

# Shop & Safety Practices

TEAU1010 251

## Instructor Information

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**Best Time to Contact:** Between Noon and 3pm M-F

## Course Description

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This lecture/lab ASE-EF accredited course is an introduction to safe automotive shop operations and entry level technician success. The student will demonstrate proficiency in shop safety, environmental awareness, and tool usage. It is recommended that students take TEAU 1050, TEAU 1100, TEAU 1150, TEAU 1140, TEAU 1160, TEAU 1210, TEAU 1240, TEAU 1250, and TEAU 1270 in the same semester as this course.

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## Required Text or Materials

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**Title:** Today's Technician

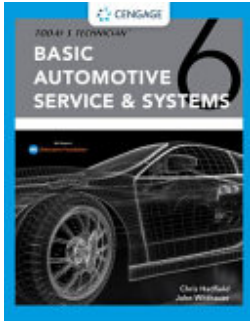
**Subtitle:** e-book: Basic Automotive Service and Systems

**ISBN:** One-year electronic subscription to MindTap

**Authors:** Chris Hadfield, John Witthauer

**Publisher:** Canvas - MindTap

**Publication Date:** 2020-01-01



**Edition: 6th**

For more information on textbook accessibility, contact Accessibility & Disability Services at [ads@slcc.edu](mailto:ads@slcc.edu).

## Course Student Learning Outcomes

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- Demonstrate proficiency in ASE-EF Required Supplemental (Foundational) Tasks in accordance with industry standards.
- Shop and Personal Safety.
- Tools and Equipment.
- Preparing a Vehicle for Service.
- Preparing a Vehicle for Customer.
- Workplace Employability Skills-Personal Standards.
- Workplace Employability Skills-Work Habits/Ethic.

## Course Prerequisites

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No Prerequisites.

## Keys for Success (how to succeed in the course)

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### Professionalism

Conducting yourself in a professional manner will put money in your pocket (your professional career).

Team concepts that are commonplace within the industry at dealerships and aftermarket shops are incorporated in this course. Students are expected to check their Canvas site daily, contact or message instructor in the event of an illness or absence (before missing class), track their individual course progress (Canvas), and prepare reflections on course content or assigned selected topics.

## Communication Plan

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I will respond to email within one business day.

I will offer feedback on major assignments within 2-3 business days.

The best way to contact me is via the Canvas Inbox, as I will prioritize this email over other modes of communication.

## Brief Description of Assignments/Exams

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### Exams

Note: Quizzes or Exams cannot be made up so expect to attend.

A chapter quiz for each chapter will be given and reviewed throughout this course. These tests are closed book unless specified and can include multiple choice and true/false type questions. See the Canvas modules for dates, points, and grading.

### Major Assignments

The course progression is outlined in modules in Canvas with the assignment description, point values, due dates, and other course dates or notes. All assignments and due dates are also listed chronologically in the Canvas calendar. Assignments can be submitted in person (on paper) or submitted electronically in canvas using a file type compatible with Canvas.

# Preparation

Read the classroom manual and shop manual chapters indicated in each section. Pay attention during lecture and review additional information provided. Questions included on tests or quizzes are often derived from the additional presented materials.

## Grading Scale

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Grades will be assigned for performance in accordance with the policy outlined in the college catalog. The final grade is based the total number of points received in several areas. The final letter grade will be computed as percentage of total possible points listed in Canvas grading section.

### Grade Calculation

(A 100% - 94%) (A- 94% - 90%) (B+ 89% - 87%) (B 86% - 84%) (B- 83% - 80%) (C+ 79% - 77%) (C 76% - 74%) (C - 73% - 70%) (D + 69% - 67%) (D 66% - 64%) (D - 63% - 61%) (E - Below 61%)

A Grade of "C" or higher is required to continue in the Automotive Program.

### Grading Rubric

Attendance and Participation 96 points (22%)

Assignments / Task Sheets / Work Sheets 165 points (37%)

Exams and Quizzes 46 points (10%)

Safety Certifications / Assignments 130 points (29%)

Shop / Lab / Live work 10 points (2%)

Final grades are calculated on percentage of 447 (100%) total points possible

## Attendance and Participation

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Attendance of all lecture and lab classes is required to achieve learning outcomes and ASE certification years-of-service equivalency requirement. Your participation in the

classroom and lab is expected and encouraged. Course is only 12 days long. Missing class will hinder ability to achieve desired outcomes.

Overall course scores may be reduced due to being absent or tardy as follows:

1 absence a student receives no higher than a 91% cumulative score

2 absences a student receives no higher than an 83% cumulative score

3 absences constitutes course failure

3 late arrivals or early exits equals 1 absence.

For example: 1 absence and 3 late arrivals would equal no higher than an 83% cumulative score

Exceptions will need to be arranged with instructor.

## Lab Requirements

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Complete live work assignments and job sheets/worksheets as shown in the Canvas modules. **Safety glasses are required in the shop area.** Please always follow safe shop practices. Final grades will be affected due to safety violations.

**Lab clean-up** days noted in the Canvas calendar are mandatory and your participation in lab cleaning/maintenance is **required**. Additional clean-up days as necessary based on lab condition.

## Assignment Schedule

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Due Date	Assignment Name	Assignment Type	Points
	<a href="#">Introduce Yourself</a>	Discussion	0
	<a href="#">Lab Attendance and Participation</a>	Assignment	60
	<a href="#">Roll Call Attendance</a>	Assignment	36

<b>Due Date</b>	<b>Assignment Name</b>	<b>Assignment Type</b>	<b>Points</b>
	<a href="#">Shop Live Work</a>	Assignment	10
8/21	<a href="#">Acknowledgement of Syllabus</a>	Quiz	10
8/22	<a href="#">Chapter 1 Quiz</a>	Quiz	10
8/23	<a href="#">Safety Quiz: Lifting and Jacks</a>	Quiz	6
8/23	<a href="#">Job sheet 1 - Preparing a Work Order</a>	Assignment	10
8/23	<a href="#">Job Sheet 2 - Decode VIN</a>	Assignment	10
8/23	<a href="#">Job Sheet 3 - Collecting Service Information</a>	Assignment	10
8/25	<a href="#">S/P2 Automotive Service Safety</a>	Assignment	50
8/25	<a href="#">S/P2 Lift it Right</a>	Assignment	20
8/25	<a href="#">S/P2 Automotive Service Pollution Prevention</a>	Assignment	15
8/26	<a href="#">Chapter 2 Quiz</a>	Quiz	10
8/26	<a href="#">Safety Data Sheet</a>	Assignment	25
8/26	<a href="#">Job Sheet 5 - Identifying Personal Protective Equipment</a>	Assignment	10
8/27	<a href="#">Safety Walkaround</a>	Assignment	20

<b>Due Date</b>	<b>Assignment Name</b>	<b>Assignment Type</b>	<b>Points</b>
8/27	<a href="#">Job Sheet 12 - Conversions</a>	Assignment	15
8/27	<a href="#">Job Sheet 13 - Decimals</a>	Assignment	15
8/28	<a href="#">Subaru StarU - Introduction to Vehicle Maintenance Day 1</a>	Assignment	20
8/28	<a href="#">Job Sheet 16 - Bolt and Nut Identification</a>	Assignment	15
8/30	<a href="#">Job Sheet 7 - Raising a Vehicle</a>	Assignment	10
8/30	<a href="#">Job Sheet 8 - Floor Jack Operation</a>	Assignment	10
8/30	<a href="#">Job Sheet 9 - Using an Impact Wrench and a Torque Wrench</a>	Assignment	10
9/1	<a href="#">Chapter 3 Quiz</a>	Quiz	10
9/3	<a href="#">How To Be Successful - SkillsUSA</a>	Assignment	10
9/3	<a href="#">Learn about the SARC (Race team)</a>	Assignment	10
9/4	<a href="#">Chapter 4 Quiz</a>	Quiz	10
9/4	<a href="#">S/P2 Land That Job - Building a Resume (Extra Credit 10 points)</a>	Assignment	0

Due Date	Assignment Name	Assignment Type	Points
9/4	<a href="#">S/P2 Land That Job - Interview Skills for Automotive Students (Extra Credit 10 points)</a>	Assignment	0

## Late Work

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Work is not accepted late. In the event you cannot attend on due date turn the assignment in early or arrange with instructor prior to due date.

## Extra Credit

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Extra S/P2 work beyond primary sections.

Additional extra credit may be earned by completing learning modules from associated manufacturer of choice as made accessible through course.

## Transfer/Certification/Licensure/Employment Information

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S/P2 (Fusion) safety certifications will be achieved in this course and are required to proceed through program.

Additional certifications will be available to students in preparation for automotive career.

ASE certifications are not provided by SLTC/SLCC. Course content is designed to prepare students with needed knowledge to pass ASE certification exams. SLTC/SLCC holds an accreditation by ASE-EF at a Master level. This means that you will receive the information and training needed to pass certification exams.

Manufacturer e-learning is provided through college as arranged through each individual manufacturer. Your instructor will provide links and access during course. Many of the manufacturers will allow accomplished training courses to count towards their training requirements and may aid in employment with desired manufacturer.



## How to Navigate to Canvas

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### Additional Policies

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#### Cell Phones

If you are expecting an emergency call, put your cell phone on silent notification, and take the call outside of the classroom. Text messaging is not permitted in the classroom at any time. Please restrict the use of cell phones, tablets, and laptops in the classroom to taking notes or conducting research that is relevant to the discussion.

#### Headphones/Earbuds

No headphone/earbud use in classroom or lab is strongly recommended. Use of headphones/earbuds is distracting and is a safety hazard. Please do not use in classroom or in lab environment. No music in lab is the environment of choice for safety purposes. Please adhere to this policy. Abuse of policy will result in point deduction.

### Institutional Policies

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As members of our academic community, we would like to invite you to review the Institutional Syllabus which covers important policies and procedures. This document contains important links for students on the code of student rights and responsibilities, academic integrity, and grading policies, Title IX and other important acknowledgements. By familiarizing yourself with this information, you can help us create a safe and respectful environment for everyone.

You can access the document by clicking on the following link:

<https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>

### Course Content Warnings/Trigger Warnings

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Emergency Evacuation Procedures in case of an emergency.

<http://i.slcc.edu/emergency-prepare/emergency-procedures.aspx>

## Department Mission Statement

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It is the mission of the SLCC Automotive Department to educate students in all facets of factory approved automotive diagnosis and repair resulting in marketable job skills in an ever-changing world and to conduct operations in accordance with the S.L.C.C. mission, vision, and values.

## Learning Support and Tutoring Services

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We are pleased to offer a range of tutoring and learning support services to help you achieve your academic goals. Whether you need assistance with a specific subject or want to improve your study skills, you have many options for tutoring or other support.

To learn more about the services we offer and how to access them, please visit the Institutional Syllabus under the Tutoring and Learning Support tab: <https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>. We encourage you to take advantage of these resources to help you succeed in your studies. If you have any questions or would like to schedule a tutoring session, please don't hesitate to reach out to us. We are here to support you in any way we can.

## Advising and Counseling Support Services

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At our institution, we are committed to supporting your academic and personal growth. That's why we offer a range of advising and counseling services to help you navigate the challenges of college life. To learn more about the resources available to you and how to access them, please visit the Institutional Syllabus under the Advising and Counseling Support Services tab: <https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>. Our advising team and the support centers across campus are here to support you in achieving your goals and overcoming any obstacles you may face.

## Student Academic Calendar

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As students you should be aware of all important dates in the semester, such as the day that courses begin and end, as well as the drop date and the last day to withdraw. To learn more about those dates, navigate to the Student Academic Calendar below:

[SLCC Student Academic Calendar](#)