

Course overview and expectations for Basic Auto

Mr. Curtice Mrs. Newington
Year 2006-2007

BASIC MATERIALS:

This class is predominately hands on and work based using the tools and equipment in the shop. There will also be the use of handouts, text book, lectures and Word Key's assignments. Text book "Auto mechanics Fundamentals; Stockel

COURSE CONTENT AND EMPLOYABILITY SKILLS:

This course is designed as an introduction to safety practices and basic procedures commonly used in automotive shops. Equipment and skills practiced will included but are not limited to, automotive tools, jacks, safety equipment, routine automobile maintenance, disc and drum brake repair, automotive engines, (all systems and parts pertaining to the engine), and trade specific hand tools.

MINIMUM COURSE REQUIEMENTS:

During this course, there will be two safety tests, a mid-term, final, several projects, and Word Key's assignments. Students are also required to actively, productively and safely participate in the shop area.

GRADING AND COURSE EXPECTATIONS:

Grades are derived from accumulated points which are then converted into a letter grade. The following is a break down as to how points are accumulated.

SAFETY TESTS: 50 points total (first marking period only.)

WORD KEY ASSIGNMENTS: TBA

MID-TERM AND FINAL: 100 points each, figured in at semester.

PROJECTS: 100 points each, minimum two projects per marking period.

PARTICIAPATION: 10 points per day. 450 points per marking period.

My definition of participation is based on the following criteria.

1. Being actively engaged on a project and or topic of the day.
2. Cleaning the equipment and shop at the end of the hour.
3. Safe and proper usage of tools and equipment.
4. Proper personal safety practices including wearing safety glasses, long hair tied back, or under a hat, no open toe shoes, no shorts, sleeves, rolled up, and jewelry removed. BE READY TO WORK....
5. Tardies and *Absences. (*see makeup work)
6. Following the *school respect policy. (* see respect policy)
7. Do NOT leave the shop without instructor's permission.
8. Not staying in the work area (shop).
9. Refusing to work or not making a good effort
-not being a team player
10. Intentionally damaging materials, tools or property.
11. Doing homework from another class, writing notes, excessive talking that distracts others from their learning.

12. Only licensed drivers will be allowed to drive vehicles.

If a student does not meet one of the participation criteria, she or he will forfeit 5 points for each infraction. This includes but is not limited to: horseplay, running in the shop, distracting others, and refusing to work and or clean up the shop.

Grades will be discussed with each student, in private, several times a marking period. At these times, I will discuss with each student what is needed (if needed) to improve their scores. Students will also have a project chat so they know what project was done and when it was completed.

At this time Delton Kellogg High School is in the process of utilizing a universal grading scale for all classes and /or departments. I will post this scale and incorporate in into my classroom once it becomes implemented.

This is a hands-on participation based course. All students are expected to follow all general and equipment specific safety rules, as well as, all school rules. Horse-play is absolutely forbidden and will be dealt with in a prompt and appropriate manor.

RESPECT POLICY:

The atmosphere in the classroom contributes to the level and quality of learning that occurs. All appropriately expressed views and opinions will be treated with respect. It is the responsibility of the teacher and the student to create an atmosphere free of harassment, insulting remarks, and ridicule.

TARDIES AND ABSENCES:

I follow the school attendance policy. I also tie attendance into participation points.

TARDIES: Each time a student is tardy they will forfeit 5 participation points.

Along with my policy, the school policy goes as follows:

- a. 1st tardy...No Action
- b. 2nd tardy...No Action
- c. 3rd tardy...1 unexcused absence
- d. 4th tardy...1/2 day ISS
- f. 5th tardy... 1 full day ISS
- g. 6th tardy...OSS pending parent meeting with administration and student.

ABSENCES: Each time a student is absent, and undocumented, the student will forfeit all 10 of that days participation points.

Along with my policy, the school policy goes as follows:

- a. 0-5 days undocumented = no grade reduction
- b. 6 days undocumented = 3% reduction
- c. 7 days undocumented = 6% reduction
- d. 8 days undocumented = 9% reduction
- e. 9 days undocumented = 12% reduction
- f. 10 days undocumented = 15% reduction

MAKEUP WORK:

Makeup work is the student's responsibility. When a student is going to be gone for an extended period of time, the student needs to contact me and make arrangements before taking leave. When a student is in ISS, there will be a homework assignment to be completed while in ISS.

TEACHER AVAILBABILITY:

I am available by appointment if you need extra help or time on a project. You may also contact me via e-mail through the DK schools web page or during school hours at 269-623-9215 (Metal shop) 269-623-9241 (Wood Shop) 269-623-9242 (Auto Shop)

You have elected to take this course and in doing so, it is expected that you will follow all general and equipment specific safety rules as well as all school rules. Absolutely No HORSEPLAY will be permitted and your participation is expected. This will be a fun, enjoyable and educational class if we all follow these rules. I look forward to our year together.

This is a working shop class and students will be using machinery that could cause bodily harm even when safety procedure is used. Therefore, I would like to have emergency contact numbers for each student.

Parent Name: _____ Home Phone #: _____

Work Phone #: _____ Cell #: _____

Parent Name: _____ Home Phone #: _____

Work Phone #: _____ Cell #: _____

E-mail: _____

I have read and understand the above course overview and expectations. I also understand that this is not all the safety rules for all the equipment in the shop. By signing this paper I agree to follow all the above expectations, not only for my safety, but the safety of my fellow student.

Name: _____

Date: _____

