



AUTOMOTIVE TECHNOLOGY

Student Handbook (Syllabus)

Welcome to **Green River College** and the **Automotive Technology Program**. This program has been certified by **NATEF** (National Automotive Technicians Education Foundation), the educational arm of ASE (National Institute for **Automotive Service Excellence**).

Mission Statement

The Automotive Technology Department provides community learners with quality, state-of-the-art training that leads to an Associate of Applied Science Degree in Automotive Technology. Students receive outcome-oriented, curriculum offered in individual and group learning environments designed to meet the needs of various learners. The faculty utilizes the latest teaching techniques, sound learning objectives, and state-of-the-art equipment to provide learners with the knowledge and skills necessary to gain entry-level technician employment in the ever changing automotive industry.

Persons of Contact

Instructors: Dan Sorensen (253) 833-9111 ext. 4202 Office Hours: 1pm-2pm M-F
David Lewis (253) 833-9111 ext. 4253 Office Hour: 11am-12pm M-F

Instructional Aide:

Lynnette Edwards (253) 833-9111 ext. 4100 Hours: 8am-12pm, 1-5pm M-F

Trades Division Chair:

Dan Sorensen (253) 833-9111 ext. 4202

Dean of Trades and Technology:

Timm Lovitt (253) 833-9111 ext. 3325

Professional Technical Services Coordination / Educational Planner

Paul Mueller (253) 833-9111 ext. 2635

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About the Faculty and Staff

Your instructors in the Green River College Automotive Technology Program are Dan Sorensen, David Lewis, and Dave Cooper. They are all trade journeyman technicians with the distinction of having ASE Master Technician Certification and having attained the ASE L1 Certification for advanced engine performance. All instructors are state emissions specialists.

Dan Sorensen: earned his AAS Degree in Automotive Technology from Rogue Community College. He has nine years trade experience primarily as a Porsche Technician and has worked in the independent sector on high performance Japanese and European vehicles. Dan began his teaching career at GRC in 1996.

David Lewis: earned his AAS in Automotive Technology from GRC in 2001 and then entered the industry as a Saturn Technician. He spent five years working for a local Saturn dealership before the dealership closed down. He then began teaching auto shop at Kentlake High School in 2005 and started teaching at GRC in 2010.

Dave Cooper: has worked in the automotive industry since 1979. He has worked as a General Motors Technician in Enumclaw, WA since 1987. He began teaching at Green River in 2000.

Lynnette Edwards: is an instructional aide/service advisor for the Automotive Technology Program. She graduated from GRC in 2005 with an AA and an AAS in Automotive Technology. She spent three years in the industry working as an ASE Certified Technician and ASE Certified Service Advisor.

Program Prerequisites

Before entering the Automotive Technology Program, students must take the Compass Placement Test and qualify for college level reading. Also, students must show proof of a valid Washington State driver's license.

We believe that, having made the decision to enroll in this program, you have a sincere interest in your future and the desire to be an automotive technician or enter into a related automotive position. The primary concern of this institution and your instructor(s) is that you achieve your goals. For this to happen there are some things which are essential in improving your efficiency and progress. Your full cooperation with your instructor(s) in performing assigned tasks and observing certain policies and procedures of the program, shop operation, and personal conduct will allow you to progress at the best rate while not interfering with others who are seriously interested in their work. By observing the rules you will be adding to the qualifications that will bring you the most success in the future. Of the utmost importance is the ability to "get

along" with others; fellow workers and customers alike. It is well known that most employees are released because of their inability to interact well with those around them.

Americans with Disabilities Act (ADA)

GRC and the Trades Division adhere to the provisions of the Americans with Disabilities Act (ADA) which allows special help for the physically impaired. If you are in need of such help pay particular close attention to the following statement: "If you need course adaptations or special accommodations because of a disability, if you have emergency medical information, or if you have special accommodations that need to be shared in the event that the building needs to be evacuated, please contact an instructor or a staff member. If you need an alternative medium for communication, please inform your instructor(s)/ staff so that appropriate accommodations can be made.

You must, in addition, be aware of the Trades Division Policy concerning workplace ethics, reprinted below.

Class Conduct

To help prepare you for success in the automotive industry, we at Green River College will try to operate the automotive program as much like a real life shop as possible. **The same conduct and expectations an employer would have of you will be observed here. Your cooperation is required and will prove to be to your benefit.**

This handout should help guide you in your everyday conduct and participation in class; please discuss with your instructor(s) any questions or concerns you may have.

IF YOU HAVE A PROBLEM WITH YOUR INSTRUCTOR PLEASE MAKE EVERY ATTEMPT TO WORK IT OUT DIRECTLY WITH HIM OR HER.

Should you need further assistance, or need to talk to someone besides your instructor; your next step would be to talk to the Trades Division Chair. Beyond him or her, you would contact the Dean of Trades and Technology, and finally the Vice President of Instruction. There are also various departments and groups on campus dedicated to helping students with almost any problem. Please do not hesitate to seek assistance. Your instructor(s) will be happy to help you get the assistance you need.

Workplace Ethics

It shall be a policy of the Trades Division that workplace ethics be an integral part of all instruction presented by the division. Students will be informed that knowledge of and the ability to apply workplace ethics will be a significant evaluation factor in the assignment of grades and that strong emphasis will be placed on adherence to policy.

Workplace ethics is defined as, but not limited to, the following:

1. Attendance
2. Punctuality
3. Preparation for program activities includes the following:
 - a. Texts and other supplies (pencils, paper, tools and/or equipment, etc.)
 - b. Safety glasses
 - c. Work shoes (leather tops and sides)
 - d. Appropriate uniform (Automotive t-shirt and long work pants)
 - e. Hair and jewelry kept out of harm's way
4. Respect for the property of others
5. Respect and tolerance for your peers
6. Respect for cultural and ethnic diversity
7. Respect for and adherence to published federal, state, and local laws and regulations

Ethical conduct dictates that each individual has the obligation to be the type of person he/she would most like to work with. It must be understood that our society has changed dramatically in recent times and that the old ways must change to accommodate these new developments. Most notable of these changes are the influx of immigration and the presence of more women entering into non-traditional occupations. In keeping with this trend and others this division will not tolerate ethnic slurs, sexual harassment, and/or disrespect for the culture of another person.

Dress Code

During the first week of your first quarter, you will receive five Green River Automotive t-shirts. Currently, the vast majority of automotive employers require their employees to wear uniforms and just like these employers' stipulation, you as students will be required to be in uniform during each class period. The uniform will consist of the Green River Automotive t-shirt, long work pants (jeans, Carhartt, etc.), appropriate work shoes, and safety glasses. Failure to show up to class in the approved uniform will result in 0.1 reduction(s) from your final grade for each day you are not in the required attire. Additional Green River Automotive shirts will be available for purchase through the tool room and paid for at the main campus cashier's office.

Protection of Property

Protection of your personal property is important. Equally important, you must learn to protect and care for the property of others entrusted to you for the use of training, the property of the college, the property of your fellow students, and the property of our customers. Protection and care of customers' property includes use of protective fender and seat covers.

Lockers for Personal Property

Lockers are available to all automotive students free of charge. However, students are responsible for purchasing and using their own locks. Lockers are not required but are **highly recommended** so each student can secure their personal items (e.g., uniforms, work shoes, safety glasses, text book(s), competency task sheets, etc.).

Cleanliness and Order

Quality automotive service and repair shops place a great deal of emphasis on cleanliness and order, which is as it should be. One of the most important things a student can learn is the value of clean and orderly surroundings. Dirt or other foreign matter can easily prevent you from producing a quality repair job. Tools, parts, and other objects carelessly tossed about the floor, bench, or work station not only detract from your efficiency but can also result in a serious injury to yourself and others. Develop the habit of keeping yourself and your work area clean and orderly, as this is one mark of a professional technician. Good housekeeping and cleanliness are a part of your course. You are training to become a professional automotive technician, not a grease monkey! All tools and equipment will be kept in clean, safe, and working order. Each student is responsible for tools and equipment he/she uses and to restore them to their proper place in the proper condition upon completion of a project or at the end of the class period. Each student will be held responsible for cleaning their work area at the end of each class period. The entire class will be responsible for those areas not considered individual work areas.

Close Attention

Most of your time in this program will be devoted to actual live work under the supervision of qualified instructors/aides. Classroom work is limited to the amount of time required to convey such information as must, of necessity, be handled in this manner to provide you with necessary technical information. You must pay close attention to all instruction, demonstrations, and other activities during class periods.

Concentration on Assignments

Your progress will be materially aided by concentration on each step in the course as assigned by your instructor. Eliminating any part of the carefully planned routine, or skipping to another task before completing the current one will only slow your progress and make other tasks more difficult. Work diligently on each task until you have mastered it so that you will be ready for the next task. You will be advanced just as rapidly as you can demonstrate to the instructor your competence in each assignment.

Asking Questions

Your instructor(s) is always ready to answer a serious question that is directly related to the work you are doing. Do not hesitate to ask such questions! General questions should be held until a more appropriate time when discussion may bring out more detailed and comprehensive information. The faculty and staff may not always have an answer to your questions but will work with you to find a suitable answer amongst the resources available.

Avoid Waste

A wasteful technician will quickly lose favor with his/her employer, so a logical part of your training is to make the most economical use of parts, materials, supplies, and time. You will become a more competent technician and find it much easier to acquire and hold a better position if you learn how to work without waste of either time or materials.

The Curriculum

The curriculum for the Automotive Technology Program has been developed following the standards of ASE and NATEF and is outlined in the college catalog. Shop Procedures (ATECH 110) is a prerequisite to any other auto course block of instruction and Electrical Systems (ATECH 111) is a prerequisite to Engine Performance (ATECH 112). Upon completion of Shop Procedures (ATECH 110) which means completion of all assigned bookwork and videos; students must complete all other assigned bookwork and videos before taking their post-test(s). Students must receive a score of 100% on their post-test(s) before they can begin performing live work in the auto shop. Bookwork and

videos will be due no later than the last day of the 4th week of class or a date set by your instructor. Upon completing your bookwork and videos, paper copies of both will be turned into the tool room with your name, chapter numbers, and the section you are currently enrolled in. Live work will be directly related to the competencies that are needed for whichever course you are currently enrolled in.

Attendance

Absences are absences, that is, your instructor(s) does not define being elsewhere as being excused or unexcused. Absences can only have a detrimental effect on your progress and grades. Any student with more than 6 absences will receive a non-passing grade and may not be allowed to register the following quarter (Note: 3 tardies = 1 absence). No more than 3 absences can be made up outside of assigned class time in other classes. Prior approval must be obtained from both instructors before attending a make-up session. Students must take the responsibility of attaining a make-up slip that needs to be signed by the make-up instructor and returned to your assigned instructor.

Grading and Credits

Decimal grades 0.0-4.0 GPA are posted on the following basis:

Attendance = 0.3 of a grade point per day will be deducted up to 6 days

Participation = 30% of grade

Written Work = 25% of grade

Written work consists of the assignments in each assigned text book chapter and related post-tests. Participation is subjective and is a measure, in general, of your attitude toward the program and your work place ethics as defined in the above section titled: "Workplace Ethics".

Credits are awarded according to the number of competencies completed in each subject area. The credit listings are a part of your student progress folder. Your folder contains a listing of all course competencies, your bookwork, your signed video completion reports, and your post-tests. You may review your personal folder at any time you would like to check on your progress.

Live Work Policies and Procedures

Since competencies must be demonstrated on **LIVE** vehicles, the following policies will be in effect:

1. Service and repair eligibility

Automobiles and light trucks which are the property of GRC, registered to students, GRC employees, and senior citizens, are eligible as work projects in the auto shop. All student, employee, and senior citizen vehicles must have a **SIGNED** repair order completed before work can begin.

2. Work project selection

Work projects will be selected, as needed, by the instructor(s). No project will be permitted in the shop without approval of the instructor(s). This facility is **NOT** a business and work will be taken in as students need it for various competencies and not what customers' need done to their vehicles.

3. Work in progress

Every effort will be made to complete repairs or service in a timely manner, however, no implicit or implied promise is to be made regarding length or time required to complete a project. Quality of completion will be emphasized as opposed to speed of completion.

4. Release of completed work

Work projects must be released by the instructor(s). Temporary release of work in progress will be considered case by case and will be released only when the instructor(s) determines no unsafe conditions exist and that no damage will be done.

Project Acceptance

When a vehicle is accepted as a work project the following procedures must be completed before any work is initiated.

- a.) A GRC Repair Order is properly and completely prepared. No work will begin without a completed, **CUSTOMER SIGNED**, repair order.
- b.) A numbered card is placed on the vehicles inside rear view mirror or dashboard and a corresponding number tag is attached to the vehicle's key(s).
- c.) You will be presented with a plastic bag, which is to be hung from the driver's side mirror, containing a technician's copy of the repair order and the vehicle's key(s).
- d.) Make sure that the driver's side window is rolled down (if it does not work, roll another window down) when the vehicle is parked inside the shop (this is to avoid locking keys in the car).

- e.) Keys should be left in the plastic bag when not in use, if keys have to be in the ignition for diagnostic purposes, make sure a window is rolled down- **no keys are to be on your person at any time!**
- f.) Once vehicle work is completed for the day, the vehicle should be parked in the customer parking lot located behind the automotive building with all the windows rolled up and the doors locked...the plastic bag, technician's copy, and keys should be returned to the tool room.

Parts and Materials

All parts and materials used in repair/service of vehicles will be procured by the auto shop unless other arrangements are made with the instructor prior to acceptance of the project. Automotive Technology students may purchase parts at cost plus 10% when using one of the college's commercial accounts.

Hand Tools

With a \$100 deposit a basic set of hand tools will be provided for first year students or those who have part-time work and need their tools for their job. You will be held responsible for the care, maintenance, and security of the tools entrusted to you. You must pay for the replacement of any tools which you lose. You are required to provide your own tool set for the second year of study. Several tool suppliers have made tool sets available to students at substantial discounts. You will be made aware of these opportunities throughout your time as an automotive student.

General Conduct and Safety Rules

In addition to specific safety rules and procedures, which apply to a given operation or situation, the items listed below are in effect at all times

1. The auto shop is a safety glasses area. Safety glasses are to be worn at all times in the shop
2. Required uniforms will be worn while engaged in shop activities
3. **LEATHER** work shoes will be worn while engaged in shop activities. Shoes must have leather tops, sides, and it is recommended to have non-slip soles
4. This is a **Tobacco-Free** campus, no smoking/vaping or tobacco products on campus
5. Students will work only on projects approved by their instructor(s)
6. Do not work alone in the shop or in absence of an instructor

7. Do not use any machine before receiving instruction on operation and safety
8. Never use hands to attempt to stop moving machinery
9. Remove rings, watches, and other jewelry when working in the shop
10. Connect exhaust hose when operating an engine (located in the floor)
11. Never get beneath an object that is being raised by a hoist or jack
12. Never get beneath a vehicle that is supported solely by a jack
13. Clean up **ALL** spills immediately
14. Never use gasoline as a cleaning agent
15. Never discharge compressed air at another person and never use compressed air to blow off clothing
16. Use fender covers whenever working in the engine compartment. When the hood goes up, fender covers go on
17. **No Food or Drink in the classrooms!! No food in the shops, only drinks with lids** (there is a student break room in the administration area)
18. **To get outside help if needed; dial "9-911" or "0" for the school operator, and don't hang up**

The attitude of "*What I do is my business since I'm the one who will be hurt*" is a very dangerous one and will not be tolerated. Every person must understand that every unsafe act can, and usually will, have adverse effects not only on the person committing the act but also on those around him/her.

SAFETY IN THE SHOP AFFECTS EVERYONE, AND WILL BE CONSIDERED A PRIORITY IN ALL THAT WE DO!

The Trades Division emergency procedures are posted throughout the auto shops and the classrooms.

CHECK WITH, AND ASK THE FACULTY AND/OR STAFF ABOUT ANY SAFETY ISSUES!

STATEMENT of AGREEMENT

I have read and understand the procedures, regulations and safety rules pertaining to my conduct in the Green River College Automotive Shop. I understand that repeated or flagrant violations of these rules may be cause for expulsion from the program.

Signature _____ Date _____

Printed Name _____