

# OHHS Career and Technology Education

## BASIC AUTOMOTIVE MAINTENANCE SYLLABUS



**Course Name:** Basic Automotive Maintenance

**Prerequisite:** None

**Length:** One Trimester, 0.5 credits.

### **COURSE DESCRIPTION:**

This course is designed for everyone interested in learning how to do basic maintenance on his or her own vehicles. Students will learn how to check or change all fluids including oil, antifreeze, windshield washer fluid, transmission fluid, and brake fluid, etc... Students will also learn how to repair electrical circuits, check/repair brakes, do suspension checks and learn the basic automotive systems and how they work. Participation in completing the semester project is mandatory.

### **COURSE RESOURCES:**

- “Automotive Excellence” Volume 1 and “Mitchell’s On Demand.”

**COURSE FEES:** None

### **INSTRUCTIONAL UNITS:**

- Demonstrate knowledge of safety and tools used in an automotive shop.
- Demonstrate moderate knowledge of hand tool safety and usage.
- Demonstrate moderate knowledge of power tool safety and usage.
- Demonstrate basic knowledge of vehicle inspections.
- Demonstrate understanding of the basic principles of automotive maintenance.
- Learn and apply automotive measurements.
- Exhibit appropriate work ethic and study skills
- Change wiper arms and blades.
- Change a headlight.
- Diagnosis and repair electrical components.
- Diagnosis and repair and bleed brakes.
- Change a fan belt.
- Change a tire.
- Rotate tires and identify common wear problems.
- Perform a minor tune-up.

### **MAJOR ASSESSMENTS:**

- Safety Test
- Lab Projects

## BASIC AUTOMOTIVE MAINTENANCE—2

### **WEIGHTED CATEGORIES:**

- 50% Projects (Tests and Projects)
- 25% Daily work/Homework
- 25% Professionalism

### Tests and Projects:

- When in the shop, students are graded upon effort, and cleanliness of shop.
- Assignments and information
  - You must pass all safety test with a 80% within 3 weeks. Your first grade on the safety test will be your grade for the semester. If you cannot pass the test, you will be confined to book work for the remainder of the grading period.
  - Assignments are student led and assessments will be graded individually.
  - Students will have access to the “Mitchell’s On Demand” website, and are expected to access the site to assist with troubleshooting and repairs.
  - Students will have access to the website at any time from any internet connected computer.
- Students are graded on team and individual projects.
  - Team projects are graded upon vehicle functionality and accuracy of repair.
  - Individual projects are graded upon planning, time management, and functionality of final product.

### Daily/Homework:

- This will include in class activities, and group lab projects.

### **Rules, Policies, and Expectations:**

- Respect is key; you respect me and my possessions, and I will do the same to you.
- Cell phones
  - CELL PHONES ARE NOT ALLOWED IN THE SHOP
  - When seen, student will be asked to put away in the classroom
  - If seen more than once, student will be asked to surrender phone
  - If student refuses to cooperate, appropriate administrative action will be taken.
- Tardies
  - First tardy is a warning, second will result in detention
  - Multiple tardies will result in appropriate administrative action
- Students are expected to dress in appropriate professional school attire
  - Must wear protective clothing to abide by safety practices
- Bathrooms; each student will be allowed 5 trips to the bathroom per semester.
- Students are given participation points when in lab.
  - Students are expected to work the entire period, and are expected to help clean up at the end to earn full participation points per day.
- Swearing will not be tolerated; this is a professional atmosphere. If a student is heard swearing, appropriate consequences will be taken.
- Disobedience, laziness, and disregard for safety will not be tolerated. Students will be given one warning. If the undesirable action continues, student will be removed from the classroom and have a talk with the teacher. Depending on severity of infraction, other appropriate disciplinary actions may be taken.
- NO STUDENT WILL BE ALLOWED TO LEAVE THE CLASSROOM OR SHOP UNTIL SAID AREA IS CLEAN TO MY EXPECTATIONS.

### Professionalism:

## BASIC AUTOMOTIVE MAINTENANCE—3

- You will earn 10 points a day for coming to class and working in a professional and productive manner. You will earn
  - Be Here – need to be in the Work Preparation class
  - Be On time – School Policies followed. Student need to be in the classroom when the last bell stops ringing. See General Rules and Expectations for other discipline due to tardiness)
  - Be Prepared– book, assignment, calculator, pen and/or pencil, computer & program(s) username(s) and password(s)
  - Be On Task - working during period, conversations are on topic, phone is put away
  - Be Respectful – listen during instruction, use positive comments when speaking with peers, avoid slang when “joking”, speak in low tones with neighbors or teacher only when working, keep desk and computers free of drawing and/or gum, keep questions and comments appropriate during classroom discussion.

**GRADING SCALE:** Points will be given and a grade based on your percentage of points on units and daily work and tests.

|          |    |          |    |          |    |                 |   |
|----------|----|----------|----|----------|----|-----------------|---|
| 93% +    | A  | 83-86.9% | B  | 73-76.9% | C  | 60-66.9%        | D |
| 90-92.9% | A- | 80-82.9% | B- | 70-72.9% | C- | 59.9% and Below | F |
| 87-89.9% | B+ | 77-79.9% | C+ | 67-69.9% | D+ |                 |   |

### LATE WORK POLICY:

- All daily work is due two days after it is assigned, however, it can be turned in late for full credit until the unit test is given. After that, no credit will be given.
- Projects not turned in on time will be accepted for partial credit (75% of grade earned) up to 2 days after the original due date. (Exceptions will be made for Excused Absences)

### RE-DO POLICY:

OHHS is an effort based school where we believe all students can learn. We also know that students learn at different rates. Thus, we are implementing a re-do policy that recognizes the needs of individual learners.

- 100% Re-do
  - Assessments (with exception of the Final semester exam)
  - Key Assignments: Evidence that demonstrates mastery of a standard
- Teachers may:
  - Require completion of supporting assignments prior to re-do opportunities for students to show they can meet the standard.
    - ***All assignments must be completed and corrected by the student prior to retaking an exam.***
  - Require students to complete re-do of work outside of class time.
    - ***All re-do work/test retakes will be done during Tutoring/Extra Help times listed below.***
  - Limit the number of re-do opportunities for each assignment.
    - ***Students will have 1 re-do/retake opportunity for each test/project.***
  - Assign zero grades when students choose not to do key assignments and/or assessments to standard.
  - All opportunities for re-do work will come with a deadline as assigned by the teacher.
    - ***Students will have 1 week from when the original Project/Test was scored and returned to the class to complete re-do work or to retake a test.***

**BASIC AUTOMOTIVE MAINTENANCE—4**

**PLAGIARISM POLICY (WAYS TO EARN A 0 ON ANY ASSIGNMENT):**

**OHHS PLAGIARISM POLICY:**

- Any student, who knowingly turns in any work that has been done by someone other than himself or herself, and fraudulently represents it as his/her own, shall be considered to have cheated. Cheating also includes: aiding someone else in cheating, the use or preparation of written, pictorial, or other materials not authorized by the instructor during a test or assignment, the use of testing materials obtained previous to the test date, or plagiarism of any kind. Students found cheating will also be subject to an office referral, which could result in a suspension. As an effort based school, students who have plagiarized/cheated must still demonstrate their learning. Thus, students will be given the opportunity to complete the work. This will fall under the “Late Work Policy” of the teacher where total possible points may be reduced.

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