

Steel Center for Career and Technical Education

Collision Repair and Refinishing

Course Syllabus | 2026-2027

Instructor: Patrick Canavan

CIP Code: 47.0603

Course Description

Students study all phases of automotive collision repair and restoration, including:

- Damage analysis
- Structural and non-structural repairs
- Painting and refinishing
- Welding techniques
- Plastic repairs

Students are instructed in the latest industry techniques and practices used in automotive collision repair. Skills are reinforced through hands-on experience performing repairs on actual customer vehicles.

Course Materials

Textbook

Auto Body Repair Technology

James E. Duffy, 6th Edition

Online Curriculum

- I-CAR Collision Repair Training
 - SP/2 Safety Training
 - EPA 6H/4C Certification Training
-

Textbook Policy

Students will **not** be assigned take-home copies of the course textbook. Under no circumstances are students permitted to remove textbooks from the classroom without teacher permission.

Important

DO NOT EXIT THE CLASSROOM WHILE IN POSSESSION OF A TEXTBOOK.

Daily Required Materials

Students are expected to arrive prepared to learn each day. Required items include:

1. Pen and/or pencil (preferably both)
2. Safety glasses (one pair will be provided)
3. Homework (if assigned)
4. Appropriate work clothes

Binder Policy

Binders are to remain in the classroom unless otherwise directed by the instructor.

Assessments and Evaluations

All tests, quizzes, timecards, weekly logs, midterm exams, and final exams will be graded according to the Steel Center grading scale:

Grade Percentage

A	90–100
B	80–89
C	70–79
D	60–69
F	0–59
I	Incomplete

Measures of Achievement

1. Work Ethics (34%)

This grade accounts for **34%** of the student's overall grade and is based on a daily 1–10 scale evaluating:

- Preparation
 - Participation
 - Behavior
 - Productivity / Time on Task
-

2. Task Attainment (66%)

This grade accounts for **66%** of the student's overall grade and includes:

- Lab activities
 - Homework
 - Quizzes
 - Weekly logs
 - Midterm exams
 - Final exams
 - Knowledge-based assessments
-

Additional Grading Factors

Students are expected to:

- Behave in a respectful and responsible manner
- Attend class regularly
- Report to class on time
- Complete daily learning objectives, including:
 - Weekly logs
 - Timecards
 - Warm-up activities
- Follow all school rules

Electronic Devices

Cell phones, MP3 players, and other electronic devices are not permitted to be visible or used during class unless authorized by the instructor.

Attendance Policy

Please refer to the:

- Steel Center Student Handbook
 - Improving Attendance Priority Handout
-

Student Call-Off Procedure

Students may earn up to **2 bonus points** for an excused absence by following the proper call-off procedure:

- The student must call prior to the start of their class session on the day of the absence.
- The student must state:
 - The reason for the absence
 - The expected return date

This opportunity may only be used **two times per nine-week grading period**.

Classroom Rules

1. Be Prompt
 2. Be Prepared
 3. Be Polite
 4. Be Productive
 5. Follow All School Rules
-

Consequences

1. Warning
2. Point deductions from daily grade
3. Consultation/Detention
4. Parent/Guardian Consultation
5. Office Referral