

SHOP PRACTICE AGREEMENT

Students are reminded that a technological shop program is more closely related to the workplace than any other school subject. Shop work is intended to train students not only in the knowledge and care of tools and machines and in the skills of their use, but also in the forming safe and desirable work habits which will assist them in many types of work. In other words, how you work is as important as the product. How you work and conduct yourself is called "shop practice". It includes the following Topics:

1. **Tool Care** — handling tools carefully, keeping them properly adjusted, avoiding such practices as dropping them or laying them down carelessly; using machinery carefully and safely.
2. **Technique** — neatness and accuracy, avoiding awkward and careless methods of working.
3. **Effort** — nothing but your best is good enough; loafing and unnecessary conversations do not go unnoticed in the workplace or at school.
4. **Cooperation** — sharing tools and machines, taking your turn; planning your activities, assisting shop economy by avoiding waste, promptness in arriving for class and in cleaning up when the signal is given.
5. **Dependability** — being able to carry out shop duties assigned to you; checking your bench tools and equipment, reporting to Mr. Ferguson any damaged or defective tools, breakages, and errors in your work.
6. **Safety Practices** — keeping in mind safe practices and rules, a healthy respect for power machinery, and respect for other students' safety.
7. **Resourcefulness** — learning to think for yourself, following instructions and avoiding unnecessary questions.
8. **Department** — being attentive during lessons and working quietly at your job; horseplay, loud talk, whistling, and noisy conversations have no place in the shop.
9. **Courtesy** — politeness and good manners go a long way in getting along with others.
10. **Attitude** — make the best of every job and be cheerful and pleasant about it.
11. **Health problems** — inform Mr. Ferguson of any specific medical problems that may be aggravated by the shop environment.

I, _____ have read and will follow this Shop Practice Agreement.
(PRINT NAME)

Student Signature: _____ Date: _____

