

AUTOMOTIVE TECHNOLOGY

Student Handbook

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Welcome to Green River Community College and the Automotive Technology Program. This Program has been certified by NATEF (National Automotive Technicians Education Foundations), the education 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 leading to an Associates of Applied Science degree in Automotive Technology. Students receive outcome-oriented, curricular offered in individual and group learning environments designed to meet the needs of all learners. The faculty utilize 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 Repair Industry.

Contact Persons

Instructors: Karl Hoffman 253-833-9111 ext 4253 Office Hours 11:00-12:00 M-F
Dan Sorensen 253-833-9111 ext 4202 Office Hours 7:00- 8:00 M-F

Trades Division Chairman:

Dan Sorensen 253-9111 ext 4202

Dean of Professional/Technical:

Josh Clearman 253-833-9111 ext 3325

Professional Technical Services Coordinator / Educational Planner:

Paul Mueller 253-833-9111 ext 2635

About the Instructors

Your instructors in the Green River Community College Automotive Technology Program are Karl Hoffman, Dan Sorensen, David Lewis and Dave Cooper. They are trade journeyman and Master automobile technicians, certified by ASE and have attained ASE L1 advanced engine performance certification. All instructors are state emissions specialists.

Karl Hoffman earned his AA Degree from Clark Community College and a BA Degree in Education from Western Washington University. Further experiences include ten years

in the field and three years teaching high school auto shop. Karl began teaching at GRCC in 1987.

Dan Sorensen earned his AAS Degree from Rogue Community College and has nine years trade experience. Dan began teaching at GRCC in 1996.

David Lewis earned his AAS degree at GRCC in 2001 entered the industry as a technician and currently teaches at Kentlake HS in Kent WA.

Dave Cooper has worked in the automotive industry since 1980. For the past 15 years he has worked as a General Motors Technician in Enumclaw.

Program Pre-requisites

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. The primary concern of this institution and your instructors is that you achieve your goal. For this to happen there are some things which are essential in improving your efficiency and progress. Your full cooperation with your instructors in performing assigned tasks and observing certain policies and procedures of the program and 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 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 get along with others.

GRCC 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 particularly 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 your instructor. If you need an alternative medium for communication, please inform your instructor 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 Community 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 booklet should help guide you in your every day conduct and participation in class, please discuss with your instructor any questions or concerns you may have.

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

Should you need further assistance, or need to talk to someone besides your instructor; your next step would be the Trades Division Chair. Beyond him or her you would contact the Vocational Dean, 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 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, i.e.:
 - a. Texts and other supplies (pencils, paper, tools and/or equipment, etc.)
 - b. Proper attire and appearance, i.e.:
 - (1) Safety Glasses
 - (2) Work Shoes (leather tops and sides)
 - (3) Appropriate work clothing
 - (4) Hair and Jewelry kept out of harms way
4. Respect for property of others.
5. Respect and tolerance for 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 changes. Most notable of these changes are the influx of immigration and the return of women to the work place. In keeping with this trend and others this Division will not tolerate ethnic slurs, sexual harassment, or disrespect for the culture of another.

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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 your use for training and the property of the institution, fellow students, and customers. Protection and care of customer property includes use of fender and seat covers.

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 the 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, 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 shop period. Each student will be held responsible for cleaning their work area at the end of each work 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. 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 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. Avoid unnecessary questions as they only waste your time and your instructor's time as well.

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 brochure presented to you and 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. Students may choose to specialize in any of the eight specialty areas or complete the entire course. Upon completion of Shop Procedures, ATECH 110, and achieving a score of 100% on both the Safety Test and the Hazardous Materials Test the student will move to the next scheduled block of instruction. Study of each block begins with a pretest on the subject after which the activities listed in the module are completed. When all study activities have been completed a post test is completed and a score of 90% allows the student to begin work in the shop in the area studied. This procedure is followed until all modules in the area being studied are completed. Students may progress just as fast as ability and motivation will allow.

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Attendance

Absences are absences, i.e., your instructor 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 equal 1 absence) No

more than 3 absences can be made up outside of assigned class time. Prior approval must be obtained from both instructors before attending the make up session.

Grading and Credits

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

Attendance = .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 module and the post test at the end of each module. Participation is subjective and is a measure, in general, of your attitude toward the program and your studies judged by the care you show for tools, equipment, other materials, and your work area.

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 and a form for posting quarterly progress. You may review your personal folder at any time you would like to check on your progress. Competencies are also listed in your modules. Information used to post the progress record will be taken from completed repair orders listing the tasks that you have completed.

Live Work Policies and Procedures

Since competencies must be demonstrated on **LIVE** vehicles not belonging to the student, the following policies will be in effect:

1. Service and repair eligibility.

Automobile and light trucks which are the property of GRCC registered students, GRCC employees, and senior citizens, are eligible as work projects in the auto shop. Vehicles, other than those belonging to senior citizens, must display a valid GRCC parking permit. All other vehicles are ineligible.

2. Work project selection.

Work projects will be selected, as needed, by the instructor. No project will be permitted in the shop without approval of the instructor.

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. Temporary release of work in progress will be considered case by case and will be released only when the instructor 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 GRCC 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 the number is recorded on the Repair Order.
- c. A key tag is prepared and fastened to the vehicle keys. The key tag will show the following information:
 - (1) Vehicle number (from mirror card)
 - (2) Vehicle year and make (such as 1992 Ford)
 - (3) Vehicle license number
 - (4) Customer last name
- d. Keys will be left in the vehicle at all times while in the shop. When parked outside the shop, the vehicle will be locked and the keys secured in the key cabinet.

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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. Auto shop students may purchase parts at cost plus 10%.

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 the 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 tools 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 first year.

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. Coveralls or other appropriate work clothing 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 and sides.
4. There will be **NO SMOKING** in shop buildings.
5. Students will work only on projects approved by the instructor
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.
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. Use seat covers at all times.

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.

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

The Trades Division emergency procedures are contained in the learning activity packet for ATECH 110.

CHECK WITH, AND ASK YOUR INSTRUCTOR ABOUT ANY SAFETY ISSUES!

It is imperative that you carry medical insurance to cover you in the case of an accident. If you do not already have insurance, it is very affordable through the school. Please check at the cashier's window for more information.

STATEMENT

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

Signature _____

Date _____

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