



Anderson I & II Career and Technology Center

Dear Parent/Guardian,

I welcome you and your student to the ACTC Automotive Technologies Class. I am pleased to teach your student this year. I have high expectations for all of my students to succeed, not only in Automotive Technology but in preparing for a career and becoming productive citizens. I work diligently to engage students in classroom discussions, labs, writing assignments, projects, and class activities to ensure they comprehensively understand the material covered in the course.

Please review the course syllabus with your student as it contains the SC State standards, an outline of the material covered in this course, class procedures, the discipline plan, work makeup, and grading policies. A summary of each item is listed below. You and your student will also want to review the ACTC student handbook to familiarize yourself with the information and the rules that govern our campus.

Class Motto: Be A Thinker

Reason: I want the students to learn to think for themselves to develop the skills to solve problems with vehicles and in life.

Course Textbook:

Today's Class Online Automotive Technology Training
<https://www.todaysclass.com/home>

Classroom Rules and Procedures:

- Be on time and prepared for class. Actively participate in the classroom and labs. Follow all written and oral directions. Follow all safety precautions. Complete all assignments in a timely fashion. Stay on task during lab work.
- Be respectful of others, including your language.
- Take care of the learning environment. Keep your area neat and safe. Clean the area immediately of all spills. Always clean your workspace before you leave for the day. Put away tools and materials in their proper place.
- Get the instructor's permission before obtaining materials from any storage area.
- Cheating is not tolerated. Students found cheating will receive a zero for that assignment. The instructor or school will decide on any further course of action.

Dress:

Proper attire is required for the labs; loose or hanging clothing can get caught in machinery and poses a danger. No open-toe shoes in the labs. Students must wear personal protective equipment (PPE) while in the labs. Safety is a priority! **Note of caution**
Clothes will get dirty! I recommend that the students wear coveralls to protect their clothes.
(Suggestion: Walmart, Dickies Coveralls)

Make-up Work:

If a student is absent: The daily work is posted in Google Classroom and can be accessed at any time once posted. Questions by your student can be asked through Google Classroom and will come directly to my email. It is the student's responsibility to make up the missed work due to absences. Students must complete all make-up work within three (3) days of the student returning to class. If additional time is needed, it will be handled case-by-case. The student will have earned a zero on those graded assignments if the work is not made up.

Co-Op Opportunity:

Our Senior students who are capable and interested have the opportunity to co-op with local automotive-related businesses. I will work to place the students in these jobs as they become available. I work to ensure that these businesses provide a good working environment for our students, and in many instances, these jobs turn into career opportunities for our students.

Again, I look forward to teaching your child and helping them to prepare for their future. If you have questions or concerns, please email me at mjohnson@andersonctc.org or 864-556-8360, Ext. 3490, leave a message, and I will return your call .

Sincerely
Mike Johnson
Automotive Technology
Anderson Career & Technology Center