

# CARPENTRY

## MASTER PLAN OF INSTRUCTION

2026 - 2027

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### MISSION

The mission of Fort Myers Technical College is to provide high quality career and technical training, in order to prepare students for current and emerging industries, delivered by a professional and caring staff in a positive learning environment.

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Carpenters make up the largest building trades occupation in the construction industry. Because of increasing demands for housing, job opportunities for carpenters are expected to be excellent over the next decade. Our program will teach you entry-level residential carpentry skills and help you find a job.

### **PROGRAM MISSION**

The mission of the Carpentry program is to prepare students for entry-level jobs in the construction industry. This will be done by providing a positive learning environment.

### **PROGRAM STANDARDS**

- Apply shop and construction site safety skills.
- Select, use and maintain hand tools, power tools and stationary equipment.
- Apply mathematics knowledge to assist in constructing buildings, structures, and various construction and woodworking related projects.
- Read, understand and create basic construction and shop drawings and/or sketches.
- Select and recommend appropriate building materials for building and woodworking projects.
- Select and use appropriate fasteners and hardware for specific construction and woodworking applications.
- Set up and install basic rigging and scaffolding.
- Identify ways that sustainable design and construction strategies impact the built environment (Optional).
- Explain the importance of employability and entrepreneurship skills (Optional).
- Perform site-preparation and building layout activities.
- Understand how to layout and/or construct a building foundation.
- Layout, cut and install framing members for a floor system (wood and/or metal).
- Layout, cut and install a wall framing system (wood and/or metal).
- Comply with current hurricane building codes.
- Layout, cut and install a wood frame roof system.
- Frame walls using cold-formed steel (Optional).
- Lay out, cut and rough frame a stair system.
- Identify, select and install various roofing materials for building structures.
- Identify and apply appropriate thermal boundary, moisture protection and water management systems.
- Install windows and exterior doors.
- Install gypsum drywall.
- Identify and fasten wood stock and joints.
- Install cabinets and components.
- Identify, interpret and describe types of interior and exterior doors types, hardware and assembly component requirements, and installation techniques based on plans and specifications.
- Install interior trim and other finishes based on construction drawings, details and specifications.
- Identify and install various types of interior wall and ceiling finish materials.
- Layout, cut and finish a stair system.
- Select and install exterior finishes.
- Demonstrate building site layout to excavate for footings and foundations, and (Optional) trenching for utilities.
- Erect, plumb and brace simple concrete forms with reinforcement.
- Explain or identify various foundation forms.
- Demonstrate an understanding of vertical concrete formwork.
- Demonstrate an understanding of constructing horizontal formwork.
- Explain and demonstrate how to place reinforcing bars in walls, columns, beams, girders, joists and slabs.
- Discuss the transport and placement of concrete.
- Apply relevant technology to workplace scenarios to aid productivity.
- Interpret and express interpersonal communication.
- Interact with others to accomplish workplace goals.
- Manage personal behavior to maximize productivity and professional growth.
- Find, assess and apply to job opportunities.

- Communicate personal competence, character and fit for a job opportunity.
- Cultivate and leverage relationships to professionally advance.

## **ESSENTIAL TRAINING TASKS**

### **Physical Requirements**

- Must be in good physical condition
- Lift 50 pounds or more and carry it
- Must be able to stoop, kneel, crouch and bend
- Use voice, hearing and sight effectively to perform carpentry work
- Work in an atmosphere of loud noises
- Work in an atmosphere of temperature changes
- Perform repetitive task
- Work without close, direct supervision
- Work on multiple tasks and priorities
- Be a team player
- Cannot be afraid of heights

### **Cognitive Requirements**

- Must have the ability to:
- Interpret a variety of written and oral instructions
- Interpret blueprints
- Collaborate with others
- Perform mathematical computations
- Make fast decisions under pressure
- Work in close or crowded areas

## **ACCOMMODATIONS**

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 plan or post-secondary student's accommodations plan to meet individual needs to ensure equal access. Post-secondary students with disabilities must self-identify, present documentation, required accommodations if needed, and develop a plan with their post-secondary service provider. Accommodations received in post-secondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology, and special communication systems. Documentation of the accommodations requested and services provided are maintained in a confidential file.

## **TUITION**

Tuition is charged for adult students at a rate established by the Florida legislature; tuition is waived for eligible high school dual-enrolled students. Current tuition and fee information is available from Student Services and is due prior to the first day of each payment period. Failure to pay all fees due at the time class begins will result in the student not being able to attend class and/or clinical.

## **CLASS SCHEDULE**

Classes meet Monday through Friday from 8:00 A.M. until 2:30 P.M. Lunch breaks are 30 minutes in length. This amounts to 30 hours of classroom instruction per week.

## **ATTENDANCE POLICY**

In an effort to develop appropriate employability skills, FMTC students are expected to attend all class sessions. As is expected in the workplace, when it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of the absence. The student attendance policy for each post-secondary program is consistent with industry standards.

Campus attendance is kept via a computerized system. It is the responsibility of the student to **log in and out** in order to

receive credit for class time. This allows the school to keep accurate attendance records for the actual number of hours and minutes attended.

All students are expected to be in attendance at least 90% of their scheduled hours during each payment period. Students failing to maintain the 90% attendance standard may not be permitted to continue in their program and may be withdrawn.

### **Absences and Tardies**

A student who is absent for 6 consecutive class sessions, without prior approval and without contacting the instructor, will be withdrawn from enrollment in his/her program.

Students who are late for class, including returning late from lunch, must notify their instructor and clock in upon arrival. Students who leave school early must notify their instructor and clock out. This time out of class is recorded as time absent and is counted against the required 90% attendance.

Adult students who know they will be out of school for an extended period of time may apply for a Leave of Absence. Students who exercise a Leave of Absence may have to extend their time in their program and pay additional fees.

### **Leaving Campus During School Hours**

Students must notify their instructor when leaving campus early. This is for the safety of students, to accurately track time, and to allow the instructor to best utilize instructional resources. Students may leave campus for lunch provided they return in the time allotted.

## **PLAN OF INSTRUCTIONAL PRACTICES**

### **Teaching Methods**

Lecture, demonstration, discussion, group interaction, verbal and written quizzes, skill practice, individualized instruction, computerized tutorials, interactive learning, web-based learning, and online courses are among the teaching methods utilized.

Textbooks, workbooks, projects, journals, reports, simulations, hands-on computer experience, collaborative learning, guest speakers, board examples, field trips, customer service projects, program job shadowing, cooperative on-the-job training, computerized tutorials, computerized assessment, interactive learning, web-based learning, and online courses are used for instruction.

### **Safety**

A basic outline of safety standards and practices is covered at the beginning of class along with a continuous implementation of safety principles.

### **Evaluation**

Class performance, quizzes, tests, attendance, portfolio assessments, completion of project assignments, decision-making, work habits, achievement of entry-level competencies, and other methods are used for evaluation.

### **Work-Based Activities**

Work-based learning activities play an integral part of the curriculum of FMTC's career-technical training programs. These activities are planned with two objectives in mind. First, the activity provides students with the opportunity to develop and apply 'real world' experience using the knowledge and skills attained in the program. Second, the activity provides the instructor with objective input from potential employers or customers of program graduates. Each work-based activity has a written instructional plan outlining objectives, experiences, competencies, and evaluation required during the activity.

Work-based activities are program specific and may include:

- Unpaid in-school shop activities to provide customer service opportunities under the direct supervision of the program instructor.
- Unpaid job shadowing experiences that may include in-school or off-campus employer-based experiences under the supervision of a qualified employer representative who is working closely with the program instructor.
- Paid or unpaid cooperative training experiences conducted at the employer's work location under the supervision

of a qualified employer representative and under the direction of the program instructor.

### **Cooperative Education (Co-Op)**

Cooperative training is coordinated by the instructor and career specialist. Co-Op is for students who have shown competence in program training that indicates readiness for placement in an on-the-job program. To be eligible for a Co-Op experience, students must have completed at least 75% of the required program hours. Requirements may differ for those receiving VA Benefits. Veterans will be accepted into the program in accordance with the Department of Veterans Affairs' approved program.

Students may be returned to the program for additional training if they do not function satisfactorily on the job or when the cooperative agreement is terminated at the request of the student, parent, employer, or program instructor.

Additional information regarding cooperative training opportunities may be obtained from the program instructor or career specialist. The lack of a valid driver's license may be a barrier to obtaining a Co-Op placement.

## **GRADING POLICIES**

### **Grading Categories:**

Assessments	20%
Career Application (shop)	50%
Employability Skills	30%

**Grading Scale:** Students must maintain a minimum of a 75% grade average to progress in the program (80% in health science programs). A record of the student's progress is kept by the instructor and available to the student in the FOCUS Student Portal. High school grades for dual enrolled students are reported to the assigned high school.

90 – 100	A
80 – 89	B
75 – 79	C
< 75	Failing

Each program has an employability skills rubric based on employee expectations in the industry.

### **Program Progress**

Students are required to complete the program of training within the hours allotted by the state of Florida for completion. The student's rate of progress will be closely monitored by the instructor to ensure program completion in a timely manner.

## **SATISFACTORY ACADEMIC PROGRESS**

In order to receive and continue to receive financial assistance of any type, a student must maintain satisfactory academic progress. The Financial Aid department will require a progress report to be completed and submitted to the Financial Aid Office prior to each disbursement. Students are considered to be making Satisfactory Academic Progress (SAP) if they successfully complete their scheduled clock hours, achieve a specific cumulative grade average (CGA), and do not exceed the maximum time limits to complete their course of study. Each student's academic progress will be checked at 450 clock hours for students enrolled in programs one academic year or greater. Progress will be checked at the half-way point for programs less than one academic year. No SAP is required prior to the first disbursement.

## **REQUIREMENTS FOR CERTIFICATE**

Students meeting the following requirements are awarded a full program certificate:

- 1) Mastery of 85% of program competencies as determined by the instructor
- 2) A final grade of 75% or better (80% Health Sciences) in each course
- 3) Proof of state-mandated basic skills levels
- 4) Attendance of a minimum of 90% of scheduled hours each payment period (95% of scheduled hours for some Health Science programs). Under unique circumstances, instructors in our competency-based programs have the discretion to graduate students who fall short of 90% as long as #1-3 above are met.

## **DRESS CODE**

**Required Uniform:** FMTC khaki uniform work shirt (ordered at orientation), work pants/jeans, belt, athletic shoes or work boots, and visible FMTC student ID badge.

## **PROGRAM STRUCTURE**

Below is a summary of the Carpentry program structure. For more detailed information for each course, visit the FLDOE Curriculum Framework website: <https://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/2026-27-frameworks/architecture-construction.stml>

### **OCP A Introduction to Carpentry**

Students will learn shop safety, care and use of hand and power tools. Blueprints and blueprint reading are also covered in this OCP and basic rigging is also practiced.

### **OCP B Rough Framing Carpentry**

Power tools, hand tools, nail guns and fasteners are all covered in this unit. Building materials and fastening techniques are also studied. Foundations, house framing and walls are practiced.

### **OCP C Finish Trim Carpentry**

Drywall, exterior trim, roofing and floor framing are all covered and practiced in this unit. Stair layout, interior trim, and door installation are covered and practiced in this unit. This OCP prepares the student for trim carpentry.

### **OCP D Foundation and Form Carpentry**

This unit covers structural timber, plans, specifications and identifying forms and form carpentry.

## **TEXTBOOKS**

Required textbooks for the Carpentry program are ordered by the instructor.