needs regarding shop assistance

Reminders and Notifications

You will be expected to provide a course syllabus to the Instructional Technician **BEFORE** it is presented to the students. Please provide this two weeks prior to the start of each Term.

A materials list must be provided two weeks prior to date needed for instruction.

Instructional details for in-class demonstrations must be given in writing to the Technician a minimum of two weeks prior to the date of the instruction, otherwise material availability and machine set up is not guaranteed.

Students will be expected to provide drawings and a cut list in order to purchase materials and begin major projects. Please remind them.

Scheduling of the 3D Studio and 1114 lecture/design space must also be arranged in advance through the Arts Operation Manager (Michelle Pope xt.5031)

Thanks for filling out the form. Please print a copy for your records and return a saved copy to jensend@evergreen.edu. We look forward to serving you.

Checklist for essential information received by Technician

Dates/schedule of Instruction

Materials List

Course Syllabus

Budget allocation/ Student
fee amounts
