**Weaver Academy for Advanced Technology**

**Automotive Technology**

**B. Ray Dove**

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

**Room G10 Lower Level North Wing**

**Course Syllabus**

**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 hand-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:** The goal of the automotive program is to provide entry level training for continued education in the automotive field and entry level technicians for the automotive industry. **(This is not a hobby shop and we will not build, rebuild, modify or restore vehicles.) This program is ASE Education Foundation accredited and the necessary tasks will be taught to meet to their standards.**

**Teacher Office Hours** for tutoring and appointments: Teacher will be available Wednesday mornings 7-7:30AM. Appointments can be arranged to accommodate students/parents’ needs.

**Teacher contact info: email:** doveb@gcsnc.com Phone**:** 336-370-8282

**Grading Distribution:** Housekeeping, Safety, Participation/Effort and Attitude: **70%\*,** Class work, Homework: **20%,** Tests grades: **10%**.

**Semester Course Weight:** 1st/3rd quarter 40%, 2nd /4th quarter 40%, EOC 20%

\* **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. Attendance, completing assignments on-time and participating in hands-on tasks all affect the Participation grade.

**\*Attendance/Tardies/Missed assignments: Attendance is critical to a student’s success.** See GCS student handbook for attendance policy. **Failing to attend class will affect participation grade as students will miss required hands-on tasks and these can only be made up before or after school. Teacher will contact parents regarding excessive absences and tardies. Students should approach teacher about missed assignments and will have 3 days to complete assignments due to absences.**

**Safety Test -** **All** students will be required to pass a Safety and Pollution Prevention Test, no exceptions. A safety contract must also be signed by the student and parent/guardian; 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 and work shoes are optional but recommended. There are lockers and locks available upon request.

**RULES**: Enter the class quietly and be seated by the tardy bell. 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.

**CELL PHONES, Ear buds, Headphones/Electronic Devices:**

**For 16 years I’ve seen electronic devices negatively impact the instruction in my classes. They are a distraction to teaching and learning and they create safety problems in my Automotive lab. Therefore, my rules have been updated for the 23/24 school year. Students will not need cell phones in my class or in the shop for instruction and therefore should have no need for them. The rules are as follows. Parents that need to talk to their students can call the school at 336-370-8282. Calls will be transferred to my room where I have a phone students can use.**

Upon entering the room, students are to put their cell phones in the lock box provided in the classroom. Any cell phone seen outside of the lock box will be confiscated and the consequences will be as follows:

**1st offense:** The device is confiscated, and it is brought to the Front Office prior to the teacher leaving for the day. The administrator, or his/her designee, will call the parent/guardian to notify them. The device can be picked up between 4:15pm and 4:45pm at the end of the day by the parent/guardian**.**

**2nd offense:** Confiscation of the device for five (5) school days (per GCS handbook) to be picked up by a parent/guardian unless the student is 18 years old or older. Device may be picked up between 4:15pm and 4:45pm at the end of the fifth (5th) school day.

**3rd offense:** Confiscation of the device for 10 school days (per GCS handbook) to be picked up by a parent/guardian unless the student is 18 years old or older. Device may be picked up between 4:15pm and 4:45pm at the end of the 10th school day.

**4th offense:** Out of School Suspension.

**Honor Code regarding cheating:** I will abide by the Weaver Honor Code.  I will not give or receive unpermitted assistance in the preparation of any work or assessment that is to be used by the instructor as the basis of grading**.**

**Shop Rules:**

* **Safety is #1 priority!**
* **Safety glasses must be worn at all times (NC State Law)!**
* **No horseplay allowed**
* **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**

1. **Student Conference**
2. **Parent contact/conference**
3. **Office referral**

**Emergency Procedures:** In cases of fire alarms, students will proceed orderly from the classroom out of the first garage door on the left to exit the building. We will regroup at the rear of the collision repair building and call roll. The Tornado plan consists of students gathering and sitting at the back wall in the classroom. Our Lock Down procedure consists of gathering students to the back wall of the class and locking the classroom doors.

**GCS Grading Scale:**  A-90 – 100 B-80 – 89 C-70 – 79 D-60 – 69 BELOW 60 – FAILING