

NAME: _____

START DATE: _____

END DATE: _____

AUTOMOTIVE TECHNOLOGY

AUTO 0000 Program Orientation



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DAVISTECH
DAVIS TECHNICAL COLLEGE

AUTO 0000 Automotive Technology Orientation

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Introduction

Welcome to the Automotive Technology program at the Davis Technical College (Davis Tech)! The purpose of this program orientation is to acquaint you with information specific to the program and its unique policies and procedures. You are required to read this document thoroughly and discuss any unclear sections with your instructor or a Career and Academic Advisor. You may also review college policies on the Davis Tech website (www.davistech.edu) or in Student Services.

Program Description

Students enrolled in the Automotive Technology program will utilize industry standard tools and procedures for entry-level automotive servicing, diagnostics, and maintenance. The program offers a learning environment similar to what students should expect to encounter in the automotive servicing, diagnostics, and maintenance industries. Students will gain valuable hands-on experience servicing and practicing their skills on a large variety of vehicle makes and models – both foreign and domestic –while completing the program.

Program Objectives

You will engage in hands-on practice, instructional videos, information sheets, and competency tests. Upon completion of this program or a given certificate, you will have received specialized training as an engine repair technician, automatic transmission and transaxle technician, manual drive train and axles technician, steering and suspension technician, brake systems technician, electrical/electronic systems technician, heating, ventilation and air conditioning technician, engine performance technician, and a light vehicle diesel engine technician. Students will learn and apply the following while enrolled in the Automotive Technology program:

- Learn basic safety requirements necessary to work in the automotive shop and on vehicles
- Operate common use of measuring and power tools
- Demonstrate basic maintenance procedures
- Describe engine system fundamentals, including four-stroke cycle, engine sizes and performance
- Describe Transmission/Transaxle fundamentals including clutch operations
- Explain basic electrical theory
- Demonstrate proper testing procedures using a Digital Volt Ohmmeter
- Perform Battery and starter tests



- Diagnose and repair of lubrication and cooling systems
- Diagnose and repair of cylinder head and valve train
- Diagnose and repair of engine block assemblies
- Analyze alternative fuel and advanced technology vehicles
- Operate the reinstallation and general diagnosis of the engine

General Information

You can access this orientation on the Davis Tech program web site, as well as current information on the following items:

- Admission Requirements
- Classroom Availability
- Training Location
- Graduation Requirements
- Course Descriptions
- Program Requirements
- Gainful Employment Disclosures
- Estimated Cost (*tuition, fees, program and course materials*)
- Financial Aid
- Credentials
- Job Outlook
- Transfer Options
- Academic Agreements
- Industry Licensing and Certification

Advisement

Teacher advisement is important for your success at Davis Tech. Students who receive regular advisement are more likely to achieve their goals and complete their training program on schedule. Your instructor is also available to meet with you during the advisement hours listed at the beginning of this orientation. These meetings are used for you and the instructor to accomplish the following tasks:

- Update contact information in Northstar, the Student Information System.
- Review performance and attendance
- Define and clarify training and career goals
- Select appropriate courses according to interest and aptitude
- Select courses that achieve program completion requirements
- Discuss professional work ethic in performance, attendance, attitude, dress, behavior, and communication
- Discuss challenges with referral to appropriate institutional support systems that can help improve your success

Scheduling

Courses in this program have an open-start/defined-end schedule. Courses in this program may be



started at any time. Following course enrollment, you will receive a schedule that shows the date by which the course must be completed. If you fail to complete a course by the end date, you will be required to re-enroll and repay for the course. This type of scheduling is also referred to as course based because courses are paid for one at a time.

Campus Technology

Each time that you attend class, you will log in to and out of the Northstar Classroom Login Station using your 10-digit student number. You were given this number when you completed the Davis Tech enrollment process. You will use your student number to access the Student Portal as well. Your instructor will provide you with information on Canvas access.

You can access Canvas from any internet-connected computer at the following URL: <https://davistech.instructure.com/login>. If you have problems logging in to Canvas, please see your instructor or email online.support@davistech.edu. If you encounter technical problems while in Canvas, use the Help button in Canvas and the “Report a Problem” link. A general orientation to Canvas can be found in the New Student Orientation, but faculty will also offer an orientation specific to technology in your program on your first day of class.

Learning Resources

Student Resource Center

The classroom includes a Student Resource Center where you will find industry publications, periodicals, manuals, media materials. In addition, you will be given opportunities to use equipment and materials, such as computers with Internet access and software applications that are currently being used in industry.

Electronic Student Resources

Your Canvas orientation course contains electronic learning resources that can be used throughout your time in the program. Each canvas course links to these resources, and they will be updated regularly. If you find a frequently used resource (website, video, tutorial, etc.) that you think would be helpful for other students in your program, consider sharing the link with your instructor.

First Aid Supplies

The classroom also includes first aid kit, and other supplies needed in case of emergency. Evacuation maps can be found in strategic locations throughout the college.

Instructor Response Time

Your instructor will respond to any question regarding the program, assignments, or assessments in 24 hours within the Davis Tech operational schedule.

Student Policies and Procedures

You may find further information on institutional student policies and procedures here: <http://www.davistech.edu/student-policies>.



Students with Disabilities

If you have a disability and have questions about the process of obtaining accommodations or need further explanation of these requirements, please meet with your program counselor at Student Services to discuss your concerns.

Performance Standards

Competency-Based Training

Davis Tech courses are competency based, requiring you to demonstrate your knowledge and skill according to industry-based objectives and performance standards. Course lengths are based on actual clock-hours and are calculated on the average length you are expected to complete designated coursework. At the beginning of each course, you will purchase or receive course curriculum, which provides guided learning modules to follow. This includes the amount of time you should spend on each learning activity. This will help you meet industry time standards and complete coursework in an appropriate amount of time.

Progress

Progress is calculated by the number of scheduled hours versus the amount of coursework completed. Program progress must be maintained at 67 percent or better to be eligible for financial aid. It is recommended that progress be maintained at 85 percent or better. This will ensure that you can complete the program in a timely manner. If you have difficulty meeting 85 percent progress, please meet with your instructor. If you do not complete a course by the end date, you will have to pay for the course again (adult students only), and a faculty member will help create a Student Success Plan to ensure your success on a second attempt.

Grading

Each course has specific requirements in the course curriculum. However, for all courses, you are required to achieve 85 percent or higher to pass all required activities, including both assignments and assessments. If you don't pass an activity, you will be required to retake or rework it. Your score for each activity will be calculated by averaging all your revisions and retakes. You will receive a grade for each course. The assignments and activities that will be used to calculate your grade will vary according to the course. The specific details for each course can be found in the course curriculum.

The grading scale used throughout this program will be:

A	94 – 100%	A-	90 – 93%		
B+	87 – 89%	B	85 – 86%	B-	80 – 84%
C+	77 – 79%	C	74 – 76%	C-	70 – 73%

If you are unable to prove at least average competency in a given course or module, you will not complete it.

Attendance

Attendance must be maintained at 67 percent or better to be eligible for financial aid. The Automotive Technology program prefers 85 percent minimum attendance to ensure students can stay on track for timely completion of each course. Attendance is calculated using the number of



scheduled hours versus the number of hours you are present in the classroom. To meet this requirement, you must be in class on the days and times that you are scheduled. Your attendance requirement may be higher depending on any sponsorship or financial aid stipulations that apply to you. You must log in and out of Northstar each time you attend class, so your attendance is documented.

Talk to your instructor when an absence is necessary. Excused absences will be given for job interviews, Davis Tech sponsored activities, major illness and or major life events, off-site training, or high school activities. If you require an extended absence from the program, consult with your instructor prior to the absence. If necessary, a counselor in Student Services may assist you in this process.

Students are expected to attend class for the hours they are scheduled. If you are absent for ten consecutive scheduled days, you will be withdrawn from Davis Tech. Per the College Student Records Policy, student attendance information may be released to potential employers.

Academic Performance & Discipline

Your success in this program is important to us. We will work with you to help you succeed, but if we feel that you are not meeting the minimum standards as described in this orientation, we are committed to taking appropriate actions to help you improve. Failure to meet these standards may result in academic discipline. Reasons for academic discipline include but are not limited to violations of Davis Tech or program policies and procedures, violations of academic integrity, failure to maintain minimum attendance standards, failure to maintain progress standards, and repeating a course.

High school students must meet minimum standards in grading, progress, and attendance before transitioning into a place in the program as an adult student. These standards are established by the program and may differ across the college. In the Automotive Technology program, a high school student, who will become an adult student, should meet the following minimum standards:

Attendance: 75 percent Progress: 75 percent Grade: 75 percent

If you do not meet Davis Tech or Automotive Technology performance standards, you will be subject to academic discipline. Reasons for academic discipline include but are not limited to violations of Davis Tech or program policies and procedures, violations of academic integrity, failure to maintain minimum attendance standards, failure to maintain progress standards, and repeating a course.

Student Improvement Plan

When academic discipline is deemed necessary, the first step will be to create a student improvement plan. The goal of this plan is to identify any unsatisfactory performance along with changes that must occur to improve performance. The plan will also detail the length of time you have to correct the performance and the process used to monitor and evaluate the outcome.



Successful completion of the terms of the plan will end academic discipline at the end of the plan period. Failure to correct the unsatisfactory performance or maintain other program standards by the end of the plan period will result in additional academic discipline steps.

Termination

Termination from the program may be based on any one of the following reasons:

- **Performance Standards:** consistently failing to meet the Automotive Technology progress or attendance standards.
- **Dishonesty:** any documented episode of dishonesty including but not limited to cheating or not doing your own work.
- **Unauthorized Computer Use:** using classroom computers for anything other than work designated in the curriculum including checking email, visiting chat rooms, surfing the web, playing games, etc.

Termination means that you will be dropped from the program and will be ineligible to re-enroll in the program for a minimum of ten weeks (suspension). After that period, he or she may be eligible to re-enter the program subject to availability of an opening in the class. Only one termination will be allowed, and should you become eligible for termination again, regardless of the reason, you will not have an option to return to the program (expulsion).

Placement Services

Placement services are available to you when you complete your program. These services include resume review, interview skills, and job placement assistance.

Student Follow-up

Your success in finding employment is an indication of the quality of our instruction. To evaluate the effectiveness of our programs, we ask that you notify your instructor if you are already employed, you become employed, or your employment status changes. You may also report current military service, the pursuit of additional education, or reasons that may prevent you from completing your program or finding employment. If we do not receive a response from you, a Davis Tech employee will contact you to request your employment status.

Work-Based Activities

You have the choice to enroll in an Automotive Technology externship where you will work with local companies to apply skills learned through their course work in a real-world setting. The instructor will work with business partners to arrange and manage the details of the externship. Consult with your instructor to see the written instructional plan that specifies the objectives, experiences, competencies, and evaluations for this course.

Program Safety

You will learn about industrial safety in AUTO 1005 Introduction and Safety and are expected to follow the following safety standards:



- Demonstrate the safety requirements necessary to work in the automotive shop and on vehicles
- Identify the classes of fires and the appropriate fire extinguishers to have present
- Describe the automotive shop layout
- Demonstrate the proper use of cleaning equipment in the automotive shop and the proper cleaning of parts inside and outside of the vehicles
- Identify hazardous material located in the automotive shop
- Explain the importance of MSDS and how to properly handle common automotive industry materials
- Demonstrate the proper use and care of a torque wrench and how to grind a blade that can be used as a gasket scraper
- Use all automotive measuring tools including rulers, measuring tape, micrometer and vernier calipers
- Demonstrate the ability to convert measurements from metric to standard and standard to metric
- Demonstrate the proper and safe way to lift and support vehicles using jacks, jack stands, single post and dual post hoists

Course Evaluations

At the end of each course, your curriculum will guide you to an online evaluation with questions about instructional content and your primary instructor. We appreciate and value your feedback. Although you will be asked to enter your student number, this is simply to verify the evaluation is completed only once per student. The results of the actual survey are anonymous. Feedback is used for program improvement and professional development.

Student Code of Conduct

Dress Policy

Students should wear clothes appropriate for the automotive industry. Wear clothes that can get dirty. Don't wear loose clothing because it can get caught in running engine fan belts and suck you in. The same is true for long hair and jewelry. Long hair should be secured at all times, and jewelry of all types is discouraged.

Hair

All students shall wear their hair in a clean and well-groomed manner. Extreme hairstyles or colors are prohibited.

Clothing

The following are prohibited:

- Extreme or slovenly clothing, including, but not limited to, baggy or "sagging" pants or shorts; excessively oversized jackets or coats; inappropriately short, tight, or revealing shorts, skirts, dresses, shirts, etc.; clothing that is torn, ripped, or frayed; and cross-dressing.
- Short-shorts. Shorts shall be the dress or walking type and shall reach to at least mid-thigh when sitting down.
- Bare or stocking feet. No flip-flops or open toe shoes.



- Clothing which displays obscene, vulgar, lewd, or sexually explicit words, messages, or pictures.
- Clothing attachments/accessories which could be considered weapons, including, but not limited to, spikes on boots, bracelets or chokers, chains on wallets or belts.
- Exaggerated cosmetics, body paint or body piercing.
- Clothing that exposes bare midriffs, buttocks or undergarments.
- Clothing that advertises substances students cannot legally possess or use.
- Excessive jewelry, perfume or make-up.

General Class Rules

The purpose of the Automotive Technology program is to train those who want to be employed in the automotive repair industry. It is not a hobby shop. Students who just want to repair personal vehicles will become frustrated and struggle to complete courses in the time allotted.

1. You must pass the Safety Test with 90% accuracy before doing any work in the shop.
2. All vehicles must have the instructor's approval before being brought into the shop. Any vehicle left overnight must also be approved, and vehicle keys must be put in the lock box in the instructor's office.
3. Shop and service manuals are to be used only in the reference area or classroom, not in the shop.
4. College resources, which include instructor advisement, facilities, tools, equipment and program supplies are provided exclusively for educational purposes.
5. Safety glasses must be worn at all times in the shop. Only glasses with clear lenses are acceptable.
6. Tools must be returned to the panels in a clean condition. Hands must be washed first!
7. Exhaust hoses must be used in the shop when vehicles are running. The exhaust suction fan must also be turned on.
8. Fender covers are required on every car.
9. Work areas must be cleaned up after use, which includes cleaning the equipment, benches and floor. While working in the shop, the stalls need to be kept in a safe condition.
10. All cars are to be cleaned and double checked upon completion of repairs.
11. You WILL participate in general shop cleanup. These cleanups are usually done on Thursdays and Fridays. If you do not participate in cleanup, you will lose shop privileges.
12. Keep the inside and outside of the vehicle clean (many technicians are now wearing rubber gloves)
13. You must keep you work area clean. Old parts and containers need to be properly disposed of AFTER showing the customer.
14. You are required to do the highest quality of repairs. All work must meet or exceed industry standards. This will include double-checking work before the instructor checks it off.
15. Drinks and snacks are only allowed in the classroom and in the shop. They are not allowed in the testing area or around computers. You must clean up after yourself.
16. Any vehicle project must be approved by the instructor and the proper paperwork (Release of Liability form) completed before the car enters the shop.
17. Keys are to be left in the ignition and the window rolled down while in the shop. This will insure that keys aren't lost or locked in the vehicle.



18. Don't change the radio station or other controls inside the vehicle.
19. You will deal directly with the vehicle owner just as you would in the automotive field. This also enhances communication skills that are necessary in the field.
20. You are responsible for arranging outside vehicles for most shop assignments. This is especially important the further you progress in the program, because more and more vehicles are needed. All vehicles are to be treated with the utmost respect! The vehicle should be given back just as it was received. Improper practices and carelessness can result in extreme liability to each student and the school!
21. It is your responsibility to get the vehicle back to the customer.
22. You will complete all shop projects at least two times or more, until they meet a flat rate. The more you practice the better he or she will get. You can only use a vehicle once for a project. Flat rate has to be met the final try. Record results and fill out job sheets for every vehicle and assignment. All shop work needs to be signed off by the instructor on the day of completion.
23. Report broken or defective equipment/tools to the instructor. Broken or damaged parts need to be reported before continuing.
24. All bolts and nuts must be torqued to the proper torque. Always start bolts and nuts with fingers before using tools to tighten them so they don't cross thread.
25. You need to check with the instructor before leaving early.
26. You are not allowed to drive customers' cars without permission.
27. All cars are to be pulled out of the shop WHEN FINISHED. All cars should be out BEFORE clean up.
28. You will need to make arrangements with the instructor on all shop work not finished before the end of class. The vehicle may need to be removed until your next class.
29. All injuries must be reported to the instructor as soon as possible!
30. You must have a valid Utah driver's license.
31. Smoking is only allowed in the smoking shelter on the southeast corner of the campus. No smoking in the compound! No under-aged smoking!
32. Waste oil, waste anti-freeze, and tire balancing have extra fees associated with them. These fees are required before the work is performed. The classroom and manual rooms are to be quiet study areas. Respect other students and don't infringe on this space.
33. YOU ARE REQUIRED TO FOLLOW ALL SHOP SAFETY RULES. IF YOU DO NOT FOLLOW ALL OF THESE RULES OR YOU ARE NOT BEING SAFE IN YOUR WORK HABITS, YOU WILL LOSE SHOP PRIVILEGES AND FACE POSSIBLE DISMISSAL.

