

COURSE SYLLABUS
Auto Collision Internship
Page High School
2026/27 School Year
S. Begay, Automotive Collision Instructor

CLASSROOM PHILOSOPHY

Students will learn in a positive environment of cooperation and safety with an attitude of building for their future. Real world experiences will be utilized whenever possible to enhance their learning experience. It will be done through rigorous and relevant experiences throughout the course. **Interns are expected to be leaders and set the example for the program.**

STANDARDS OF INSTRUCTION

The State of Arizona identifies **227** standards which are to be taught throughout the completion of an auto collision program. **The student will be assisting the instructor with the delivery of these standards throughout the class or classes they are interning in. This includes both the classroom and shop setting. Interns are also required to pass all safety tests required.**

MATERIALS

Students will be provided with a work shirt, safety glasses, and any other type of PPE needed for assisting in the program.

The web sites the students will be accessing are:

www.sp2.org

The web sites can be accessed from any computer with internet capabilities, so the work does not have to be done only in the classroom.

GRADING SYSTEM

As established by the PUSD#8 School Board, the grade scale is as follows:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
59% or <	F

Student's grades will be calculated based on the following:

Professionalism Points	100%
-------------------------------	-------------

SAFETY CURRICULUM POLICY

100% score is required on both Final Exams in Mechanical Safety and Mechanical Pollution Prevention. These exams must be completed before the end of first quarter or the student will be dropped from the course.

LATE WORK POLICY

Special arrangements can be made for illness; it is your responsibility to check with me the day you return to class. Sports and school activities should check with me before you are to be absent.

ATTENDANCE POLICY

Absences and tardies not excused as outlined in the student handbook will result in the student losing professionalism points for the day. If a student wishes to make up the points, he/she may come to the shop/classroom after school or before school and make up the time.

EXPECTATIONS OF STUDENTS

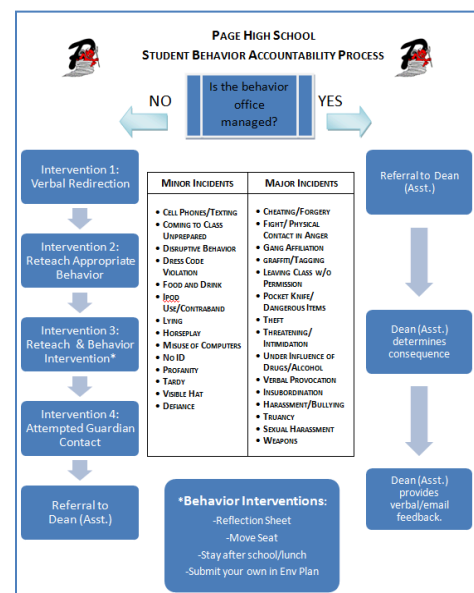
Discipline

Students are expected to follow all school rules in this classroom. These rules can be found in your Student Handbook. In addition to these rules and PBIS expectations, the following classroom expectations will help you be successful in this class and help me maintain a high learning environment:

- Attend class daily and on time
- Bring all needed materials to class
- Actively participate in all class activities
- Work safely and respect the rights and property of others
- Participate in daily shop clean up

Students who violate classroom or school rules will be held accountable through the posted accountability system. Major infractions will be referred to the Dean of Students immediately, while minor infractions will be enforced accordingly:

- 1) Verbally reminded about the rule
- 2) The appropriate behavior will be re-taught
- 3) Appropriate behavior will be taught and an intervention will be assessed
- 4) Attempted guardian contact
- 5) Referral to Dean



Absence Intervention Chart	
Absence Count = UNV + TRU + VER (Does not include EXC, ACT, ONC)	
1 - 3 Absences (in a class)	• SchoolMessenger will notify parent/guardian by phone/email for period and/or all-day absence. • Teacher will engage in a one-on-one check-in conversation with student about absences. • Student will obtain missing work from the content teacher per teacher's missing work/make-up policy and expectation.
4 - 5 Absences (in a class)	• 4-day Attendance Notification Letter (includes attendance print-out of record to date) will be sent home to parents/guardians, delivered to student. • Student will receive the opportunity to recover missed learning through after school intervention time in the accordance of the course plan for success.
6-7 Absences (in a class)	• 6-day Final Attendance Notification Letter (includes print-out of record to date) will be sent home to parents/guardians and delivered to student.
8 absences (in a class)	• 8-day attendance notification letter requiring an administrative conference will be sent to parents/guardians. • The student may be placed on an attendance contract and/or referred to a district attendance hearing to address the root cause of absenteeism. Documentation for absences need to be submitted by parent/guardian. • Student will be assigned to after-school tutoring to recover missed learning through after school intervention time in the accordance of the course plan for success.

INT: _____

Tardy Intervention Chart	
1 - 2 Tardies (in a class)	- Teacher records the tardy (include the tardy #), - Teacher communicates expectation to the student (re-teach) and utilizes classroom management procedures to reinforce expectation. - Teacher may call home. - Student assigned to lunch detention.
3-4 Tardies (in a class)	- Referral (tardy ODR) completed by teacher. - Student participates in a truancy round-up. - Student assigned to lunch detention.
5+ Tardies (in a class)	- Referral (tardy ODR) completed by the teacher. - Students assigned to lunch detention and/or After-School Detention (ASD) to make-up missing academics.
Excessive Tardies (15+ minutes)	Student receives lunch detention. Any unexcused tardy over 30 minutes may be determined a truancy.
Habitual tardiness	- Students who are deemed habitually tardy despite interventions will then receive multiple days of lunch detention and/or after school detention. - Parent conference with administration.
<i>The tardy count starts at zero at the beginning of each semester.</i>	

INT: _____

- Tardies are also counted against your performance grade for the week. 1 tardy = 1 point off. This is a workplace trait that is included into the program. BE On Time.

Make every effort to be on time and prepared and ready to assist.

Internships are an earned privilege, don't lose it. On time in this class is defined as being in the classroom when the bell is done ringing.

Cooperate and assist the substitute teacher to avoid disrupting the learning process when I am not here.

Classroom Expectations	
P ositive	- Encourage others - Use good manners - Collaborate positively
R espectful	Respect others' property
I nvolvement	- Ask/Answer questions - Actively participate - Work to the bell
D etermined	- Come prepared - Be present, be on time. - Complete Homework
E xcellent	Challenge yourself

Parents/Guardians:

Please be available to support student learning. Allow your student opportunities to discuss their plans for the future and discuss the skills/strategies they are learning. Please contact me if there are special circumstances that may interfere with your student's ability to be successful in this class.

The teacher will:

Be available to meet with parents or guardians to discuss student learning. Most days I will be available at 7:30am, during lunch, and after school. I can be reached through the main line to the high school: 928-608-4135, ext. 5146 or by email at: sbegay@pageud.org

The students will

Internship placement is a privilege and must be earned through consistent effort and professionalism. Students are expected to remain engaged, complete all assigned projects, and accurately maintain attendance logs and time sheets. Failure to stay on task, demonstrate initiative, meet workplace expectations, or maintain satisfactory performance may result in immediate removal from the internship program.

I have read and understood the expectations presented in this Course Syllabus.
(Auto Collision Intern)

Please sign and return, it will be kept on file with safety records for the class.

If I need to contact a parent/guardian for any reason, whom shall I call and when is the best time?

Parent/Guardian to contact (please print)

_____ @ _____ AM/PM
Best phone number(s) to contact

Parent/Guardian Email

All students
have the
opportunity
to get CCC
Credit

