

**Mission Valley ROP
Automotive Technology Syllabus
2018 - 2019**

“You have to know how it works, to figure out why it doesn't.”

Instructor: Joshua Finley
Phone: 510-657-1865 x15247 office, x15241 classroom
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Class Days & Hours: Monday-Friday: #1 - 7:30-9:30
#2 - 9:38-11:01 (10:30-11:40 Wed)
#3 - 1:00-3:00
Room Number: Mission Valley ROP Auto Shop, Building 2, Room 241

Overview of the Course

- Modern automobiles are amazing, complex machines. The purpose of this course is to introduce the student to the various systems of the automobile and to teach the student basic skills necessary for further education in the field. There will be both classroom and hands-on learning.

Course Objectives

- Practice general shop, tool, and equipment safety
- Demonstrate proper usage of basic hand tools, as well as specialty tools
- Understand types and usage of fasteners
- Be able to perform basic automotive math
- Understand service and maintenance intervals
- Understand usage of automotive reference materials
- Understand the operation of the four-stroke engine
- Understand the components and principles of an automotive powertrain
- Understand the components and principles of fuel and ignition systems
- Understand the components and principles of starting and charging systems
- Understand the components and principles of brake systems
- Understand the components and principles of steering and suspension systems
- Understand basic automotive electricity
- Understand green and hybrid technology in modern vehicles
- Learn to analyze and solve problems using a logical diagnostic procedure
- Learn to work as part of a team
- Practice professionalism and develop career building skills
- Communicate with appropriate vocabulary

Supplies Provided

- Halderman, James D. Automotive Technology Principles, Diagnosis, and Service, Fifth ed., Pearson Education, 2018
- Lab materials for hands-on training
- Necessary tools and equipment

Supplies Needed (Every Day)

- One inch - three ring binder with 3 dividers (“Notes”, “Handouts”, “Returned Work”)
- Three ring binder paper
- Pencil or pen (black/blue only)

Safety

Safety is our top priority. Each student must pass a safety exam with a perfect score before they are allowed to work in the shop. Certain pieces of equipment may require additional safety training and/or exams. All jewelry must be removed and long hair must be tied back. Any infraction of safety rules may result in student dismissal.

Cleanup

All students are responsible for cleanup activities. Students will stop working when instructed, and begin the cleanup process. Upon completion of shop duties, students will return to the classroom for dismissal by the instructor.

Attendance, Participation and Citizenship

This is an interactive class and the course work deals with issues that significantly affect a student's success on the job. Much of the work will be done in class. Because of this, the work may be difficult to make up. Make up assignments will be given for excused absences only, which include medical, legal or bereavement circumstances. Failure to complete make up assignments will adversely affect your grade. If you are tardy or miss a Mission Valley ROP classes multiple times, your grade will be adversely affected. If a student is absent, an email (preferred) or explanation call to the MVROP front desk (510-657-1865) is expected.

Classroom rules

Students are expected to:

- Work safely
- Arrive to class on time, be prepared, and act professionally at all times
- Show respect for instructor and staff, for fellow students, and for our facility and tools
- Abide by MVROP student policies

Students are not expected to:

- Use electronic devices unless directed by instructor.
- Dress inappropriately (any clothing with disrespectful or gang writing, or any violation of the MVROP Dress Code), no hats or sunglasses permitted
- Enter the instructor's office without permission, or touch the instructor's computer at any time.
- Use tools from instructor's toolbox without permission.
- Leave class without being dismissed by the instructor.

Vehicle rules

Students are encouraged to bring vehicles to work on, if the repairs needed are appropriate for the student's experience. Automotive Technology 2 students are requested to provide projects that will provide them with opportunities to further their knowledge. A permission slip must be filled out, and instructor must give prior approval for repairs. Student must have a valid driver's license to bring a vehicle into the yard or shop. No vehicles should be brought into yard unless they are to be worked on and the instructor has given permission.

Grading Policy

Grading is based on your completion of all assignments, attendance, participation and professionalism, and quizzes and tests. Letter grade will be based on total points available:

Grade weighting (may be adjusted by instructor):

25% Participation and Professionalism (Attendance, Safety, Effort, Behavior)

25% Theory (Assignments, Classroom Work)

25% Application (Shop tasks, Projects)

25% Exams and Quizzes

A 90 - 100 %

B 80 - <90%

C 70 - <80%

D 60 - <70%

F <60%

Students who complete Automotive Technology 2 with a grade of 'B-' or better are eligible for a certificate of completion. Students wishing to take Automotive Technology 2 must demonstrate appropriate behavior, safety, and work ethic.

Note: Student and Parent/Guardian must sign and return this page provided you understand the class syllabus.

Dear Student and Parent,

My name is Joshua Finley, and I am here to teach students the basics of Automotive Technology. At Mission Valley ROP, besides teaching subject matter, we try to teach students how to be successful in the workplace, and hopefully in life. The skills they learn in our program may be used to pursue a career in the Automotive Industry, but also in many other industries that require similar skills. We want them to succeed.

I have read and agree to abide by the rules and regulations of the Automotive Technology course as described in the above syllabus.

Print Student Name

Student Signature

Student email

Print Parent/Guardian Name

Parent/Guardian Signature

Parent/Guardian email

Parent/Guardian email

Date _____

Student Cell phone number

Date _____

Parent/Guardian phone number

Parent/Guardian phone number