MOCC Automotive Technology - Course Syllabus

2021-2022

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ASE Certified Master Auto w/ Advanced, Master Heavy Duty Truck, MLR Technician

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Para-Educator

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: Electude Learning System

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. A uniform shirt will be provided and laundered. 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.

Class expectations: We will be using Google Classroom and the Electude 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, Electude training and lab work.

Students will be expected to complete daily modules in the Electude 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 Electude and perform the ASE task in the lab for an instructor. The grades will be based on these evaluations.

Students that are home for any reason will not be responsible for the lab work. No vehicle repairs done at home will be accepted for any credit. Students will not be encouraged to work on their vehicles, or others vehicles without supervision by the instructor, which can only happen at school during class time.

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 Grade, which will count for 30% of the total grade. Lab competency exams will make up the majority of the Lab Grade, also 30%. The remaining 30% will be Career Readiness Grade, in accordance with school policy. This grade will reflect the students’ ability in the three areas of the Career Readiness rubric, Personal Management, Teamwork and Problem Solving. Career Readiness and how it affects the grade will be covered in greater detail later in the syllabus.

A comprehensive final exam will be given for 10% of the grade. Proof of State of Michigan or ASE tests passed can be substituted for the final in each area.

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.

COVID-19 addendum: Attendance during this pandemic may need to be fluid and flexible. MOCC, parents and students must be prepared for students and staff to be out with little notice and for schools to close completely day to day or long term until the virus is under control. To this effect, the attendance policy will not penalize students who are absent or reward those who are present as long as the assignments are completed. Assignments will be required daily regardless of face to face instruction.

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.

Work on Outside Vehicles: As of this date we will no longer be working on outside vehicles. All work done in the shop will be on school owned vehicles.

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: Phones should not be used for calls, texts or games in the classroom or the lab. There is a cabinet with charging stations if you would like to use them, or you can keep them in your locker or put away on your person. Phones in your pocket in the lab may be damaged. Do not leave your phone unattended in the classroom. If you have your phone out, you will be asked to put it in your locker or the charging cabinet. Continued problems will result in your removal from the lab. Phones may be used to consult service materials with permission. Using a phone in the classroom or lab will result in lost CR points and being asked to put it away. Continued use or repeated violations will result in further sanctions up to and including the phone 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, teachers are allowed to interpret how the grade is determined in each individual class.

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

Students are rated on the MOCC CR rubric on a 4 point scale:

Beginning -1 (well below standard)

Developing - 2 (below standard)

Proficient - 3 (at standard)

Advanced - 4 (above standard)

The student will be given or docked points based on daily observation of the bulleted items above. All students will start at a 3.5 on the scale each week and 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.

Please see the above section on COVID-19. The attendance policy will be amended as follows:

Students must call in. See the normal attendance policy below for information about calling in.

Students are encouraged to stay home in the event of ANY COVID symptoms or any other illness. If you come to school exhibiting symptoms, you will be sent home and you will cause the school to enact protocols that will take away from the educational process. STAY HOME if you are sick. There will be no repercussions if you do.

All students are required to complete the daily Electude lessons. If you are home sick,, the school is closed for any reason, or the instructor(s) are unavailable for face-to-face, you will still be responsible for the Electude portion of the class.

If you are unable to connect to Electude and Google Classroom from home, please contact the instructor or the school to make arrangements

The following is the normal attendance policy and will be in effect if and when COVID protocols are lifted:

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.

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.

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.

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 Career Center that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, language, 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. Inquiries regarding this policy should be directed to: Assistant Superintendent, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone 231-796-3543.

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.

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

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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