

MOCC Automotive Technology - Course Syllabus

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State of Michigan Certifications: Automotive, Heavy Duty and Master Motorcycle
ASE Certifications : A1, A3, A4, A5, A6, G1

Program Target: The successful student will be able to identify, diagnose and repair a large number of automotive systems on many types, manufacturers, and model years of vehicles. The successful student will be well prepared for the State of Michigan Technicians test and the ASE MLR G-1 Test. An exceptional student will be a candidate to pass several ASE Technician tests.

CIP Code: 47.0699 Vehicle Maintenance and Light Repair

Text: CDX Learning System, Books and online resources

The Automotive Technology program is certified by the ASE Education Foundation as an MLR education site. The ASE Maintenance and Light Repair curriculum includes maintenance level instruction in all aspects of the vehicle. The MOCC curriculum will go further into Brakes, Steering and Suspension, Engine Repair, Engine Performance and Electrical than is required for MLR certification.

The program is two years in length. 540 hours of MLR instruction is combined with Career Readiness instruction. The students will be introduced to maintenance level instruction and either brakes and steering and suspension or engine and electrical during their first year. The subjects not covered will be addressed the second year. All completers will cover all subjects mandated by ASE certification. Students will be given the opportunity to take the State of Michigan Mechanic Certification tests in the subject matter covered in that year if it can be arranged with the State.

Additional Materials: The school will provide a pair of OSHA approved safety glasses to wear at all times in the lab area. Additional glasses are available at hardware stores, auto parts stores, the main office at MOCC and online. Work appropriate pants and shoes will be worn by the student. Pants should be clean and without holes. Shoes should not have open tops. Steel toe boots are recommended, but not required. Clothing and shoes for lab use can be kept in lockers provided in the Auto Lab.

ANY STUDENT NOT DRESSED APPROPRIATELY WILL RECEIVE A 0 FOR THE DAY IN CAREER READINESS AND WILL NOT BE ALLOWED TO PARTICIPATE IN THE LAB.

Class expectations: We will be using Google Classroom and the CDX Learning Management System for classwork. Students will be provided a device during class to access the programs. Daily expectations will be posted on Google Classroom and will include lectures, videos, CDX training and lab work.

Students will be expected to complete daily modules in the CDX system. When a student has completed their classwork, they will be expected to complete labs on school vehicles to practice and improve their competency for each ASE task. At the end of each unit the student will take a quiz in CDX and perform the ASE task in the lab for an instructor. The grades will be based on these evaluations.

Grading: The primary focus for grading in this class will be the assessment of learning of the target skills. Tests and daily logs will make up the bulk of the Classroom and Lab competency exams will make up the majority of the Lab Grade, also 30%. Tests will make up 40% of grade. The remaining 30% will be Career Readiness Grade, in accordance with school policy. This grade will reflect the students' ability in the areas of the Career Readiness rubric.

Attendance: As this is a lab oriented class, attendance is very important. History has shown that attendance is a major factor in success. A student is expected to call in or pre-arrange an absence. Not calling in will result in a major impact on the student's Career Readiness grade. Additional attendance policy will be discussed late in the Career Readiness portion of the syllabus.

Safety: Safety is a primary concern in the Auto shop. All students must complete the online training program in safety every year. Students must also have a safety contract signed and returned before they work in the shop. Failure to work in a safe manner will result in removal from the shop for a period between one day and the rest of the semester. Bookwork will be assigned to those unable to participate in the shop. Safety glasses must be worn at all times in the shop. Inability to keep safety glasses on and over your eyes will result in the students removal from the shop. No jewelry in lab, No long hair untied in lab. Students who do not have appropriate footwear, clothing, untied hair or jewelry will not be allowed in the lab, will be docked CR points, and will not be able to perform lab activities. Other classroom activities will be assigned or they will be sent to the office if repeated offense. Possibility of suspension.

Work on Outside Vehicles: Student owned vehicles and some staff vehicles may come in for service work in the areas we are working on. Body work or major projects, including, but not limited to engine and transmission swaps, cylinder heads and gaskets and timing components will not be done. All other work done in the shop will be on school owned vehicles. Bills must be paid before a vehicle leaves. Unsafe vehicles will have to be towed out. The instructor has full discretion to flag a vehicle unsafe for the road. Work can not be completed outside of class time. Other students may be assigned to work on any car.

Shop Vehicles: All the vehicles in the shop belong to MOISD. Parts from the shop vehicles cannot be sold. Vandalism and theft will not be tolerated and will be dealt with in the harshest possible manner available, including and not limited to involving the police. Work on shop vehicles should be performed with the same care and precision as if it were your own car. Shop vehicles may be auctioned once repaired. The repairs must be done with the knowledge that the vehicle could go down the road in the future

Donations: We are always happy to take used vehicles in on a donation. Individuals who donate cars can take a tax deduction up to the retail value of the vehicle. The car must have a clean title. Donated cars are then used for educational purposes, and may be repaired and resold to fund the Auto program. Vehicles that are put up for sale will be auctioned in a blind bid process facilitated by the MOISD. The Auto program will not be involved in selling cars. Having the program fix a vehicle and return it to the owner is not considered a donation and will not be done.

Phones, Smartwatches, and earbuds: THERE WILL BE NO PHONES, SMARTWATCHES, OR EARBUDS ALLOWED IN LAB unless students are told otherwise. The classroom will have storage pockets for phones. Phones and smartwatches should not be used for calls, texts or games in the lab. Phones will occasionally be allowed in the lab for certain tasks. Problems with this will result in your removal from the lab. Using a phone or smart watch in the classroom or lab will result in lost CR points and having it taken away . Violations will result in the phone or smartwatch being given to the main office staff for a parent to pick up during school hours.

Articulation: MOCC Automotive Technology currently has an articulation agreement with a number of post-secondary institutions where credit can be earned for having successfully completed the MOCC curriculum.

Specific tasks performed: At least 95% of NATEF MLR P-1 tasks (119 tasks), 80% of P-2 tasks (32 tasks) and 50% of P-3 tasks (5), as well as 43 supplemental tasks will be performed. A complete list of all tasks can be provided upon request. Tasks specifically addressed are also noted in the daily lesson plans that can also be provided.

Career Readiness

The Career Readiness program was developed by members of the teaching staff at MOCC and is used in all programs. While it is school policy that CR accounts for 30% of the grade.

Daily work ethic scores are based on the following components:

- Attendance
- Respect and Ethics
- Organization
- Productivity
- Appearance
- Stewardship
- Perseverance
- Critical Thinking
- Technology, Creativity and Innovation
- Research, academic and technical skills
- Participation
- Emotional Intelligence
- Leadership

The student will be given or docked points based on daily observation of the bulleted items above. All students will rise or fall as they meet, fail to meet, or exceed expectations.

Attendance

By far, the biggest factor in Career Readiness grade, and the grades in the other areas, is attendance. Attendance is a critical factor in success in any program at MOCC.

You must call in to verify you are going to be absent, or fill out a pre-arranged form. Why you are going to be absent is your business. You need to contact the instructor by phone, by text through Remind, or by email every time you are absent unless it has been pre-arranged in person. Failure to contact the instructor will result in additional work to be completed before the student can re-enter the lab. No call-no show will also result in a call home to confirm with a parent or guardian that they know there was an unscheduled absence. A No Call-NoShow will also result in loss of Career Readiness points.

To be modified by the MOCC attendance policy as needed once one is created.

There is a limit to Call In absences. The student is given 2 absences of any kind per grading term. MOCC has 6 terms per year, 2 per trimester or 3 per semester as we have schools on different schedules. This total of 12 is 95% attendance and is the same as the professional staff at MOCC are allowed. It is up to the student to manage this allowance. If a student has used up all of their days and then gets sick or has other reasons they must be out of school, those absences will be treated as No Call/ No Show with attending penalties to CR grade and bookwork. If a student appears to be collecting too many absences early in the year, a call home may be made to help with sick day management. Doctor's notes will only be accepted in case of long term absences. Being out of school one day for a doctor's appointment should be managed within the 12 allowed absences. Severe long term illness will be assessed on a case-by-case basis.

Tardiness policy

A tardy is defined as not being in your seat at 8:30 or 12:40. There are no bells at MOCC. It is the student's responsibility to be in their seat at the class start time. 3 tardies will count as a missed no call/ no show day.

Signing out

A note from a parent or a phone number where they can be reached is needed along with a sign-out permission slip filled out in the main office. If you are 18 and would like to sign yourself out, you must have a filled out Age of Majority form on file. Please use the QR code to sign out.

AWOL

If you are missing from the lab or classroom and someone must be sent to look for you, you lose all CR points for the day and will be referred to the building administrator.

Safety

Safety is of utmost importance. Any violation of the safety policy could result in a discipline referral, a phone call home, and/ or removal from the shop or program. We can not tolerate repeated, malicious, or intentful safety violations to occur.

Prepared for work

No safety glasses, having open toed shoes, or wearing shorts with nothing to change in to will result in no CR points for the day, and bookwork in the classroom. You must be prepared to work in the lab every day.

Changes

The contents of the syllabus may change as needed. Any changes to the syllabus will be disseminated to the students, discussed and may require a parental signature.

Notice of Nondiscrimination In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta-Osceola Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation. Inquiries regarding this policy should be directed to: Superintendent or superintendent designee, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone (231) 796-3543.

By signing and returning this portion of the syllabus, the student agrees that they have received, read and understand the entirety of the syllabus. At least one form of reliable parent contact information must be provided

Student signature

Date

Student printed name

Parent/guardian signature

Date

Best phone # to reach P/G

Best time to contact P/G

P/G contact preference for absence reporting and important class information

_____ I would prefer a text to _____

_____ I would prefer an email to _____

_____ I would prefer a phone call to _____

_____ I have signed up to Remind for text messages