

**Mission Valley ROP**  
**Autobody & Refinishing Syllabus**  
**2021-2022**

**Instructor: John Cimino**

**Class Time: Monday-Friday 7:30 - 9:30am, 9:38 - 11:01am, 1:30: - 3:30pm**

**COURSE GOAL:**

This course, Auto Body Repairs/Refinishing will enable participants to learn and develop transferable job and social skills across a wide variety of jobs within the auto industry and beyond. Not only will students learn the skills and terminology associated with the auto body repair industry, they will learn the lifelong social skills necessary in today's workforce. Members of this class will also learn the technicalities and use of body and paint equipment and materials, such as H.V.L.P. gravity feed spray guns, polishers, sanders, metal cutting devices, MIG welders, specialty tools, paints and repair materials. All participants will develop valuable working skills in a shop environment while demonstrating these skills on their own as well as donated vehicles. As class members build their self-confidence levels by achieving reachable goals both individually and by group efforts, they will be able to incorporate these productive working skills, teamwork, and learned technical skills to comfortably make wise decisions in their everyday lives. Concluding this course, participants should be able to make more informed lifelong decisions, be able to handle a work environment and acquire the technical skills to achieve employment as auto body technicians, detailing specialists, damage estimators, insurance claim adjusters and many other jobs within the community.

**COURSE OBJECTIVE:**

At the completion of this course, with appropriate study and practice the student will be able to acquire the following technical skills.

- Identify basic auto body tools and be able to use them correctly
- Spot weld using a MIG welder.
- Cut and remove body panels with a plasma cutter.
- Properly repair a damaged body panel.
- Identify the basic types of the many body fillers and their proper uses.
- Properly set-up, adjust and use an H.V.L.P. gravity fed spray gun.
- Properly refinish a body panel by mixing and applying primer, single stage or two stage paints. (Advanced students may get the opportunity to complete a total vehicle refinishing project).
- Properly color-sand, buff and polish.

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**GRADING POLICY:**

Grading is based on proper work ethic, attendance, and student daily participation productivity of assignments and testing. An overall average of 75 % (C+) and a 2<sup>nd</sup> year student is required to receive a certificate at the completion of the course, since this is a two year program.

**PERSONAL WORK ETHIC - 25%**

**ASSIGNMENTS AND TEST - 50%**

**ATTENDANCE - 25%**

**LETTER GRADES ARE AS FOLLOWS:**

- A 90-100%
- B 80-89%
- C 69-79%

**TESTING:**

All tests will be given in class and will be completed individually. No notes will be allowed during this test. Students will not be allowed to keep any test. Tests may only be made up at the teacher's discretion.

**MAKE-UP HOURS:**

Make-up hours will be allowed only at the teacher's discretion or at the MVROP main site in the make-up lab.

**ATTENDANCE is very important, since this course is to prepare students for work. Excessive tardies/absences will effect students learning, and overall grade.**

**Parent signature -----**



## MISSION VALLEY ROP

### Policies and Procedures for High School Students

### 2021 - 2022 School Year

#### ATTENDANCE:

- Mission Valley ROP's mission is to prepare students for employment, and career preparation via post-secondary educational opportunities. **Just as in business and industry, where employees are expected to show up on time every day, Mission Valley ROP students are expected to be on time for classes every day.** If your home high school has no school, a minimum day, or an optional student event that may conflict with your Mission Valley ROP class, you are still expected to attend your Mission Valley ROP class, unless otherwise directed by your MVROP instructor.
- 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 class, multiple times your grade will be adversely affected.
- **Students must arrive on time to class.** Talking on a cell phone or having personal conversations outside the class is unproductive and will be considered tardy. Tardiness reduces instructional time and is disruptive to the classroom. Tardies may result in a student earning a lower grade or prevent the student from receiving a course certificate for the course. Tardy students will be placed on contract, which may result in being dropped from the ROP Center class.
- Except in cases of serious emergency, a student must have a note or receive the permission of the instructor to leave class to see an administrator.
- Hall passes prescribed by teachers are required for unaccompanied students to exit classrooms when class is in session. Students are to present their hall pass when asked by a school official.

#### BULLYING AND HARASSMENT

- Bullying is repeated behavior, which involves an imbalance of power by the perpetrator(s) that causes harm to the target(s). It may harass, intimidate, threaten, terrorize, harm, or exclude. Such behavior is often executed using electronic, written, verbal, visual, physical act or gesture, or conduct toward another person or persons.
- Mission Valley ROP is committed to providing a safe educational environment for students and staff in which all members of the school community are treated with dignity and respect in an environment free from harassment, intimidation or bullying. Mission Valley ROP prohibits harassment, bullying, hazing, or any other form of victimization.
- This policy is in effect while students are on property within the jurisdiction of the school; going to or coming from the school, on school-owned and/or school-operated vehicles, attending or engaged in school sponsored activities; on/or away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school.
- All incidents of bullying and harassment should be reported to the administration for resolution.

#### CHEATING:

- Mission Valley ROP is committed to preparing students for the workforce. This preparation includes technical skills as well as business ethics. Mission Valley ROP does not tolerate cheating.
- Any student caught cheating on an exam or copying work from other students will be given one warning and a failing grade on that assignment. Any subsequent incident will result in termination from his/her Mission Valley ROP program, a failing grade, and loss of credits.

#### DRESS CODE:

- Proper attire is expected of Mission Valley ROP students. Pajamas, slippers, or clothing that is too revealing, a distraction, or poses a safety concern (i.e. pants that must be held up with one hand because they are too baggy) should not be worn. Appropriate undergarments must be worn at all times. Clothing must be clean, neat, in good repair, and must convey professionalism. Clothing/accessories that identify affiliation with street gangs may not be worn. Clothing which covers the head and eyes for fashion purposes will not be allowed in MVROP buildings (i.e.: hats, caps, hoodies, do-rags, skull caps, bandannas, sunglasses, etc.) Applying makeup must be done outside of class. At the discretion of instructor and/or administrator, students may be placed on contract for violating dress code and/or removed from class. Repeated dress code violations may result in dismissal from ROP Center class.

**OFF-CAMPUS RELEASE:**

- When circumstances require a student to be released from class early at the parent's request, photo identification will be required by Mission Valley ROP to facilitate release of the minor child to the parent.
- Photo identification will be copied and a signature will be required.
- If parent/guardian cannot come to the ROP Center, a signed note from parent/guardian to the instructor and/or front desk stating the date, time, reason for release, and valid signature. The note must contain a phone number to verify with the parent/guardian the reason for leaving campus.
- If a signed note is not presented to proper personnel and a parent/guardian cannot be present to check out the student, a phone call from the parent is required.
- Once on campus, students may not leave Mission Valley ROP campus during school hours without proper authorization. Unauthorized students leaving campus may result in dismissal from ROP Center class.

**NO FOOD/NO DRINKS:**

- No food or drinks will be allowed in MVROP buildings, including classroom, lobby, hallway, and restrooms. The Student Lounge is the only room where food or drinks other than water should be consumed. Students violating this policy will receive one warning via a behavior contract. Further incidents may result in termination from the ROP program.
- Students are encouraged to brown bag their lunch and eat before attending their ROP class to avoid being tardy.
- No food delivery services are allowed to be delivered to MDROP such as Grub Hub, Door Dash, or pizza delivery except when pre-approved by the instructor for a class party.

**SMOKING/ALCOHOL/ILLEGAL SUBSTANCES:**

- The use of tobacco, alcohol and drugs by minors is against the law. Students found in violation will be reported to law enforcement, dropped from his/her Mission Valley ROP program, and returned to his/her home school for further disciplinary action. This policy extends to all Mission Valley ROP-related training and activities including internship and job shadowing opportunities, field trips and events.

**STUDENT BEHAVIOR:**

- Mission Valley ROP provides courses for both high school and adult students, often in the same classroom. Appropriate behavior is expected from every student.
- Attending Mission Valley ROP programs is a privilege and is elective, not compulsory. Students who are unable or unwilling to comply with the established policies and procedures will be referred for transfer to their home school.

**COVID/HEALTH REQUIREMENTS:**

- All Mission Valley ROP students are required to wear a mask or face covering while inside any classroom or building on the MVROP campus. A mask will be provided if there is a need.
- All students should conduct a daily self-assessment for any signs or symptoms of illness.
- Students should stay home from school and school activities if they have any symptoms of an illness such as a fever, a cough, a sore throat or headache.
- Students should not return to school after an illness until they have been symptom free without medication for 24 hours.