

Pueblo Community College & CANON CITY HIGH SCHOOL AUTO SHOP

Intro to Automotive

What is Intro to Automotive?

It is an introductory study of the basic operation and maintenance of the modern automobile. While much of your time will be spent in the classroom, shop time will be scheduled for you to work on your own, or your parents vehicles. Upon satisfactory completion of this course, you should have the knowledge and abilities to maintain and care for your own car.

What will you need to bring?

1. You will need a notebook, paper and a pen or pencil every class day. The instructor will not loan you one. You are expected to supply your own materials. Borrowing from other students is unacceptable.
2. You must dress in a manner which will promote safety in the class operation. When shop time is scheduled, **you will need to bring a pair of safety glasses.** You may wish to wear old clothes.

What must you do to pass?

1. Attendance You must attend class daily. Since you can only work when you are in class, absences are very detrimental to your grade. Absences during shop days are counted as zero for the day. Absences during class days will result in a twenty percent reduction in your weekly shop grade for each day missed. Two absences will result in a one letter grade drop for the quarter. Three absences will result in a two letter grade drop for the quarter. Four or more absences will result in failure of the class. These can be made up after school on a time for time basis. If you are truant, have an unexcused absence, or absent from class because of these, there will be no make up. You must arrange with your instructor to make up classes missed.
2. Tardies You must be to class on time. You will be counted tardy if you are not in your seat when the tardy bell rings. If you forget your assignment or notebook and must leave the classroom to get them, you will be counted as tardy. **TARDIES CANNOT BE MADE UP. EACH THREE PER QUARTER MAY LOWER YOUR QUARTER GRADE BY ONE LETTER GRADE AND WILL EARN YOU A REFERAL.**
3. Class Work You must perform well on all tests and examinations. (70% or better) You must turn all written assignments and homework in and on time. Any late papers will be accepted at 1/2 the graded value. Students that do not have ALL assignments or tests turned in and current will not be allowed to work on their own cars during class time.
4. You must obey all safety rules. You must also pass a safety test with a score of 100%.
5. You must have a valid drivers license in order to operate any vehicle on school property. Any reckless or careless driving of a car on school property will result in the loss of the privilege of working on your own car in class for the remainder of the quarter.
6. **All auto students will have safety glasses when working in the shop. If you do not have glasses during shop time, you will be given a zero for the day.**
7. Grade Scale: 100% - 90% = A, 89% - 80% = B, 79% - 70% = C, 69% and lower = F

Class Procedures

1. Shop time MAY be scheduled for students to work on their own cars. Students with missing assignments or excessive absences will be denied this privilege.
2. Any work on vehicles other than your own or your parent's car must be scheduled through the instructor.
3. Colorado state law requires that eyes must have protection at all times when in the shop. You will be given one reminder to wear your safety glasses. On the second offense, you will be given a zero for the day and sent to the classroom.
4. Because of the possibility of serious accidents, horseplay in any form will not be tolerated. One violation will lower your quarter grade by one letter grade. Two violations may result in your permanent dismissal from auto shop.
5. All injuries must be reported to the instructor.
6. **At the end of each class period, all tools are to be cleaned and returned to the tool cabinet.** In order to avoid confusion and accidents, when told to clean-up, all students should do so promptly. Clean the shop first and your clothing and hands last. **All tools must be accounted for before students leave the shop.** At the end of each class period, tools will be inventoried. Students are expected to buy any lost tools or tools broken through neglect.
7. Because of the possibility of accidents and their lack of eye protection, friends and visitors will not be allowed in the shop. Please tell them to leave immediately. If your parent brings their car in for repair and wishes to stay, they will be asked to wait in the classroom. **Only auto shop students are permitted to work in the shop.**
8. No student phone calls on the auto shop office phone. There are pay phones for student use near the commons area.
9. Use of fender covers is mandatory. This includes your own car.
10. Crawling into the engine compartment to work is prohibited. In addition to being a very unprofessional practice, it is very unsafe and sometimes causes broken parts.
11. **Never work under a car without jack stands. Their use is mandatory.**
12. **All cars driven into the shop will require the use of student guides. The radio will be turned off at all times. All cars will be left in park or neutral, the drivers side window rolled down, and the parking brake applied.**
13. **Do not sit or lean on any machine or vehicle. Students are not to write, or set tools or parts, on any vehicle in or near the shop.**
14. Do not talk loudly or make unnecessary noises. Profanity will not be tolerated.
15. No engine will be started in the auto shop without the exhaust hoses being attached.
16. **There will be no sandals in the shop.**
17. Once in the auto shop, you will stay in the shop. Any person leaving the auto shop will notify the auto instructor before leaving and secure a hall pass. If caught without permission, your day will be counted as a truance and you will be sent to the assistant principal.
18. There will be no food, pop or candy in the shop or classroom.

STUDENT NAME _____

Pueblo Community College & Canon City High School
AUTO SHOP SAFETY RULES AND PROCEDURES

I, the signed below, have read the safety and class procedure rules of the auto shop and have received an orientation on the same and do fully understand them and will obey them. I also understand that I must pass the safety test with a score of 100% in order to work in the auto shop.

Date _____ Signature _____

Drivers License Number _____

Dear Parent/Guardian:

So that you might have a better understanding of what is expected of you student in the auto shop, I am asking that your son/daughter bring home the list of procedures for your information.

Please feel free to call or visit our shops at anytime. We are proud of the Pueblo Community College and Canon City High School Shops and by helping your son/daughter follow the procedures and suggestions, we feel confident that you will be pleased with your son/daughter's progress

INFORMED CONSENT FORM

I, the signed below, have read the class procedures of Pueblo Community College and Canon City High School Shops and agree to them. I understand that the strictest safety rules will be enforced and release Pueblo Community College and Canon City High School and the instructor(s) of any liability in case of any accident. I agree to let my son/daughter use the Pueblo Community College and Canon City High School Auto Shop, its tools, and its equipment.

Date _____ Parent/Guardian Signature _____

