

Course overview and expectations for Basic Auto

Mr. Curtice
Year 2008-2009

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, Work Key's, and WAC assignments. Text book "Auto mechanics Fundamentals; Stockel

Students are highly encouraged and expected to bring/furnish vehicles for repair.

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. Students are expected to conduct them self in a professional manner as if they are in a true working environment.

MINIMUM COURSE REQUIEMENTS:

During this course, there will be two safety tests, a mid-term, final, several projects, Work Key's, and WAC 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 each.

WORK KEY, WAC ASSIGNMENTS: TBA

FINAL: 100 point each.

Car repair and Shop duties.

PARTICIAPATION: 10 points per day.

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 assigned work area.
9. Refusing to work or not making a good effort
-not being a team player

10. Intentionally damaging materials, tools or others personal property (these actions will result in further discipline up to expulsion from the class).
11. Doing homework from another class, writing notes, excessive talking that distracts others from their learning is forbidden.
12. Only licensed drivers will be allowed to drive vehicles.
13. Random planner checks.

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.

ACADEMIC INTERGRITY:

All courses offered at Delton Kellogg High School will be conducted with the highest standards of academic honesty. Each student is expected to support these standards by neither giving nor accepting assistance on quizzes, testes or exams, and by submitting only his or her own work for credit. If it is suspected that you are cheating, fabricating, facilitating academic dishonesty, or plagiarizing, there may be serious consequences. The incident will be documented and will be reported to school administration for possible disciplinary actions.

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:

0-4 Tardies-No action

5th Tardy-1 hour ISS-student will develop plan to arrive on time to class.

6th Tardy-1/2 Day ISS

7th Tardy and beyond-1 day ISS and meeting with administration and parent

*Every third tardy result in one unexcused absence to the class

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:

0 to 6 Days Undocumented	No reduction
7 Days Undocumented	3% reduction
8 Days Undocumented	6% reduction
9 Days Undocumented	9% reduction
10 Days Undocumented	12% reduction
11 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.

OUT-OF-SCHOOL MAKEUP WORK:

A written request for coursework must be submitted to the high school office prior to the student returning from suspension. Upon return to school, the student will have two school days to complete and submit all assignments given over the course of suspension. In this class, you will be assigned content related book assignments in order to make up any lost hands on participation lab time.

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) 269-623-9242 (Auto Shop). You my also contact me via my web page at (<http://curticeautometal.googlepages.com/home>).

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 forwarded to our year together.