**SGHS Automotive Technologies**

Drew Holland

holland2@gcsnc.com

Automotive Service Fundamentals, Auto Service I, Auto Service II, Auto Service III

**Course Syllabus:** IT-11, IT-16, IT-17, IT-18

**Course Description:** This course introduces basic automotive skills and job opportunities in the auto repair and light duty truck industry. Topics include shop safety, careers, chemicals and lubricants, hand, power and measuring tools, fasteners, shop equipment, customer service and basic maintenance/light repair for all eight ASE areas. Skills in science, mathematics, and problem solving are reinforced in this course. Students will be required to complete hands-on tasks as dictated by ASE Education Foundation following the MLR (Maintenance and Light Repair) pathway. Therefore, these classes will be conducted with STRICT RULES and REGULATIONS. Grading will include Attitude and Participation, Safety and Housekeeping, Classwork, and Test scores.

**Overall program goals:** There are 2 main goals of the automotive program. First is to provide a basic knowledge of automobiles in which students will gain “Real life Knowledge” that stays with them for the rest of their life. Second is to provide entry level training for continued education in the automotive field and entry level technicians for the automotive industry. Students will use school provided textbooks, service manuals, and multiple online resources such as Electude and TPC Fusion that will be accessible on their school provided Chromebooks. (This is not a hobby shop, and we will not build, rebuild, modify or restore vehicles.) This program is accredited by the ASE Education Foundation and the necessary tasks will be taught to meet their standards. Work that applies to these subject areas can be requested to be done at the shop.

**Grading Distribution:** Housekeeping, Safety, Participation/Effort and Attitude: 45%\*, Class work/Homework: 30%, Tests grades: 25%.

\* Horse playing, ignoring Housekeeping, breaking Safety rules or intentionally destroying property will result in temporary or permanent loss of shop privileges and will be subject to disciplinary action. Participation and attitude mean students shows up on time, stays with their assigned team, works well with others, keeps a good attitude, follows directions and completes assigned tasks/assignments. Completing assignments on-time and participating in hands-on tasks all affect the participation grade. Attendance is not factored into the attendance grade. Students who are absent are responsible for completing assignments online in a timely manner.

**\*Attendance/Tardies/Missed assignments:** Attendance is critical to a student’s success. See GCS student handbook for attendance policy. Teacher will contact parents regarding excessive absences and tardies. Students should approach teacher about excessive missed assignments due to absences.

**Homework:** Homework is not assigned in this class unless we are out due to unforeseen circumstances (i.e. weather or other school closures) that affect the pacing of curriculum.

**Safety Test** - All students will be required to pass a Safety Certification and Pollution Prevention Test, no exceptions. These tests are given in the Automotive fundamentals class which is a pre-requisite for Automotive 1-3. A safety contract must also be signed by the student and parent/guardian in every class, every semester ; again, no exceptions.

**Classroom and Shop Expectations:** Students are expected to enter classroom quietly and orderly and be in their seat by the tardy bell. Students are required to participate and stay on task either in class or when performing shop activities. Due dates on classroom assignments will enforced. Students should expect to get their hands, clothes and shoes dirty; work clothes are optional.

**RULES:**

Enter the class quietly, put cell phone away, and be seated. Students must raise their hand and be recognized to talk or to leave their seat. No sleeping or laying head on desk. Respect school staff, fellow students, yourself and tools/equipment.

This class has a bathroom policy of 1 student at a time, 3-5 minutes. Failure to comply risk being put on a NO-FLY list in which an administrator will escort you to the bathroom when necessary.

**CELL PHONES:**

For years, electronic devices have negatively impacted the instructional environment. They are a distraction to teaching and learning and they create safety problems in my Automotive lab. Southern Guilford rules have changed for 24/25 school year. Cell phones will be stored in a case at the back of the room. Upon entering the students will place their phone in the case then be seated. At dismissal, all students will get their cell phones and the class will be dismissed. Anyone who does not follow this policy will have disciplinary actions as follows.

**1st offense:**

(Warning 1) The student will be asked to put the device in the correct location. Warning will be documented.

**2nd offense:**

(Warning 2) The teacher will again remind the student where the phone/ device should be.  The teacher will ask the student for the phone and place it in the assigned spot. Warning will be documented.

**3rd offense:**

The device is confiscated then placed in an assigned area until class change/ planning. The teacher will take the device until the days end. The teacher will contact the parent/guardian to notify them. Device will only be released if a parent has been reached to discuss concerns.

**4th offense:**

Confiscation of the device until the end of the **NEXT** school day. (**24 HOURS!!)** (Better hope this is not on a Friday!!!!) Administration will be called to remove the device and contact parent.  Device will be locked in office for 24 hours. Device will only be released after the 24 hours if a parent has been reached to discuss concerns.

**5th and on:**

Administration will be called to remove the device and contact parent.

Confiscation of the device for up to **five (5) school days** and possible additional disciplinary actions from school administrators. The length of time for confiscation and any additional disciplinary actions will be at the discretion of the administration. Device will remain locked in office until parent can meet with staff and pick up the device.

**Shop Rules:**

**• Safety is #1 priority!**

**• Safety glasses must be worn at all times (NC State Law)!**

**• No horseplay allowed; NO EXCEPTIONS!!!**

• **No open toed shoes**

• No jewelry

• No loose or baggy clothing

• Long hair must be tied up or cut

• Tools and work area must be cleaned before the end of class and tools should be returned to their proper place

• Students must work as a team

• Students must research and follow proper procedures for tasks being performed

Consequences for not meeting classroom expectations or shop rules, depending on severity:

Warning, Student Conference, Parent contact/conference, Office referral

**GCS CTE Grading Scale:** 40% Quarter 1, 40% Quarter 2, 20% Final POL / Exam

A-90 – 100

B-80 – 89

C-70 – 79

D-60 – 69

BELOW 60 – FAILING

\*\*\*ANY STUDENT IN AUTOMOTIVE FUNDAMENTALS WHO DOES NOT COMPLETE THE \*\*\* 2 REQUIRED SAFETY CERTIFICATIONS REQUIRED BY GCS CTE, WILL BE CAPPED AT A MAXIMUM GRADE OF 59. NO EXCEPTIONS!