



# Automotive Technology Syllabus

## 2021-2022 COURSE INFORMATION

- **AM Session**-7:55-10:25, **PM Session**-11:10-1:40, Monday-Friday
- This is a preparatory program and ***hobbyists/do-it-yourselfers are highly discouraged*** from enrolling due to the program's technical content and use of specialized tools and equipment. Sno-Isle's Automotive Technology program is a 1 or 2-year preparatory program for high school juniors and seniors who wish to pursue a career in the transportation repair industry. 1.5 elective credits are earned per semester. Individuals will have the opportunity to learn the *fundamentals* of automotive systems and repair which can prepare them for post-secondary training or entry-level jobs. In addition to learning automotive technology, students will also learn work ethics and professionalism standards that will help support their success in any career. Is this a hands-on class? YES. However, this does not mean it is appropriate for everyone. Technical skills and commitment to learning are requirements of this program.
- *Students must meet all the required credits at their sending high school or be on track to graduate prior to applying and enrolling at Sno-Isle. Interested students must consult with their counselor and discuss whether Sno-Isle will help meet their graduation requirements. Students who are not on track to graduate risk being dropped at semester!*
- Students have an opportunity to earn numerous industry-recognized certificates and participate in after school training opportunities put on by industry partners. (Valvoline, SP2.org, Snap On Meter & Torque Certification, Student ASE Certificates, Program Certificate, etc.)
- There are no prerequisites for this class. However, any previous shop classes, effective communication skills, good interpersonal skills, good reading skills, and effective critical thinking skills, are all important for success in this class.

## INSTRUCTOR INFORMATION

**Instructor Name:** Richie del Puerto

**Office Hours:** 6:40am-2:10pm (or by appointment)

**Office Location:** Building 2

**Phone:** 425-348-2239

**Email:** DelPuertoRS@mukilteo.wednet.edu



*The preferred method of communication is email since I am rarely in my office. If you call and leave a voicemail, I will not be able to respond in a timely fashion.*

## MAIN OFFICE INFORMATION

**Office Location & Hours:** Building 1, 7:00am-3:00pm

**Main office:** 425-348-2220

**Attendance Line:** 425-348-2222, press 1

**Sno-Isle Director:** Wes Allen

**Email:** AllenWR@mukilteo.wednet.edu

**Phone:** 425-348-2220

**Assistant Director:** Kim Brown

**Email:** BrownKS@mukilteo.wednet.edu

**Phone:** 425-348-2220

## COURSE CALENDAR

September -June

Calendar will be adjusted if there are snow make-up days. A detailed Sno-Isle calendar is available from the office or can be downloaded from our website. [www.snoisletech.com](http://www.snoisletech.com)

## CLASS HOURS

**AM Session:** 7:55am-10:25am **PM Session:** 11:10am-1:40pm = Monday-Friday, except holidays breaks, and teacher professional development days.

The schedules of Sno-Isle and sending high schools do not always align. It is the responsibility of the student to know those schedules. School breaks, early dismissals, half-days, testing, and assemblies should all be taken into consideration. Sno-Isle serves 43 different high schools and is unable to keep up with all schedules and activities of the sending schools.

## SOCIAL MEDIA/SITES

### Web Page

<http://snoisletech.com/class/automotive-technology/>

### Social Media

**Facebook:** <https://m.facebook.com/snoisleautotech/>

**Instagram:** snoiselautech

## COURSE EXPECTATIONS

Professionalism is the core of this program! Individuals are expected to model a list of professional standards created by industry partners. Students are also expected to be responsible for their education and actions while enrolled in this program. The goal is to learn the fundamental employability skills required for success after high school. All students are encouraged to continue on to post-secondary education or apprenticeship program related to the automotive industry to further support their goals.

Students are also expected to consistently work on their interactive online lessons and competencies along with all other classroom assignments, tasks, and responsibilities. Daily journals and daily points are the bulk of a student's grade and an important expectation of this program. Students must complete the assigned MLR Safety lessons by the end of first quarter so that they are able to progress into other areas. Students who would like the opportunity to work on special shop projects must demonstrate that they can maintain their grade, stay on task, manage their time wisely, and are dependable.

Each student must maintain a detailed daily journal that documents their activities for each day of the week. Students also earn daily points based on the professional standards they are to model each day. Students are responsible for managing their online lessons and shop tasks in order to meet expectations. Students who are unable to complete lessons during the week should consider them as homework in order to meet the expectations.

Juniors who consistently model the professional standards and have maintained a "B" average will be invited back for an opportunity to enroll a second year. Returning students will take on leadership roles and mentor the first-year students by modeling the professional standards, various tasks, and procedures in the shop.

## INDUSTRY CERTIFICATES

Sno-Isle auto tech students have the opportunity to earn over 20 industry recognized certificates which vary from year to year. In addition, there are also opportunities to attend after-school training sessions that can earn student's additional certificates. Certificates are earned by those who pass the relevant tests. The following are examples of tests that students will have an opportunity to take: student ASE tests (these are not professional ASE tests/certificates), 21<sup>st</sup> Century Precision Exam, Snap On meter, Snap On torque, Valvoline, and other various tests which provides an opportunity to earn industry and/or state recognized certificates. **NOTE: The student ASE test must be taken by all students and are not optional since they are paid for.**

*Students are responsible for safely storing their certificates since many of them cannot be reprinted. Additionally, once a student graduates, certificates may no longer be available for reprint or redistribution.*

**At the beginning of each year, students are expected to complete safety modules on SP2.org which is a time-sensitive assignment. Students who cannot complete these by the hard deadline will not be allowed to continue at Sno-Isle and must be re-scheduled at their sending high school. Completion of this assignment will earn student's industry recognized certificates related to safety.**

# COURSE MATERIALS

**Electude**, Interactive Web-based Curriculum, Koen Berends

**Class Curriculum Site:** <https://wasi.electude.com/>

Electude is a web-based, interactive curriculum that students will access throughout the school year using their assigned username/password. Lessons, quizzes, and tests are all online. Tasks (hands-on portions) will also be documented and completed electronically and submitted to the instructor for review and grading. Since the curriculum is all electronic, students will have limited papers to manage or produce as evidence. If there are ever any questions regarding a student's progress, please email the instructor.

**ShopKey Pro**, Online Repair Information

Accessible with a username/password. For student use only and shall not be shared with anyone.

**Motologic & Haynes**, Online Repair Information

Accessible only from classroom computers, using a username/password. For student use only and shall not be shared with anyone. *This includes parents! Our accounts have been locked before due to access by unauthorized users.*

## STUDENT SUPPLIED MATERIALS

### *Required Materials*

The following are necessary for the school year:

- \$60 lab fee, payable ASAP (Student ASE tests-\$35, field trip admissions: Auto Show-\$11, LeMay Museum- \$6, safety glasses-\$3, Misc. Consumables- \$5)
- Coveralls
- Shop appropriate footwear
- 3-ringed binder
- Pen/pencil, and paper

## LEARNING OBJECTIVES

### Course Topics and Objectives

- Students will have the opportunity to learn the following:
  - General shop safety
  - Vehicle lift safety and use (includes floor jacks and safety stands)
  - Hazardous waste and Material Data Sheets
  - Basic hand and precision measuring tools
  - Common automotive shop equipment
  - Specialty equipment
  - Diagnostic techniques
  - Employability skills and professional standards
  - Shop Leadership Roles

- Shop Manager
- Shop Foreman
- Tool Room Attendant
- Electrical meter certification
- Torque certification
- Fundamentals of automotive systems theory and repair
  - Brakes
  - Steering & Suspension
  - Electrical & Electronic Systems
  - Engine Performance
  - Engine Repair

*Optional:*

- Heating & Air Conditioning
- Automatic Transmissions & Transaxles
- Manual Transmissions & Axles

## SUBJECT AREAS & RELATED INSTRUCTION

### Brakes

#### Science

- Pascal's Law
- Chemistry of fluids
- Electrical Fundamentals
- Coefficient of friction
- Environmental issues
- Simple machines, leverage
- Vacuum principles
- Torque

#### Math

- Gain/loss of force based on lever design
- Mechanical advantage using levers
- Measure dimensions
- Geometric figures
- Measurement of pads, shoes, drums, rotors
- Surface areas



### Suspension & Steering

#### Science

- Environmental issues
- Basic electrical
- Friction, levers
- Simple machines
- Electronic diagnosis

- Friction and wear
- Harmonics
- Pneumatics
- Material science (rubber and rubber components)
- Center of gravity

#### Math

- Gear ratios
- Geometry
- Angles (caster, camber, toe, included angle, steering axis inclination)
- Degrees, minutes, seconds
- Ride height and effects on alignment angles
- Weight distribution, center of gravity

### **Electrical & Electronics**

#### Science

- Electrical fundamentals
  - Ohm's law
  - Kirchhoff's law
  - Faraday's law
- Electrical diagnosis
- Battery chemistry
- Electromagnetism
- Principles of corrosion

#### Math

- Calculate current, resistance, available voltage, voltage drops, and watts.
- Use OHM's law to calculate missing values
- Use of digital multi meter to measure and calculate electrical values

### **Engine Repair**

#### Science

- Environmental issues
- Chemistry
- Torque
- Friction and wear
- Antifreeze chemistry
- Heat transfer, pressure vs. boiling point
- Oil composition

#### Math

- Unit conversions (inches, cm, cubic cm, cubic inches)
- Calculate volume of a cylinder for displacement
- Calculate horsepower

- Calculate bore and stroke
- Duration and overlap
- Measure lift of cam lobe
- Rocker arm ratio

## Engine Performance

### Science

- Engine theory
- Ohm's law
- Faraday's law
- Electrical fundamentals
- Environmental issues
- Airflow dynamics
- Electromagnetism
- Chemical reactions

### Math

- Horsepower and torque
- Convert between HP and torque at specific RPM values
- Plot HP torque curves
- Estimating quarter mile times and speeds from weight and HP
- Units of airflow
- Volumetric efficiency
- Compression ratios
- Measure volumes of cylinders, deck height spaces, and gasket spaces

## OUTCOME

Students who successfully complete one or two years should be able to work in an entry-level position or proceed into post-secondary training. An apprenticeship opportunity through iTAC is also available. Check [asanorthwest.com](http://asanorthwest.com) for more info. Previous graduates of the program have become employed in various jobs that include but are not limited to automotive service and repair.

## POST-SECONDARY TRAINING OPTIONS

Students will have the opportunity to observe presentations from non-profit and *\*for-profit*, automotive training programs. These programs include but are not limited to:

- Skagit Valley Community College (General Service Technician)
- Shoreline Community College (GM, MOPAR, Honda, Toyota, and General Service Technician)
- Renton Technical College (General Service Technician and Ford Training)
- Perry Technical Institute (General Service Technician)
- \*Universal Technical Institute (General Service Technician and Manufacturer Training)
- \*WyoTech (General Service Technician and Manufacturer Training)

Students and parents are highly encouraged to do their research before enrolling with any of the schools. Each school offers something unique and should match the goals of the student. Your instructor

is available to help guide students in the right direction and provide additional information not gathered from the presentations. It is advised that students interested in any of the schools visit their campus prior to deciding. Beware of the marketing strategies of some schools! Always focus on the type of instruction being offered, the curriculum, training aids, and facilities. Student support should also be a consideration when making a final decision.

## PATHWAYS

The following are examples of potential pathways that individuals can pursue. The knowledge obtained from the program crosses over into many positions and industries. They include but are not limited to:

- Master Automotive Technician
- General Service Technician
- Diesel Technician
- Heavy Equipment/Agriculture Technician
- Motorsports Technician
- Transmission Rebuilder
- General Manager
- Parts Manager
- Parts Specialist
- Service Manager
- Service Advisor/Consultant
- Automotive Engineer
- Automotive Restorer
- Custom Car Builder and Fabricator
- Small Engines Technician
- Marine and Small Watercraft Technician
- Motorcycle/ATV/Recreational Vehicle Technician
- RV Technician
- Automotive Technology Instructor/Technical Trainer
- Insurance Adjuster
- Vehicle Inspector
- Automotive Journalist
- Repair Shop Owner/Manager
- Car Salesperson
- Sales Manager
- Manufacturing
- Customer Service Representative
- Aircraft Assembly or Technician
- Many more...



## ASSIGNMENTS AND GRADING

### Grading

- Students will be graded on overall points. Points are earned by maintaining professional standards, completing online lessons and quizzes, and completing daily journals. Points will also be earned from other assignments/projects. Students who stay engaged and follow the program



expectations will be successful. Attendance is also part of a student's grade. Students who do not acquire an admit slip after coming back from an absence or those with unexcused absences will earn zero points for those days. It is the responsibility of each student to monitor and keep track of their attendance and grades. **\*See ATTENDANCE SECTION.**

- Extra credit can be earned by attending after school training opportunities and certificates can be earned from some of those classes (*these certificates not provided by Sno-Isle and are unavailable for reprint*). Progress with internet-based curriculum will be monitored and assessed. Additional extra credit opportunities may be available and vary throughout the year.
- Students can access curriculum on any electronic device that connects to the internet. They have the ability to complete the curriculum at their own pace but must be completed within the specified timeline. Students are expected to access and work on the curriculum as previously described.
- Parents who track their student's progress can request progress reports at any time. Please email the instructor and a report will be provided.
- **Professionalism Policy:** Refer to example of daily journal and daily points.
- Make-up or late work is typically not accepted. The only late assignments that are accepted are daily journal/daily points worksheet. Students earn ½ credit for this.
- **Grading communication:** Parents can access grades online. Sno-Isle will be switching to a new Student Information System for the 2018/2019 school year. Details to be determined.

**Grading Scale:**

- 95-100% A
- 90-94% A-
- 87-89% B+
- 84-86% B
- 80-83% B-
  
- 77-79% C+
- 74-76% C
- 70-73% C-
- 67-69% D+
- 60-66% D
- 0-59% F

Industry Standard  
—  
Meets Return Criteria

Below Industry Standard  
—  
Does Not Meet Return Criteria

Name: \_\_\_\_\_ **DAILY JOURNAL** Date Range: \_\_\_/\_\_\_/\_\_\_ - \_\_\_/\_\_\_/\_\_\_ WEEK #: \_\_\_\_\_

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Learning Target:					
Today I Will...					
Today I...					
I learned...					

Score: \_\_\_/50 pts **WEEK #, DATE RANGE, AND EACH BOX IS WORTH 2 PTS EACH. EMPTY BOXES & NO NAME= ZERO SCORE**

This is an *example* of the Daily Journal and Daily Points worksheet that students complete. This is a bulk of their grade and encompasses how they perform each day.

**Professional Level of Expectation**

- I arrive on time
- I am prepared for the day
- I am on task
- I conduct myself in a professional manner
- I manage my time
- I read and understand before I begin
- I research and plan
- I communicate my needs to my instructor
- I request instruction when I don't understand
- I do not guess when I don't understand
- I keep myself and my area organized
- I always wear my PPE
- I respect others
- I respect myself
- I respect my working environment
- I clean up each day
- I leave when I am scheduled
- I act and dress professionally
- I do not leave my program without permission
- I check in with Instructors when visiting other programs
- I use electronic devices appropriately
- I model integrity

**This worksheet is due at the end of each week. It is considered past due the first school day of the following week, after the attendance bell. This assignment can be turned in late for half credit of the points earned.**

**Do not make any marks in this section...Instructor only!!!**

**Daily Points**

You will be assessed daily for the following:

Attendance/Badge (100) = 20 pts: Clock in/out, attendance sign-in, wear ID badge  
 PPE (150) = 30 pts: Wear appropriate Personal Protective Equipment at all times  
 Professionalism (250) = 50 pts: Model the Professional Expectations, Electude lessons  
 ELECTUDE lessons (500) = 100 pts: Minimum of 3 days per week, 30 minute session minimum.  
**1000 pts/week**  
 (4,000 pts/month = 9,000 pts/quarter = 18,000 pts/semester)

	Attendance/ Badge	PPE	Professionalism Points	ELECTUDE Lessons
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
<b>Total:</b>				
<b>Total for Week:</b>	<b>/1000 Possible Points</b>			

**ELECTUDE**

**You logged in last:** \_\_\_ Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_ Friday \_\_\_ Weekend  
**Your progress:** \_\_\_ Exceeds Expectation \_\_\_ Meets the minimum expectation \_\_\_ Meets the minimum expectation but requires improvement \_\_\_ Is below expectation \_\_\_ Is unacceptable and/or non-existent  
 Feedback to student: \_\_\_\_\_

**Time Clock**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
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IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
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# Industry Standards



## “3 R’s” of Professional Level of Expectations

### Responsible

- I arrive on time
- I am prepared for the day
- I am on task
- I manage my time efficiently
- I use electronic devices appropriately as defined for my workspace/classroom
- I inform my supervisor/instructor when I will be late or absent
- I take responsibility for missed work/assignments when late or absent
- I always dress appropriately, professionally, and wear my uniform and PPE
- I leave at my scheduled departure time
- I do more than is asked of me. The minimum is not enough.

### Reliable

- I learn and grow from my mistakes
- I read for understanding before I begin
- I seek to understand rather than guess
- I request instruction when I don't understand
- I research, plan, and assess
- I seek to contribute to my work-team/peers
- I communicate my needs to my supervisor/instructor
- I value my safety and the safety of those around me
- I clean-up each day
- I keep myself and my area organized and safe
- I strive to be a person of integrity in all that I do

### Respectful

- I respect myself
- I treat others with respect
- I conduct myself in a professional manner
- I see beyond my individual needs
- I respect my co-worker's/peer's time
- I respect my coworker's/peer's tools/equipment and space

## ATTENDANCE

Students are expected to maintain good attendance at Sno-Isle and their sending high school. This is an educational and professional expectation. Students who have unexcused absences or tardies will have professionalism points deducted from their daily score. Students are obligated to attend school each day just like adults are expected to show up for work. You don't get paid unless you show up to do the work.

Sno-Isle provides required forms in the event students need to miss class for school-related or personal absences. Students are responsible for making sure these are filled out, signed, and turned in. This will be explained at the beginning of the school year.

Students who have been absent or are tardy must stop by the office for an "Admit Slip" prior to reporting to their classroom. Excuse notes are required if a phone call was not made to Sno-Isle's attendance line. Sno-Isle does not communicate absences with the sending high schools and therefore, separate excuse notes are necessary for Sno-Isle and the sending high school. Students who do not acquire an admit slip or have an unexcused absence(s) will earn zero points for that day(s). This will be discussed at the beginning of the year and it is not the responsibility of the instructor to remind them of this. It is also the responsibility of each student to monitor and keep track of their attendance and grades.

*Mukilteo School District has a new policy regarding vacation days taken during school days.*

*If a family vacation occurs while school is in session, it must be prearranged prior to the absence and approved by the principal (or designee). The principal (or designee) **may excuse up to five (5) school days** for a prearranged absence per student each school year, if requested at least one week prior to the first absence.*

***An absence may not be approved if it causes a serious adverse effect on the student's educational progress. The student may not be able to achieve the objectives of the unit of instruction as a result of the absence from class. In such a case, a parent/guardian approved absence would have an adverse effect on the student's educational progress, including the grade for the course.***

## COMMUNICATION

The Auto Tech program uses email and "REMIND" as a way to communicate with students. Students will be given the necessary contact information at the beginning of the school year. Parents who wish to communicate with the instructor should do so via email. You will receive a response in a timely manner as long as it is during the normal school hours. This is the preferred method since the instructor is rarely in their office to answer or use the phone.

## SKILLS OPPORTUNITIES

While at Sno-Isle, students will have an opportunity to learn a number of specialized skills and the use various pieces of specialized tools and equipment. Students who enroll in the automotive technology program must be prepared and able to understand and comprehend the risks of not following **ALL** safety rules. No individual is exempt from following safety rules and violators risk being dropped from Sno-Isle. Violation of any safety rules that place anyone at risk is unacceptable and will not be tolerated. The following are examples of skills and equipment that students may have an opportunity to use/learn:

- Drive-on vehicle lifts

- Two-post vehicle lifts
- Floor jacks
- Safety stands (jack stands)
- Brake lathes (bench and on-car)
- Scan tools
- Digital meters
- Mechanical and electrical torque wrenches
- Basic hand tools
- Various pneumatic tools
- Chassis dynamometer
- Tire machines/balancer
- Alignment machine and alignment rack
- Other specialized tools/equipment

## ADDITIONAL INFORMATION AND RESOURCES

### VEHICLES IN THE AUTO SHOP/REPAIRS

Sno-Isle provides the necessary vehicles required for students to practice the prescribed hands-on tasks. In some instances, students are allowed to work on personal vehicles if appropriate and if there is space in the shop. The student must seek permission from the instructor and if it is granted, a waiver, permission to drive, and signatures must be obtained by the student prior to scheduling a time for the vehicle to be brought onto the campus. Personal projects may not leave the shop until the instructor has conducted a quality inspection and given the OK for the project to leave the premises. Unsafe vehicles/projects may not leave the campus. Any vehicle deemed unsafe cannot be driven and must be towed at the expense of the student/owner. All parts required for personal projects are the sole responsibility of the student and/or owner of the project.

Students *are not entitled* to work on personal projects and must always seek permission prior to doing so. Unauthorized projects may result in disciplinary action.

*Sno-Isle does not currently offer repairs to public vehicles (this does not include student/parent vehicles). Students lack the prerequisite knowledge to effectively and efficiently work on the complex vehicles of today. We are a training facility and not a professional repair shop. As such, Sno-Isle is unable to handle or assume liability for repairs.*

### TEXT AND TECHNICAL INFORMATION

Students who enroll in the auto tech program will be required to read and participate in using interactive online curriculum on a consistent basis. Researching and understanding technical information and terms are also a norm of this program. Individuals who struggle with reading and comprehension should consult with the instructor. Sno-Isle is unable to provide all the necessary aids/resources for individuals who require it. Para educators should be provided by the sending high school for those who qualify.

## TOOLS

The required tools necessary for training will be provided by Sno-Isle. Students who are working towards becoming employed in this industry are encouraged to start building their personal tool sets. Various discounts are available to students from Sears, Napa, Snap On Tools, Matco Tools, MAC Tools, and others. Students who choose to continue onto post-secondary training may also be required to provide their own personal tool set. Please consult with the college you are considering, and they will inform you of the required tool list.

Sno-Isle does not provide storage for personal tools/equipment and cannot be held responsible for any personal tools or equipment that students bring from home.

## ACCOMMODATIONS

Students who require any individualized or health accommodations must communicate those needs to the instructor and Sno-Isle Administrators. In some instances, sending high schools are unable to provide documentation in a timely fashion so we ask students and/or parents to advocate for themselves and make sure that Sno-Isle receives such documentation. This plays a big part in a student's success and helps both parties understand the appropriate measures that may be required. Students with accommodations should have a high school and beyond plan so that they are given realistic and appropriate opportunities to prepare for life after high school. Accommodations that have been provided during a student's K-12 career do not transfer into the workplace. Employers seek individuals who are independent, model good work ethics, and can perform all duties within their job description without assistance. Students who are unable to meet the expectations of the automotive technology program may struggle in industry or during their post-secondary training.

## POST-HIGH SCHOOL TRANSITION

The programs at Sno-Isle are all preparatory. In addition, the automotive technology program is nationally recognized and accredited by the ASE Educational Foundation. ASE accreditation helps provide the program with vehicles and other training materials that may not be available to other similar high school programs. Students are required to participate in prescribed lessons and hands-on competencies in order to support their success while at Sno-Isle and after graduation. These align with post-secondary training programs and the expectations of the automotive industry. Students who are unwilling or unable to complete the lessons and tasks are considered inappropriately placed and will struggle to be successful in this particular industry.

Students must be committed, take responsibility for their education, their actions, and understand that success depends on the effort they invest. Those who cannot commit to these expectations should seek alternative training options.

## ACADEMIC EXPECTATIONS

Students must understand that the text they'll be exposed to in the automotive program and industry are rated at high school and/or college level. Repair manuals and lessons are considered technical reading and comprehension and ability to follow written language are extremely important. All students will be exposed to various levels of math. Students will be expected to solve various math calculations and participate in precision measuring. Interpersonal communication at Sno-Isle is crucial. Students

must be able to effectively communicate with fellow peers, staff members, and any potential “customers”. In many careers, customer service, effectively communicating with co-workers, and managers is a required skill. Students who struggle with behavior and interpersonal skills will need to learn to overcome their challenges or their success will be extremely limited. All these are key pieces and required for success in the automotive industry. Individuals who feel they cannot overcome these challenges should seek other alternatives.

## KEYS TO SUCCESS

Students must be able to demonstrate the following:

- Model professional standards
- Model good work ethics
- Be able to follow written and verbal instructions
- Have good communication and interpersonal skills
- Follow safety rules at ALL TIMES
- Make appropriate choices
- Take responsibility for their education and actions
- Understand technical reading
- Understand basic math, algebra, and geometry
- Able to write legibly

## EQUALITY

Sno-Isle provides equal opportunities to all individuals regardless of sex, race, religion, or other personal beliefs. Bullying of any kind, harassment, and intimidation will not be tolerated and are subject to discipline or removal from Sno-Isle. The disruption to anyone’s learning and safety will not be tolerated. Students who witness any of these behaviors must report it to their instructor or staff member.

## LOCKERS AND PERSONAL BELONGINGS

Students will be assigned lockers during their time in the Auto Tech program. Students are encouraged to lock up any personal items of value. Sno-Isle is not responsible for any theft or missing items.

## FIELD TRIP(S)

The automotive technology program participates in at least one field trip per year. All students are required to participate and should make the necessary arrangements with their sending high school and/or employer. Students are informed of field trips long enough in advance to make arrangements. A great deal of paperwork and organizing goes into preparing educational enrichment trips, so it is important for each student to follow timelines for turning in the necessary forms. More information will be provided once the details are finalized. Permission slips, info, and an itinerary will be provided.

## PROGRAM ADVISORY COMMITTEE (PAC)

Each program at Sno-Isle is required to have Program Advisory Committees that consist of industry partners, former students, instructors, parents, and community members. These committees are vital to the success of each program and hold a minimum of 3 meetings per school year. Committees provide



the valuable feedback required to maintain safety and relevance. Their input and participation help to enrich the student experience.

Individuals who are interested or know someone who may be interested are encouraged to contact the instructor of that program.

## VOLUNTEERS/CHAPERONES

The auto tech program welcomes individuals who are interested in volunteering. Volunteers are typically sought for our annual field trip and any field trips that occur during summer school. Having 3-4 volunteers available per year helps tremendously and meets the 1 chaperone per 10 student requirement. If you are interested, please contact the instructor. Passing a background check is the only requirement for becoming a volunteer. Paperwork will be provided upon request.

## **\*\*DONATIONS\*\***

The Automotive Technology program depends on donated vehicles for training aids. If you or someone you know has a vehicle that has outlived its usefulness, please consider donating it to Sno-Isle. Vehicles do not need to be in running condition but must be transported by the individual who is donating the vehicle. A clear vehicle title must be provided when donating. We accept a variety of vehicles (ATV's, motorcycles, golf carts, boats, or anything with an engine) as well as tools and equipment. Please contact the instructor for additional information.

**\*\*PLEASE NOTE THAT THIS IS CURRENTLY ON HOLD\*\***

## USE OF ELECTRONICS

Students MAY NOT use their cellular phones in class *except* in the rare occasion they are instructed to do so. Classroom laptops are provided to access the web-based curriculum or repair information. Inappropriate use of cell phones/electronic devices will result in deduction of professionalism points and/or being sent to the office for disciplinary action depending on severity of the violation. Confiscation of cell phones/electronic devices may also occur, and the student may retrieve their device at the end of the period. In a worst-case scenario, a parent/teacher conference may be requested at which time the electronic device will be released to a parent/guardian. *The misuse of phones is unacceptable in the workplace and this expectation is modeled at Sno-Isle.* Parent/Guardian support of this policy is important and greatly appreciated.

Students should refrain from taking video or photos of other students especially when permission has not been granted. Some families ask that students be placed on a "no photo" list and their privacy must be respected. Uploading videos or photos to social media or for malicious intent without permission may lead to disciplinary issues, especially if cyber bullying has been identified. *All individuals, including Sno-Isle staff, have an expectation and are entitled to their right of privacy.*

***Sno-Isle is not responsible for stolen or lost electronic devices or personal items.***

## STUDENT RIGHTS & RESPONSIBILITIES

All students will be provided with a Student Rights & Responsibilities handbook and quiz at the beginning of each school year. It is each student's responsibility to read and understand their rights as a

student. While school rules are generally universal, students are still encouraged to review and understand their rights while at Sno-Isle. Students are expected to act professionally and follow the rules at all times.

## TRANSPORTATION

All sending high schools provide transportation to and from Sno-Isle TECH. Students are not allowed to drive to Sno-Isle without sending school, Sno-Isle, and parent permission. Only extenuating circumstances will be considered since assigned parking spots are extremely limited. Please be aware that most sending high schools have a NO DRIVING policy due to liability and the need for increased safety. Violators risk being suspended.

Students who must drive due to temporary circumstances (missed bus, doctor, other appointment, etc.) must check in with the main office and acquire a temporary parking pass for each occurrence. This is for temporary circumstances only and must not be abused due to limited parking availability. Please remember that students may not drive if their sending school has a no driving policy. Students who park outside of Sno-Isle TECH's campus risk being disciplined and/or towed at their own expense.

## INCLEMENT WEATHER: SCHOOL CLOSURES AND LATE STARTS

In the event of snow or power outages, please tune in to local radio and TV stations. Sno-Isle TECH is part of the Mukilteo School District.

1. When ***Mukilteo School District*** is closed due to inclement weather, Sno-Isle TECH will be closed as well.
2. If ***Mukilteo School District*** is 1 or 2 hours late due to inclement weather, Sno-Isle TECH will be closed for the AM session, but open for the PM session.
3. When ***a sending school*** is closed due to inclement weather, students from that sending school are not expected to attend Sno-Isle and will not be marked absent.
4. When ***a sending school*** is operating 1 or 2 hours late due to inclement weather, students from that sending school are not expected to attend the AM Session and will not be marked absent. PM Session students should attend as usual.

## SAFETY

Safety is the first priority at Sno-Isle. Students will be required to successfully complete a number of safety courses and tasks to demonstrate their knowledge of safety. Students will have ongoing opportunities to learn about safety throughout their time at Sno-Isle.

Students must understand that tools and equipment that they are unfamiliar with shall NEVER be used until proper training and instruction has been provided. It is an educational and professional expectation that this be followed to prevent injury or death to your student and/or others.

**Please sign the following page after reading and reviewing with your student. This form must be returned as soon as possible and will be kept on file for future reference.**

## Review and Sign

Every effort has been made to provide students and parents with the information required to help them succeed during their time at Sno-Isle. Please be sure to read this packet and review with your son/daughter. If there are any questions, please contact the instructor for questions or clarification.

***I have read the Automotive Technology Syllabus in its entirety and understand the expectations and policies of the program. I understand that Sno-Isle models a professional working environment and that everything I do is reflected in my grade. I have also reviewed and discussed this syllabus with my parent/guardian and understand that if there are any questions or concerns, I will communicate them with my instructor.***

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**Student Printed Name**

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**Student Signature & Date**

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**Parent Printed Name**

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**Parent Signature & Date**

*\*Due to the dynamic nature of the educational process, adjustments to this syllabus may be made at any time without prior notice. It is the sole responsibility of the student to follow the instructions and expectations of the program. Students will be given as much notice as possible in the event a policy is changed.*

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*Mukilteo School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator and Title IX Coordinator Bruce Hobert (425-356-1319), [hobertbl@mukilteo.wednet.edu](mailto:hobertbl@mukilteo.wednet.edu), Section 504 Coordinator Lisa Pitsch (425-356-1277), [pitschla@mukilteo.wednet.edu](mailto:pitschla@mukilteo.wednet.edu), and the ADA/Access Coordinator Karen Mooseker (425-356-1330), [moosekerkw@mukilteo.wednet.edu](mailto:moosekerkw@mukilteo.wednet.edu). Address: 9401 Sharon Drive in Everett, WA. Inquiries regarding ADA/Access issues at Sno-Isle TECH Skills Center should be directed to Wes Allen, Director (425-348-2220) [allenwr@mukilteo.wednet.edu](mailto:allenwr@mukilteo.wednet.edu). Address: 9001 Airport Road in Everett, WA 98204*