

# Basic Auto Maintenance, 2018/2019

Mr. Kelley  
lkelley@ohsd.net

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 Goal:**

- To learn about shop safety, basic troubleshooting and repair, and vehicle inspection procedures.

## **Course Objectives:**

- 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.

## **Class Resources:**

- “Modern Automotive Technology” by James E. Duffy, “Mitchell’s On Demand,” and “ALLDATA,” DIY network.

## **Major Assessments:**

- Safety Test.
- Attendance and Daily Participation
- Weekly Quiz
- Unit Test
- Semester Final

## Grading:

- When in the shop, students are graded upon effort, and cleanliness of shop.
- Assignments and information
  - You must pass all safety test with a 100% 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.
  - Assignment packets are used to capture progress and knowledge of unit covered. Most of the units will have a classroom packet and a lab packet. The student will not be able to proceed to another unit/packet until the previous packet is completed with a passing grade.
  - 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.
- Students are expected to complete projects and class work on time. For every day a project or work is late, 10% will be deducted from the score. Exceptions will be made for excused absences. Unexcused absence will need to be made up.
- Attendance
  - Attendance is a very important aspect of this class. In order to become a functional employee/student you must be in attendance. You will be allowed to make up absence on your own time.
  - Attendance will affect your grade as described below:
    - 0-3 Absences, Grade will stay the same
    - 4-6 Absences, Grade will drop ONE (1) letter grade
    - 7-9 Absences, Grade will drop TWO (2) letter grades
    - 10+ Absences, Grade is an F unless time is made up to below 10
    - 2 Tardies = 1 Absence
  - Excused/Unexcused Absences
    - Only school activities (sports, clubs, etc.) will NOT count towards total absences
    - All other absences (illness, doctor, etc.) excused or not, will count towards total semester absences.
  - If the student is absent during lab time, they will be denied the 10 points allotted per day. Students are permitted to make up the time lost prior to or after school within a week of the absence(s).
  - If a students has an excused absence when a project is due, they have the amount of days absent to hand-in the project for full credit (i.e., if a student is gone Monday and Tuesday, their project is due Thursday).

**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 lunch 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.

Basic Automotive Maintenance Signed Syllabi  
Oak Harbor High School  
Instructor: Lincoln Kelley

Print Student Name:

---

Parent/Guardian Signature:

---