

**AUTOMOTIVE SERVICE
COURSE SYLLABUS**



Instructor: Mr. Fauley
West Texas Training Center
Rooms E102 and E103
SAISD Automotive Technology
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Automotive Service is designed to develop basic cognitive and performance skills for the automotive repair industry and helps prepare students to enter an associate degree program in automotive or gain entry-level employment.

TECHNICAL OBJECTIVES:

Each 1st year student will achieve a working knowledge of the following areas:

Shop Safety and Personal Safety
Brake Systems, Vehicle Maintenance

Each 2nd year student will achieve a working knowledge of the following areas:

Electrical systems,
Engine Performance systems
Heating, Ventilation, Air Conditioning

Detailed syllabi will be provided for each unit of instruction.

GRADING METHODOLOGY:

Safety tests must be passed with a 100%

40% Daily Grade and Lab performance grades.

Being on time, in uniform, tools present, materials present, participating in class, clean up and behavior (work ethic) make up the daily grade.

60% Related theory, tests and quizzes, homework, and assignments.

A unit test, nine-week exam, or nine-week project will be given for each section covered.

2nd and 3rd year students will be issued a Entry-level ASE test will be given for final semester grades, for both 1st and 2nd semesters

REQUIRED MATERIALS AND BOOKS:

- Our curriculum is an online program through ICEV, and A-Tech Training
- All students are required to keep a notebook for all notes, tests, quizzes, handouts, and other materials for reference. The notebook must be brought each day to class. Students will need to keep a pen, pencil, and paper in their notebooks. Student agenda books must be brought to class.

CONFERENCE PERIOD ; 5th Period

STUDENT LAB POLICIES, PROCEDURES, AND SAFETY PRACTICES

The auto course has incorporated into the curriculum these policies to insure the safety of students and staff. It is essential that these are followed in order to provide a safe and productive school year.

- ____ The auto lab contains a wide variety of equipment that represents a substantial investment. Students are expected to respect this equipment by using it properly. No piece of equipment will be operated without previous instruction and student demonstration on the operation and safety of that equipment.
- ____ All tools and equipment provided by the school must be accounted for and returned to their proper place at the end of each class period. Instructors may assign students as needed to clean up and return any tools and/or equipment used during the class. The tool room will be kept neat and clean and all tools returned to their proper spaces. 100% cooperation is expected during cleaning up the lab.
- ____ Safety apparel will always be worn while working in the lab or outside of the lab. This includes proper clothing, eye protection and foot protection. The wearing of all jewelry, watches, and loose clothing is prohibited in lab. Students must notify an instructor of any accident to determine first aid needs.
- ____ Facial piercing, jewelry, or other items which distract, endanger, or otherwise appear unprofessional are not to be worn. The automotive department provides service to the community, and all students must always be dressed professionally. Students with longer than collar length hair are required to tie their hair back.
- ____ No food or beverage is permitted in the lab or related classrooms.
- ____ Any oil, grease, or foreign material must be removed from any walking or working surface immediately. All flammable materials, both solid and liquid, must be stored in proper safety containers. It is the responsibility of each student to report to the instructors any problems that the student feels may be a safety hazard or a potential safety hazard.
- ____ Students are to work only on assigned jobs or duties. Students are not leave their work area to roam the lab or interfere with other students. Stay away from cars assigned to other students, don't lift the hood, enter the vehicle, or open the trunk. Fender covers are to be used on every vehicle in the lab.
- ____ No vehicle is to be moved inside or outside of lab without instructor permission. Proof of a valid driver's license and insurance are required to start or move vehicles.
- ____ Smoking, dipping, and inhaling of any substance are strictly prohibited. Smoking in the lab may result in expulsion. No student is to be under the influence of alcohol, controlled substances, or chemical while on school property.
- ____ Coats and book bags are to be left in the classroom; they are not permitted in the lab. Restroom passes will not be given during instruction time. Students are to bring a pencil, pen, paper, notebooks and other materials everyday to class.
- ____ Students are always to conduct themselves in an adult and business-like manner. Appropriate language will always be used.
- ____ Upon completion of prerequisites, students may be allowed to work on non-school vehicles. This privilege is subject to the student's grades, attendance, behavior, and instructor discretion.
- ____ Students can participate in the local and regional Skills USA Career-Technical Skills Organization competitions. Contact Mr. Fauley with questions.

- _____ Throughout both the first and second years of the auto course, students will be required to take several standardized tests. These tests help determine student placement into post-secondary education and help determine competency levels for the SAISD and the State Department of Education.
- _____ Throughout both years, students will receive information from colleges, trade schools, the military and various employers. San Angelo ISD does not endorse or promote any school or post-secondary career option over any other.

A student failing to comply with the rules and/or behaves in an unsafe or improper manner will not be permitted to participate in any lab activity and may be referred to the school administration if the instructor deems necessary.

POSSIBLE CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR = NOTE STEPS MAY BE WAIVED BASED ON SEVERITY OF OFFENSE

First Offense - Warning from instructor – parent contact – loss of points

Second Offense - Loss of points – parent contact – office referral

Third Offense may result in removal from class

Special Notice

NOTE: Steps may be waived depending on severity and circumstances of behavior. Any component of this syllabus may be waived or modified by the instructor or administration at any time.

I have read the above syllabus and rules and understand that failure to follow these rules may subject me to disciplinary action by the instructor and/or the school administration.

STUDENT	_____	Signed	DATE _____
	_____	Printed	
PARENT	_____	Signed	DATE _____
	_____	Printed	

Automotive Technology

Safety Glasses Policy: *I understand that the use of safety glasses is mandatory and that I will be asked to leave the shop, with no credit for the day, if I do not wear safety glasses at all times.*

Initial here: _____ / _____

Uniform Policy: I understand that I must be in complete uniform each day upon arrival to West Texas Training Center. Before the start of each day, my shirt must be tucked in, my pants must be pulled up and properly secured around my waist, my closed toe shoes must be on, and my safety glasses on. To start class I also need my automotive notebook and agenda book. Failure to be prepared to start class on time will result in a reduction in my grade each day.

Initial here: _____ / _____

Attendance Policy: I have read and understand the attendance policy as outlined in the student handbook. I also understand I am to be in my seat ready for attendance. After set time, I am considered tardy and lose credit accordingly. Excessive tardiness will result in discipline referrals.

Initial here: _____ / _____

Cell Phone/Electronics Policy: I understand that cell phones and other electronic devices are not allowed in class. Cell phones or other devices which disrupt the class will be confiscated and the student referred to the office. This also includes the using a phone for text messages, pictures, music, or any other activity.

Initial here: _____ / _____

Food and Drink Policy: I understand that no food or drinks are to be brought into the lab at any time. Any items found in the lab will be thrown away and a discipline referral will result.

Initial here: _____ / _____

Acceptable Use of Computers Policy: I understand the computers in the automotive labs and classroom are for accessing the specified automotive repairing and estimating software only. Use of these computers for internet access, email, IM, or other unapproved use will result in disciplinary action.

Initial here: _____ / _____

Driving and Parking Policy: No vehicle will be started or moved without instructor permission. Only students with a valid driver's license and insurance will be allowed to move vehicles. I understand the parking area directly outside the automotive lab is for staff and customer parking only and that parking my car there can result in parking tickets and revocation of my parking pass.

Initial here: _____ / _____

Lab Safety: Behavior that jeopardizes the safety of myself and/or others will not be tolerated. Consequences for such behavior are 5 – 10 days suspension and possible expulsion. A second offense incurs 5 – 10 days suspension and an expulsion hearing.

Initial here: _____ / _____

Print name _____ Sign name _____ Date _____

Parent name and signature _____ Date _____