



SYLLABUS & STUDENT CONTRACT

Automotive Basics

Instructor: Jackie Bishop (grades 9-12)
Email: JackieBishop@misdmail.org
Phone/Voice Mail: 682-314-1691
Main Phone at Ben Barber 682-314-1600

Classroom: C-104

Conference Block: 2:30-3:00

Office Hours" – for tutoring and other special needs: Wednesdays 2:30-3:00

Dear Parents and Guardians:

I consider it a privilege to have your son or daughter in my class. Please take a few minutes to go over the attached document together. If you have any questions or concerns, please call or email as soon as possible so we can get your son/daughter off to the right start. I consider this document a contract between you, my students, and myself and will do everything in my power to honor it daily. Please sign below, along with your son/daughter, acknowledging that we will all work together toward achieving success in this class. Please feel free to contact me at anytime.

Automotive Basics:

Welcome to the world of transportation. Just about everything we do in our daily lives has something to do with cars, trucks and other forms of transportation. In this class we will familiarize the student with basic understanding of career opportunities and training requirements in the Automotive repair fields. The course is the first of four classes designed to develop skills and knowledge required for entry level employment in the field of Automotive Service. It is also the first step in our ASE/NATEF certified training program.

Application will be provided through the use of classroom and laboratory hands on experience. This is a project based learning class and will be graded by practical testing, group participation and classwork also. Student will keep a competency profile in this this class also.

<h2>Semester At A Glance</h2>

Automotive Basics

1st Grading Period		2nd Grading Period		3rd Grading Period	
Unit of Study:	Careers in Automotive industry SP2-Resume	Unit of Study:	Customer Service and Communication	Unit of Study:	Major Vehicle Systems
TEKS:	130.447	TEKS:	130.447	TEKS:	130.447
Unit of Study:	Employment Skills SP2-Ethics	Unit of Study:	Work Orders Vehicle Information Jack and Lift Safety	Unit of Study:	Tires & Wheels Tools and Equipment Jack and Lift Safety cont.
TEKS:	130.447	TEKS:	130.447	TEKS:	130.447
Unit of Study:	Employment Skills	Unit of Study:	Preventative Maintenance Shop Safety	Unit of Study:	Basic Engine Components Lubrication and Cooling System
TEKS:	130.447	TEKS:	130.447	TEKS:	
4th Grading Period		5th Grading Period		6th Grading Period	
Unit of Study:	Tires & Wheels	Unit of Study:	Brakes Intro Steering/ Suspension	Unit of Study:	Fundamentals of Automotive Electrical
TEKS:	130.447	TEKS:	130.447	TEKS:	130.447
Unit of Study:	Steering & Suspension	Unit of Study:	Steering & Suspension	Unit of Study:	Principals of HVAC
TEKS:	130.447	TEKS:	130.447	TEKS:	130.447
Unit of Study:		Unit of Study:	Basic Engine Theory	Unit of Study:	
TEKS:	130.447	TEKS:	130.447	TEKS:	130.447

Certifications

S/P2 certification is the automotive industry standard for Safety and Pollution Prevention training.

- 1-Ethics & You in the automotive Industry
- 2- Land that Job
- 3- Valvoline Oil

Supplies

The following supplies should be with the student each day in class. Having these items each day, along with any assigned work, will ensure that the student is prepared to participate in class.

- IPad or Student Supplied internet ready device(Online Curriculum)
- Working parent Email
- Pens and Pencils
- Safety Glasses (clear lens only no exceptions)
- Closed Toe Shoes
- **STUDENTS MUST HAVE CLEAR SAFETY GLASSES AND CLOSED TOE SHOES TO PARTICIPATE IN SHOP TRAINING. THIS IS A SEVERE SAFETY ISSUE AND STUDENT WILL BE SENT TO ALTERNATIVE CLASSROOM AT SHOP TIME IF THEY DO NOT HAVE THE REQUIRED ITEMS. STUDENT WILL ALSO RECEIVE A REFERRAL ON SECOND TIME WITHOUT GLASSES.**

IPAD Policy

The IPAD will only be used for instruction purposes during class time .All apps will be closed before class starts. Each student is responsible for his or her IPAD. Circumstances involving any person caught with an IPAD not belonging to them will be handled by the Mansfield ISD Police Dept. and Administration. Each student must have filled out an acceptable use policy for that piece of equipment.

Cell Phone Policy

Cell phones are permitted at Frontier/ Ben Barber now with the exception of using them during instructional time unless you have permission from instructor. If the rules are not followed, cell phones will be picked up and returned to the student at the end of class.

Shop Dress Code Policy

Having the proper clothing shows a level of professionalism that is a must. All uniform items must be clean and in good order.

- Closed-toed shoes that cover the top portion of the foot; socks (ABSOLUTELY NO FLIP FLOPS OR SANDALS!)
- Safety Glasses will be worn in all safety areas

Students are **REQUIRED** to be in Shop dress code. This dress code is for safety. Please remember that students will be working in an environment that has chemicals, sharp objects, fire and other dangerous equipment and that the safety of each student is extremely important. Students that do not abide by safety rules will be given a referral. If problem continues, the student will have to be removed from class for their own safety.

Assessment Policy

The grading scale for all assignments will be 0 – 100 unless otherwise specified.

Practical Lab Assignments - Class Work _____ 60% _____

Students will receive a minimum of one grade per week based upon Uniform compliance, Shop performance, job sheets and participation. Students will be assigned written work such as vocabulary, vehicle systems nomenclature, work orders, essay and research assignments

Tests _____ 40% _____

Students will receive a minimum of two major test/assessment grades per 6-week progress reporting period. Such assessments may be in the form of a practical (lab) exam, a written exam, or a project.

The above will be the basis for 80% of the student's semester report card grade. A written final exam will be given at the end of the semester. The exam grade will count as 20% of student's total grade, per district policy.

Posting Student Work:

Student grades will be posted in Skyward parent portal within five business days for daily grades and major grades. Special consideration is given to major projects, including lengthy writing assignments.

Academic Dishonesty

Teachers determine what constitutes cheating and/or plagiarism.

Consequences for academic dishonesty

Daily Work

- Every Offense
 - Academic and Disciplinary Consequences
 - Assign grade of zero
 - Write a referral
 - Teacher contacts parents
 - Consequence from administrator would be a minimum of AC placement

Exams or Other Major Assessments

- Every Offense
 - Academic and Disciplinary Consequences
 - Assign grade of zero
 - Write a referral
 - Teacher contacts parents
 - Consequence from administrator would be a minimum of AC placement
 - An alternative exam or major assessment can be completed for a maximum grade of 70%
 - Academic Associate is notified and will schedule a meeting with student, parent and teacher

Curriculum

IMS Instructional Media Service

CDX Automotive maintenance and Light Repair (Online)

References

CDX Automotive maintenance and Light Repair

Automotive Technology/ A Systems Approach 4th Edition by Erjavec

Students will not be issued a textbook and all reference material will be kept in shop area.

SEMESTER EXAMS

Each semester, specific exam schedules are designated for MISD high school and dual credit courses. These schedules must be followed. Neither mid-term nor final exams are given early. If a student is absent on the day of an exam he/she will take the exam at a date/time designated by the school.

TEST RETAKES

- Students who fail a major test/assessment (below 70%) will be allowed to retake or correct up to a 70% grade. This does not include semester examinations.
- Students are expected to make arrangements with the teacher to retake or correct a major test/assessment.
- Students are encouraged to participate in tutoring opportunities before retaking a test.
- Each teacher will communicate routine requirements for retakes and corrections in his/her course syllabus.
- All retakes or corrections must be completed prior to the end of each six week grading period unless the student is afforded time, after the six week grading period, as a result of the district's absent/make-up guidelines.
- See UIL Eligibility ("No Pass/No Play") guidelines for additional information related to grades and UIL Eligibility.

LATE WORK

- Teacher designates due date and time for assignment (Beginning of class period, End of class period, designated time of day)
- If student fails to meet the due date and time, then the student has till the next class period (next A day or B day) to turn in assignment to be considered one day late.
- Students will be assessed a penalty of 30% points for up to one class period late.
- Score of a zero may be given for work turned in after one day late.

Participation

In the workforce today, almost all employers want employees who will “jump in” and go to work when there is something that needs to be done. This makes time pass by quickly and turns out a finished product much faster than someone waiting on someone else to do it. This class is based on a high level of participation. Some job or project assignments are assigned in groups.

MAKEUP WORK (because of absence for any class missed)

- The teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.
- A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. When absent, the student is afforded the number of days missed plus one additional day to turn in makeup work. [A/B Block Example: A student misses Monday and Tuesday of the week and he/she returns on Wednesday of that same week. Student work from Monday’s absence is considered late after Friday, and student work from Tuesday’s absent is considered late after the following Monday.]
- A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.
- A student is encouraged to speak with his/her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence.
- A student will be permitted to make up tests and turn in projects due in any class missed because of absence. · Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.
- See UIL Eligibility (“No Pass/No Play”) guidelines for additional information related to grades and UIL Eligibility.

Tests

Missing the class period prior to the test day does not excuse the student from taking the test with the class. If a student does not do well on that test, they may retake.

Shop Expectations and Rules

- 1) We have safety rules in our shop to protect you and others around you. This is why all students must wear safety glasses when you are in the designated work areas beyond the red safety line.
- 2) You will be treated as professionals therefore we expect you to do your best to act like professionals in the lab and classroom – **(NO HORSEPLAY)**
- 3) We will treat you with respect and dignity and expect the same in return.
- 4) Around 10 minutes before the end of class, we need to check all tools in and clean up your area.
- 5) You will be given an extensive copy of the Classroom Policies and Procedures for Automotive during the first week of school while we are discussing safety issues.

DRESS CODE/SAFETY POLICIES

1. Students should have a change of clothes.
2. No drinks or snacks are allowed in classroom or shop area.
3. Open toed shoes are not allowed in lab area. Student must have extra pair of shoes if the above are worn to class.
4. Mobile audio systems being worked on will never exceed 80 Db level
5. No students are allowed in the parking lot during class without permission from the Teacher.
6. No Jewelry is allowed in lab/shop area.
7. Safety Glasses with clear lenses will be worn in work area at all times.
8. Long hair must be tied back in work area.
9. No horseplay! HORSEPLAY = DISCIPLINARY ACTION
10. Theft will be dealt with by the Mansfield Police Department
11. Class roll will be taken multiple times before class ends. If a student is not present, he/she will be counted absent for the class period and given a grade of 0.
12. Students must obtain permission from the teacher to leave the classroom.
13. Students are responsible for making up work missed because of absence.
14. Any student removing parts from Donated vehicles will be reported to Police as theft.
15. Any student honking horn while another student is under hood will be receive a referral.
16. Students doing burnouts in Driveway will be reported to Police and not allowed to bring their vehicle back to the shop. All campus speed limits must be obeyed.
17. Any student caught vandalizing donated cars, other vehicles or equipment will be prosecuted and dropped from program.
18. All equipment, hand tools, and work areas must be kept clean.
19. Students will be responsible for cleaning up their work area during lab times.
20. All students are expected to be seated and quiet by the time the bell rings.
21. No class disruption will be tolerated!
22. No alcohol, drugs, tobacco, firearms, knives E-Cigs or weapon of any

- type are allowed on campus.
23. All shop and fire safety rules must be followed.
 24. Student must not operate shop equipment until teacher has demonstrated and explained the proper use and safety hazards.
 25. No vehicles will be brought into shop without prior approval from teacher.
 26. All vehicles must have a work order written on it to be in shop area.
 27. ALL ACCIDENTS MUST BE REPORTED TO TEACHER NO MATTER HOW MINOR!
 28. Students will be dismissed by the teacher, not the bell.
 29. NO PROFANITY of any type is allowed in lab or classroom.
 30. Arguing with the teacher will not be tolerated.
 31. Any fighting on campus will be handled by the MISD POLICE per district policy.
 32. Students are not allowed to let other students in any locked door.
 33. Do not operate a vehicle without the teacher's permission. Only the authorized person is allowed in vehicle, no one else!
 34. NOTE: All students MUST HAVE ID to check out tools from the Tool Room Attendant. Students are responsible for any tools they check out. Student must return said tool or their ID will be held along with their grades until the tool is returned.

Please sign and return the next page to your teacher as soon as possible. This form counts as the student's first classroom test grade

SYLLABUS & STUDENT CONTRACT

Automotive Basics

Instructor: Jackie Bishop

Please return this portion to your Automotive Instructor

Student Name (print)

Parent/Guardian Name (print)

Student Signature

Parent/Guardian Signature

Student Email

Parent/Guardian Phone #
