

## AUTO BODY SERVICES SYLLABUS

<b>SCHOOL:</b>	Tuscola Technology Center	<b>Instructor:</b>	Jason Enos
<b>ADDRESS:</b>	1401 Cleaver Road Caro MI 48723	<b>Phone:</b>	989.673.5300 ext. 30447
<b>URL:</b>	www.tuscolaisd.org	<b>Email:</b>	jenos@tuscolaisd.org
<b>COURSE DESCRIPTION &amp; CURRICULUM:</b>	<p>The Auto Body Program is a two-year program. Students will be introduced to many phases of the Auto Body repair field. One phase is sheet metal repair which consists of repairing rust-damaged panels by welding patches over the rusted areas, filling and finishing for painting. This also includes the repair of collision damage by using the appropriate body tools. Replacement of parts, which includes welding/bolting operations to replace and align panels damaged past the point of repair. This phase involves the use of various hand tools, welding equipment, cutting tools, and jacks. Painting is the third phase which is the process of preparing the surface, priming, and applying and matching color coats using spraying equipment. Related skills such as glass replacement, interior and exterior trim replacement, are taught as supplementary areas of instructions.</p> <p>The second year will be a building year to allow the student to develop the skills that they learned which are necessary for entering the Auto Body work force. Students will be introduced to frame repair, estimating and the use of body solder to give the student a well-rounded view to the Auto Body Repair Field. Due to the fact that no two dents are alike, students will be in the lab a large percentage of the time applying the theory they have been taught to their individual project. Students will find it helpful to prepare themselves by taking some of the following classes to the Freshman or Sophomore level: General Math, Metal Shop, and Welding. A great deal of time is spent practicing and mastering the three industry collision required welds for uni-body collision repairs.</p> <p>The Automotive Collision Repair and Refinishing curriculum is using a modular curriculum developed by I-CAR. The modules are written to address the NATEF standards. Each module has an objective sheet, information sheets, unit tests, and performance test.</p> <p>The modules are designed to allow the student to progress at his/her own pace. A student competency profile, that lists all the tasks in the curriculum, is employed to record the student's progress and is used as an achievement record.</p> <p>Students can expect to participate in work based learning experiences as part of their curriculum. Students will have the opportunity to participate in up to 40 hours of non-paid experience in a dealership or repair facility or participate in Cooperative Education if the student is employed in a related job.</p> <p>Students will complete major projects that will include technical, problem solving and academic skills</p>		
<b>COURSE GOALS &amp; OBJECTIVES:</b>	<p>The goals of this program were designed in cooperation with involvement of business and industry through an active Advisory Council. This allows for the development of skills that meet the current needs and trends of employers. The program also utilizes the Competency Based Curriculum Model and manages instruction and records through task-based curriculums. This allows the learning and interest needs of the student to be met and also allows for the articulation into Post Secondary Education and/or training programs. In addition, each program participant receives instruction, practice and evaluation in the development of work habits/attitudes and employability skills. Participants are also supported in regards to their own learning styles and needs.</p> <p>All students MUST successfully complete "Introduction to Automotive Collision Repair and Refinishing Technology – Safety &amp; Orientation" before they will be allowed to work in other curriculum areas.</p>		
<b>ATTENDANCE POLICY AND</b>	<p>The Tuscola Technology Center places a high priority on attendance because the attendance pattern established by the student in school often sets an attendance pattern for employment. To benefit from the</p>		

## GRADE REDUCTION

primary purpose of the school experience, it is essential that each student maintain regular and punctual attendance. Class attendance is necessary for learning and academic achievement as well as for developing the habits of punctuality, dependability, and self-discipline demanded by business and industry. Regular attendance in the Technology Center's labs is essential to allow students to fully participate in class instruction, discussion and skill development. Absences beyond eight days per semester are considered excessive. Both excused and unexcused absences are charged in the student total.

Absences beyond eight (8) per semester are considered excessive. At nine (9) absences, excused or unexcused, the student's grade will drop 1 full letter grade. At absence 11, 13, 15, grades will drop one full letter grade for each of those absences. Any grade reduction may be appealed to the Tech Center Administration in writing within two weeks of the end of the semester. The student may have an opportunity to make up the work, with credit, at the convenience of the instructor with the approval of administration.

At the beginning of each unit of study the student will be informed about the unit objectives, reference materials (text), given written assignment sheets and performance task sheets. After the instructor has delivered instructions and other technical information, the student will begin working on his/her packet of assignment sheets and performance task sheets. Written testing will be done after the completion of any written assignment sheets either before or after the completion of the performance task sheets.

The sequence of activities:

1. The student reads the text and does assigned written assignments. The purpose of the written assignments is to offer a student the opportunity to respond to cognitive questions in writing.
2. The student performs the tasks using the performance task sheets as a guide. The task sheets provide the Instructor a means for evaluation of a student's performance of a task. There may be more than one task sheet per competency and students may be assigned to a team to complete the performance task.
3. The student takes the written test, which will be 30% of their grade. Every unit of study has at least one written test.

Competency Profile:

The tracking of the student's progress will be kept on their master Competency Profile on file in the instructor's office. The competency profile will be rated after the student has accomplished all requirements for the competency, written assignments, written test, and performance task sheets. The student is responsible for keeping the completed work sheets (assignment, task) in their file. If there is any question of whether or not a student has accomplished a task it will be up to the student to produce the completed work sheets.

Grading System:

The grading system, for the Automotive Collision Repair and Refinishing Technology Program, includes both performance and written testing. When evaluating a student's progress, equal or greater emphasis will be placed on the performance of the task by the student. Over two-thirds (2/3) of the student's grade is performance based. All written assignments, however, must be completed for the student to receive a grade.

The student is evaluated in three areas:

1. Performance evaluation (task sheets), attendance, attitude, productivity, safety, workplace readiness skills, teamwork, customer service, paperwork & professionalism.
2. Written Evaluation
3. Test Scores

Performance tasks are assessed using the following criteria:

	<p><b>Basic Level</b></p> <ol style="list-style-type: none"> <li>1. On time</li> <li>2. Ready to work</li> <li>3. Observes and applies safety practices</li> </ol>																																				
<p><b>STUDENT ASSESSMENT</b></p>	<p>Students will earn a grade for each marking period in the course. The grade will be comprised of 40% projects, 30% quizzes, and 30% work habits. Students will be assessed with written and computer based tests and hands-on performance testing.</p> <table border="1" data-bbox="300 346 1567 682"> <tr> <td>A</td> <td>100</td> <td>93</td> </tr> <tr> <td>A-</td> <td>92.99</td> <td>90</td> </tr> <tr> <td>B+</td> <td>89.99</td> <td>87</td> </tr> <tr> <td>B</td> <td>86.99</td> <td>83</td> </tr> <tr> <td>B-</td> <td>82.99</td> <td>80</td> </tr> <tr> <td>C+</td> <td>79.99</td> <td>77</td> </tr> <tr> <td>C</td> <td>76.99</td> <td>73</td> </tr> <tr> <td>C-</td> <td>72.99</td> <td>70</td> </tr> <tr> <td>D+</td> <td>69.99</td> <td>67</td> </tr> <tr> <td>D</td> <td>66.99</td> <td>63</td> </tr> <tr> <td>D-</td> <td>62.99</td> <td>60</td> </tr> <tr> <td>E</td> <td>59.99</td> <td>0</td> </tr> </table>	A	100	93	A-	92.99	90	B+	89.99	87	B	86.99	83	B-	82.99	80	C+	79.99	77	C	76.99	73	C-	72.99	70	D+	69.99	67	D	66.99	63	D-	62.99	60	E	59.99	0
A	100	93																																			
A-	92.99	90																																			
B+	89.99	87																																			
B	86.99	83																																			
B-	82.99	80																																			
C+	79.99	77																																			
C	76.99	73																																			
C-	72.99	70																																			
D+	69.99	67																																			
D	66.99	63																																			
D-	62.99	60																																			
E	59.99	0																																			
<p><b>CERTIFICATE REQUIREMENTS</b></p>	<p>Certifications available through study provided by the Auto Body program are the State of Michigan Collision Repair and the A.S.E. Collision and Painting Certification. Both of these certification tests are offered at the Tuscola Technology Center.</p>																																				
<p><b>CERTIFICATIONS</b></p>	<ul style="list-style-type: none"> <li>❖ State of Michigan Collision Repair</li> <li>❖ ASE Collision and Painting Certifications</li> </ul>																																				
<p><b>ARTICULATED CREDIT</b></p>	<p>Colleges:       Delta College                       Mott Community</p> <p>Articulation of credits from the above colleges is offered after successful completion of the Auto Body program at the Tuscola Technology Center.</p>																																				
<p><b>PROGRAM SUPPLIES</b></p>	<p>Students will be provided safety glasses. Safety glasses <b>MUST</b> be worn at all times when the student is in the shop. Work boots or work shoes and professional work attire (work shirt and pants) are required for work in the shop and it is the responsibility of the student to supply them. Lockers will be made available to all students for the storage of equipment. The lockers are <b>NOT</b> to be thought of as secure. Valuables should be left at home.</p> <p style="text-align: center;"><i>The instructor reserves the right to make adjustments to this syllabus as needed.</i></p>																																				