

## FREQUENTLY ASKED QUESTIONS

This document is designed to answer many of the questions students (both classroom and distance learning) ask about the “processes” of the Master Spinner program. Questions about the content of the various levels and the specific workbook requirements are best answered by contacting the assigned instructor.

### **1. How do I set up my workbook?**

The workbook/s need to contain all of the exercises listed in the workbook requirements and should be organized so that an instructor can find the needed materials. Many students submit their work in a three ring binder/s using plastic page protectors to hold the skeins and samples. But for ease of shipping or personal preference students are free to use file folders, storage boxes or whatever system works for them –as long as it is organized and contents clearly labelled. If in doubt contact the instructor to discuss possibilities.

All skeins (and samples if loose) should be properly labeled as described in the requirements. Skeins need to be taken out for examination so should not be permanently mounted in the workbook. Place the skeins into the plastic sleeve or folder being used. Proper labels will allow the skeins to be replaced in the correct location should they accidentally come out.

When using tape or glue to secure skeins or samples to a page remember that when a binder or box is closed the pages may press against one another. Anything sticky will adhere to facing pages and an instructor may literally have to destroy a page or pages to remove a skein for examination.

### **2. I have a physical disability/limitation that makes it impossible for me to do one or more of the exercises needed for the workbook.**

Most exercises allow for more than one method to be used. For example, if a student cannot use hand cards they could use a drum carder or flick cards instead. For those exercises that ask for a specific technique the student has the option of attempting the exercise and accepting a lower mark or of not submitting the exercise and receiving no mark for it. Students are encouraged to discuss their limitations with their instructor and see if other options are available.

### **3. How do I submit my workbook for marking?**

There are two steps involved in submitting a workbook for marking. First, check the Master Spinner page on the Fibre Week website or call the program coordinator for the

current marking fee payable to Olds College. Payment can be made with a credit card by phone or by mailing a cheque.

Secondly, contact your instructor for directions on how to send the workbook to her/him. Generally books are mailed to the instructor, who then marks the book and once the College has received the marking fee, returns it to the student along with the evaluation sheet/s and the final mark for the level. Copies of the evaluation sheets and the final mark are submitted to Olds College and a certification of completion and a credit transcript is mailed to a student who successfully completes a level.

**4. How is my work evaluated and how is my final mark determined?**

A point value is assigned to each exercise in the workbook requirements and listed in the instructions. A student is assessed on how they have completed the assignment and a mark given to it. Classroom students are also given a test and the results of it assigned a mark. The marks for the workbook and the classroom test are totaled and a percentage determined. NOTE: distance learning students do not have to do a classroom test. Marks for a test are not included in determining their final mark. By adding up the marks for the individual exercises students can determine the total marks available for the workbook.

**5. I find the instructions for some of the exercises vague –why can they not be more specific?**

Some exercises ask for specific tasks. Others are deliberately vague. Different students may have different approaches to completing a task and there is usually more than one way to accomplish what is being asked for. Students are encouraged to think about what needs to be done and how they best see it being accomplished. Creativity and independent thinking are encouraged. If one really cannot come up with a solution contact the instructor for help.

**6. Why do I need to use references?**

Any material you use in your workbooks that is not your own should be acknowledged. Credit must be given to the original source. Used appropriately references will show that you have studied the task at hand and have selected certain materials to emphasize the points you are making. Failure to credit references and attempting to pass off the material as your own original work could lead to charges of plagiarism.

**7. I am not comfortable with my instructor –is there anything I can do?**

Whether it be a personality conflict, a difference in teaching/learning styles or whatever there are times when a student and instructor do not get along. If attempts to resolve the issues do not work, a student has the option of asking the Continuing Education Coordinator for another instructor. Another instructor may not be possible for the

duration of a class but a different instructor could be assigned to mark the workbook. Similarly distance learning students who are unhappy with the advice they are being given can request a different mentor.

**8. Why should I bother filling in the evaluation forms?**

Input from current students is always important. Evaluation forms are looked at and note made of the comments. The more people who comment on an issue the more likely a change will be made. If something is really bothering you don't just say "this exercise is a total waste of time" or "this instructor is lousy". Be specific –what is it that has you upset and what do you see as a solution to your concern. Well thought out comments will be far more effective at resolving an issue than an angry diatribe.

Praise for what you think are highlights of a course is also important. Knowing what works (certain course material, the instructor, the facility) enables the coordinator and the instructors to further improve the program. And any suggestions for additions and/or deletions to the courses are also welcome.

Content in this document is current as of time of printing. Check the Master Spinner website for any recent changes.