Instructor: James MacDonald
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http://thsauto.weebly.com

Google Classroom Class Code: ________________

Course Title: Automotive Technology 1
(Auto Tech 1)

I. Course Description:

Automotive Technology 1 is a Single Block Semester class. Instruction and application takes place in the shop and classroom. Instruction is based upon ASE (Automotive Service Excellence) standards that include the Skills, Attitudes, and Knowledge required to achieve Entry-Level Employment in the Automotive Industry. The Auto Tech 1 class will provide instruction in the following areas: Careers, Safety, Vehicle Identification, Vehicle Inspections, Basic Shop Tools, and Equipment Operation.

II. Class Expectations:

- **STUDENTS: WILL ARRIVE ON-TIME AND BE READY TO LEARN**
- **STUDENTS: WILL CHECK ALL MOBILE DEVICES AT THE BEGINNING OF CLASS**
- **STUDENTS: WILL BRING THEIR CHROME BOOK EVERYDAY CHARGED**
- **STUDENTS: WILL HAVE RESPECT AT ALL TIMES**
- **STUDENTS: WILL WEAR SAFETY-GLASSES AND APPROPRIATE PPE**
- **STUDENTS: WILL HAVE NO FOOD OR DRINK IN CLASSROOM OR LABS**

III. Grading Policy: Grading will be based on total points in the following areas:

<table>
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<tr>
<th>Scale</th>
<th>Area</th>
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<tbody>
<tr>
<td>A = (90% - 100%)</td>
<td>Lab Work (ASE TASK)</td>
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<tr>
<td>B = (80% - 89%)</td>
<td>Professionalism</td>
</tr>
<tr>
<td>C = (70% - 79%)</td>
<td>Assignments</td>
</tr>
<tr>
<td>D = (60% - 69%)</td>
<td>Tests</td>
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<td>F = (59% or Less)</td>
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**Lab Work** is work performed in the shop on vehicles owned by customers/students and Tigard High School. Lab work must be performed to Industry Standards. This includes Quality, Quantity, and Work Habits.

**Professionalism** will include all areas of “JOB KEEPING” skills.

<table>
<thead>
<tr>
<th>Respect</th>
<th>Communication</th>
<th>Attendance</th>
<th>Character</th>
<th>Attitude</th>
<th>Appearance</th>
<th>Teamwork</th>
<th>Safety</th>
<th>Productivity</th>
<th>Problem Solving</th>
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**Assignments/Tests**

Classroom lecture presentations, Assignment Sheets, Job Sheets and Tests are generated from curriculum which is available to student through the **INTERNET**.

**Late Work** – Safety Unit Assignments and Tests must be completed before Students are allowed to participate in shop activities. There is no late penalty for turning in late assignments but must be completed before the Final is taken.

**IV SAFETY POLICY:**

**SHOP DRESS**

The following clothing articles need to be worn whenever working in lab including during Clean up.
A. **Coveralls/Shop Shirts** - Must be kept in safe, professional condition. This means NOT torn, ripped or frayed. They also need to be taken home and cleaned at least once a week, more often if necessary. Coveralls/Shirts need to be worn all the way on, not rolled up, tied at the waist, or unzipped.

B. **Hats** - Are to be worn the bill facing forward and clean in nature. If you have questions, ask an instructor.

C. **Shoes** - A separate pair of shoes may be kept for use in the shop office. These shoes are preferably made of leather with an oil-resistant sole. Sandals, thongs, moccasins, slip-on shoes, crocs, and shoes with holes are NOT acceptable shop wear.

D. **Clothing** - Clothing must be close fitting so as not to get caught in machinery, etc.

E. **Jewelry** - Rings, wrist watches, bracelets, earrings that dangle, necklaces, ties, etc., present a safety danger and therefore are not to be worn in the shop.

F. **Long Hair** - Shoulder length or longer hair must be confined when working in the shop. (Hair-net, rubber band, etc.)

**SAFETY GLASSES**

A. Only safety glasses with a Z87 rating are considered safe for shop use.

B. Safety glasses must be worn at all times in the shop. (Excluding going to and from class or locker.)

C. Normal eyeglasses are not considered safety glasses for this purpose, unless they are Z87 rated.

D. Students wearing normal eyeglasses are required to wear plastic safety goggles or glasses over their prescription glasses while using shop equipment.

E. Safety glasses are to be clear. **Shaded glasses are not to be worn while in the shop except in required areas.**

**HEARING PROTECTION**

A. Hearing protection devices are available in the tool room.

B. Hearing protection devices will be worn as required when performing certain operations or in the vicinity of those operations.

**VEHICLES IN THE SHOP**

A. Vehicle speed in the shop should be no more than normal walking speed (3 MPH).

B. Vehicle radios are not to be on when in the shop.

C. Vehicle car alarms are not to be left on in the shop.

D. Engines are not to be run above 3500 RPM or “rapped” in the shop or vicinity.

E. Vehicle safety devices must be in operating condition before the car is to be brought into the shop, unless it is specifically brought in to make those repairs.

F. Permission must be obtained from the instructor or service advisor before bringing a vehicle into the shop.

G. Students who are currently earning a “C” or higher grade will be allowed to have their vehicle in the shop.

H. When moving into or out of the shop area. Do not run over any type of hose.

I. Fender covers are to be used when working in the shop under the hood of a vehicle.

J. A spotter will be used whenever a vehicle is being moved.

**ASSIGNED AREAS**

A. Students are to be in their assigned area at all times. Students may leave the shop/classroom area only with instructor permission.

B. The telephone in the auto shop is not to be used by any student without instructor’s permission.

**Student’s Name (Please Print)______________________________

Parent/Guardian Signature(s)_____________________________Date________________

Student Signature________________________________________Date________________