



Program Disclosure

Transportation Technology

Automotive Technician Program

West Valley Training Center (WVTC)

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Mission Statement

The Salt Lake • Tooele Applied Technology College provides rewarding, competency-based, affordable, and accessible career preparation for youth and adults, which meets the needs of Utah employers.

Introduction:

It is the intent of the Automotive Technician Program to help prepare students to become automotive technicians with the skills employers require. This program is taught in an open-entry, open-exit format. This means that students can start their training throughout the year without having to wait for a semester or quarter to start. Students will progress as quickly as they can through the courses while demonstrating mastery of the skills required. However, the instructor is available to help them whenever they need assistance as this develops skills in critical thinking and problem solving. These skills are very important. Self-motivation is also a key skill in this program as students are in charge of setting their own deadlines as they work to maintain adequate progress through the program.

Each course has a syllabus. Students must **read through the entire syllabus for each of the courses in which they are enrolled as they are accountable to understand and comply with this information.** Each syllabus lists the materials that are required for the class. **It is very important that students purchase all the required textbooks, workbooks and student packets before attending class for the first time.** All students entering the program must take the Introduction and Safety course first and pass the safety tests and quizzes with 100% before being allowed to work in the shop area.

Description:

The Automotive Technician will service and maintain all types of automobiles and light trucks. Students must be able to learn and keep up with new advances in technology within the automotive industry. Students who complete their program will acquire the necessary skills to diagnose and repair mechanical and computer controlled electronic and electrical systems on the latest models of automobiles and light trucks. They will learn to diagnose and repair all vehicle systems in a hands-on, shop environment. They will become familiar with engine performance, disc and drum brake systems, ABS and non-ABS braking systems, ignition systems, chassis electrical systems, suspension and steering systems, all aspects of tire and wheel management systems, drive train components including: universal joints, constant velocity joints, drive shafts and clutches.

The National Institute of Automotive Service Excellence (ASE) Certifications are nationally recognized. These tests are currently given twice a year in the spring and fall. Employers nationwide recognize this certification. Customers have greater confidence in repair facilities that advertise the fact that their technicians have these certifications. The ASE organization and certifications foster an improved image for individuals and businesses that participate.

The ASE courses are National Automotive Technicians Education Foundation (NATEF) certified. NATEF evaluates the college's automotive technician training program every five years against standards that have been developed by employers nationwide and recommended for qualifying programs for certification and accreditation by ASE. The Automotive Technician programs prepare students to take the following four ASE certification tests:

- Electrical and Electronics Systems
- Engine Performance (Electrical and Electronics Systems is a prerequisite.)
- Brake Systems
- Suspension and Steering

Recommended Preparation

Basic knowledge of computer operations
 Ability to read and write English at a 9th grade level
 Ability to perform math operations at the 8th grade level

Certification and Proficiencies:

Students can obtain a *Certificate of Skill Competence* upon completion of each one of the following courses:

Automotive Program	Hours
Required Courses	360
Introduction and Safety	30
Math for Automotive Technicians	6
Brake Systems I	60
Suspension and Steering I	6
Computer Literacy (IC3 Skills)	90
Workplace Relations	60
Elective Courses	1,200
Practical Shop Applications	90
Utah State Safety Inspection (Workshop)	16

Technical Essentials	120
Preventative Maintenance and Basic Services	150
Steering and Suspension II	90
Steering and Suspension III	90
Brake Systems II	60
Brake Systems III	120
Electrical/Electronic Systems I	60
Electrical/Electronic Systems II	60
Electrical/Electronic Systems III	210
Engine Performance and Diagnosis I	120
Engine Performance and Diagnosis II	330
Job Seeking Skills	30
Special Applications	1 - 180

Students who complete all of the above courses will receive a UCAT *Certificate of Completion*.

Program Goals:

- Prepare students for employment opportunities in the automotive industry
- Provide quality equipment, curriculum, and facilities
- Encourage the development of critical thinking and problem solving skills
- Develop responsible graduates by structuring the programs to model a “real world” professional environment
- Provide our community employer partners with graduates that meet or exceed their requirements and expectations

Classroom Supplies:

Required textbooks, workbooks and student course packets are available for purchase at the West Valley Campus and the West Valley Training Center. Students are responsible to bring their own paper, pencil or pen and a binder or folder to class.

Classroom and Shop Conduct

- Students on medications that impair their ability to safely operate tools and machinery may not participate in these shop activities.
- Come to class prepared to work and learn.
- Stay on task
- Follow SLTATC's policies (available on the website at www.sltatc.edu)
- Follow the safety procedures and rules. (Students must pass the safety test with 100% accuracy before they start working in the shop)
- Respect the rights and property of others
- Practice the Care and Use standards while using shop and classroom equipment
- Use appropriate language
- Men and women with hair longer than shoulder length must restrain it in a bun or cap so that they are not at risk when operating equipment.
- Do not block the electrical panels or shower in the shop with any tools or equipment.

- When any parts cleaning operation is completed in the shop the parts washer lid must be closed completely. If any student observes a parts washer lid open and there is no one working there, the student should take the initiative to check for obstructions and close the lid.
- No food or drink allowed in the training areas

Shop Vehicle Policies

This is a college learning environment, not a business. Work performed on vehicles is for instruction and may take days or weeks to complete. The following are the guidelines the program follows with regard to work on vehicles not owned by the college:

- Students may bring *only* their own vehicle or the vehicle of immediate family members to the shop for completion of competencies when it is properly approved by the instructor.
- Students may perform work on vehicles they bring into the shop that pertain to what they are presently learning or have previously learned.
- High school students are not to drive school-owned vehicles into or out of the shop or shop areas.
- Students must have a valid driver's license to drive vehicles.
- Adults and high school students may drive their own vehicles into and out of the shop with the instructor's approval.
- Students may push vehicles as long as the engine is not running.
- Once a vehicle is in a service bay, high school students may start the engine, but must not put the transmission in gear or move it with the engine running unless authorized by the instructor.
- Students are responsible for their own vehicle insurance.
- When a vehicle is in the shop area and not being moved, it is to be left in park or neutral with the parking brake applied and a wheel blocked.
- When a vehicle is in the shop area, the driver side window must be down to avoid locking the keys inside.
- Ignition keys must not be left in the ignition when the engine is not running. Remove the keys and place them on the dash.
- An all-clear signal must be given before starting engines to prevent accidental injury.
- Jack-stands must be used to support vehicles before students are allowed to work beneath the vehicle.
- The instructor must inspect the vehicle lift points before a student lifts a vehicle off the ground with the hoist, floor jack or jack-stands.
- Fender covers are to be used when the hood is open.
- Exhaust hoses are to be used when an engine is running.
- No radios are to be played in the shop unless they are being tested. If the radio is being tested, the volume must be low.
- The instructor must be given the key for any vehicle that will remain overnight or after class.

Shop Clean-up

- Students will clean up their shop area at the end of each shop session.
- The instructor will announce the clean up at least 15 minutes before the end of the students' shop session.
- Students will stop what they are doing and immediately start cleaning up.
- When students have a spill or debris on the floor, they should start to clean up early to finish on time.
- Students *must not* sweep dirt or debris into any drains on the floor or outdoors. Collect it and place it in the trash containers.

- Students **must not** wash oils, antifreeze, solvents, or other hazardous liquids down any drains. Liquid spills must be cleaned up with the proper methods and disposed of correctly. For more information on any chemicals are likely to encounter, consult the MSDS binder in the classroom.
- Students may be assigned to areas of the shop to check for cleanliness and to clean equipment, benches and to sweep the floors as necessary.
- Students must not leave class until their work area in the shop is clean, all the tools cleaned and returned to their proper place, and the instructor has inspected your work area.
- Students are not to leave the shop area until all the tools are accounted for.
- There will be clean-up days for the entire class to clean the shop when necessary at the instructor's discretion.

Laboratory/Shop Forms

The following forms are required to be signed by all students before they can perform their lab/shop sessions:

- Student Safety Pledge/Agreement
- Project Job Sheet
- Approval to Work on Owner's Vehicle
- Automotive Technology Equipment Training Sign-off Sheet
- Authorization or Non-authorization to Use Images and/or Statements in SLTATC Publications:

Forms to be signed by high school students only:

- School Safety Information/Informed Consent

Evaluation:

Examinations on text material are taken on the computers through Blackboard. Students receive a passing score when they achieve mastery of 80% of the theory of the program and 100% of the hands-on and laboratory skill sets. As each module (small sections of the course that take approximately ten hours to complete) is completed, the instructor reviews and provides a Pass/Fail score. These scores are recorded in the Student Information System (SIS) to assist the student and instructor in managing satisfactory progress. High school students requiring a letter grade are provided recommendations based on the following scale:

A = 93% - 100%
 A- = 90% - 92%
 B+ = 86% - 89%
 B = 83% - 85%
 B- = 80% - 82%

Written examinations on the text materials may consist of multiple-choice, matching, yes/no, true/false, fill in the blank and diagram labeling. Shop skills will be demonstrated to the instructor as they are mastered by the student. Testing for shop skills may consist of hands-on demonstrations and written tests

It is the student's responsibility to notify the instructor each time a module has been completed. The student must submit the module completion sheet which contains the following information: **student name, course name, module letter and score**. The instructor will record the score in the SIS once the required score and the correct documentation has been submitted.

Challenging a Course:

Students may arrange a time with the instructor to challenge a course. Students challenging a course must obtain a score of 80% mastery the first time they take the examination. Students will be allowed to test out of a maximum of 2/3 of the total hours of a program.

Satisfactory Progress:

Students are required to maintain satisfactory progress as they move through their training program. Satisfactory progress means that students must master competencies in no more than one and one-half times the standard completion time. Satisfactory progress is represented as 67% or greater. Students who fail to maintain satisfactory progress will be required to meet with a student advisor to develop a plan to correct the situation. Ongoing failure to maintain satisfactory progress may result in disciplinary action.

Attendance:

The best way to insure satisfactory progress is for students to attend on time as scheduled. Students who are aware that they are going to be absent for more than 10 consecutive days, should contact Student Services to avoid paying additional tuition fees.

Schedules may be changed by contacting Student Services, provided availability exists. Schedules may be changed twice with no charge. Subsequent schedule changes carry a \$5.00 fee.

Students whose training is sponsored by a person or an agency that require progress and/or attendance reports must make arrangements with Student Services.

Citizenship (High School Students):

Citizenship policies for high school students apply for students who are enrolled for graduation credit. Grades for citizenship will be recommended according to the following:

- Eight absences in any one term will constitute a "U" in citizenship
- Two truanancies in any one term will constitute a "U" in citizenship
- Absences (up to five in any one term) for school activities, cleared by the administration, will not affect the student's citizenship credit.
- Three tardies in any one term will constitute an "N" in citizenship
- Four unexcused tardies in any one term will constitute a "U" in citizenship
- Five unexcused tardies in any one term will be considered as one unexcused absence
- Eight total tardies (excused or unexcused) in any one term will constitute a "U" in citizenship
- Inappropriate, disrespectful language or actions toward other students or instructors will result in administrative action.
- Cheating of any kind will result in a "U"

If you are a high school student and would like your absence to be excused you must email your instructor in advance. Phone calls will not be accepted, just send the email, so it is properly documented.

Professionalism:

The Automotive Technician program is conducted as if it were the students' employment. Therefore, it is expected that students attend regularly and on time; follow rules and processes; remain respectful of coworkers and supervisors (students and instructors) and dress appropriately for the occupation. Sandals, flip flops, shorts, tank tops, and low cut shirts are examples of inappropriate attire for this profession. Students exhibiting behaviors that inhibit learning in the program will be subject to disciplinary actions. It is expected

that the students will: **be on time, work while in class and the laboratory and stay until the students' scheduled class time is over.**

Computer Use:

Follow the College's computer rules outlined in the orientation packet, but pay special attention to the following:

- Use the internet appropriately—no surfing or games
- Do not use streaming audio over the internet
- Do not attempt to "hack" the computers
- Do not violate copyright laws
- Use the equipment appropriately to prevent damage
- Do not use the printers for personal use without permission from the instructor
- Always leave the computers on, but make sure to log off when finished
- Drinks and food are not allowed in the classroom or shop

Cheating/Stealing

Cheating and/or stealing will not be tolerated. Any student who is caught will be subject to disciplinary action, consistent with the standards of due process, which may include termination from the program and possible law enforcement action.

Cellular Phone Usage

Cellular phones will be turned to the silent mode. If the phone does not have a silent option then it must be turned off while in class. Any phone conversation must be made outside the classroom so as not to disrupt others. Phones must be off during examinations.

Due Process

The college shall strive to provide clear and precise standards and regulations concerning student conduct and to administer these standards in an equitable manner. Due process provides that students shall receive notification of statements or charges made against them in a timely manner and shall have the opportunity to respond to such charges prior to any action taken by the college. The procedures for due process are contained on college website at: www.slatac.org.

Student Concerns

Students who have a concern should first take it to the instructor for resolution. If a resolution cannot be reached, the student should arrange to discuss the concern with the program manager. If the issue cannot be resolved by either the instructor or the program manager, the student should contact Student Services and make an appointment with a counselor.

Grievances

Eligible grievances are those which occurred while a student was officially enrolled at the SLTATC. The complete grievance policy may be found on the college website at: www.slatac.org.

Termination

Justifiable termination will be for a period of 10 weeks. After that period, a student is eligible to re-enroll in the class, provided there is availability. Students with more than one termination will not be allowed to enroll in the Automotive Technician program.

Persons with a Disability

If a student has a disability that will require an accommodation, the student must request an accommodation from the Student Services Disability Officer. All requests for special considerations will be processed in accordance with the Americans with Disabilities Act, Section 504.

Learning Resources

A variety of additional resources are available to students enrolled at Salt Lake • Tooele Applied Technology College. Students are encouraged to access the resources in their program area or at the campus Learning Resources Kiosks. These resources have been carefully selected to enhance learning opportunities correlated with your area of training. Check-out of items is available through your instructor or through a student services representative.

Testing Procedures for the Automotive Technician Program

1. The student advises the instructor that he or she is ready to take a test. Note: Tests will not be given less than one hour before the student's schedule ends in order to allow the instructor enough time to review and record the test results and answer questions.
2. No materials are allowed on the desk during the time of the test and cell phones must be completely off.
3. The student completes the test on the same day it is started and turns it into the instructor immediately. The student receives the score for his or her records. The exam remains in the student's file.
4. In the event a student fails a test he/she must wait until the next business day to retake that test.
5. If a student fails three consecutive tests, he/she must repeat the course material and wait a minimum of three business days to retake that test.

Signature Pages for Disclosure (Both pages are signed by student. One copy must be provided to Student Services by instructor.)

1. Introductions

- I have met the instructor(s) in this program
- They have explained that they are there to help me through the program and that no question is too simple to ask
- I have been introduced to students who will be studying during the same time as my schedule.

2. Disclosure Review

- My instructor has reviewed all the sections in the disclosure with me.

3. Syllabus Review

- I have received a copy of the syllabus for the course in which I am enrolled.
- I understand the requirements for adequate progress and attendance
- I understand the open-entry/open exit system and that I must set goals for attendance and study to be successful in this program.

4. SIS System

- I have received instructions on how to log into Galaxy to keep track of my attendance
- I understand that I log in at the top of every hour that I am scheduled in the program
- I understand that I must maintain at least a 67% progress rate
- I also understand that good attendance will contribute to good progress.

5. Safety Review

- I have reviewed the classroom emergency procedure booklet and understand the evacuation route, assembly point and procedures
- The instructor has explained where the first aid kits, flashlight and fire extinguishers are located.

6. Student Concerns

- I have received a copy of the process for student concerns as contained in the Disclosure
- I understand how a chain of command operated in business and at the college and that I must resolve my concerns starting at the lowest level when feasible.
- I understand that this program's environment in the classroom and shop have been designed to replicate the workplace and that the instructor is similar to an employer. I understand that I should work through my concerns with my "employer"/instructor but that I have the option of bypassing the instructor to meet with the program manager
- I understand that I can file an informal or formal complaint with Student Services at any time.

7. Classroom Environment

- The instructor has explained the guidelines for classroom and shop conduct as outlined in the Disclosure
- I understand the importance of staying on task and respecting the rights and property of my fellow students, and the college staff.

8. Training Plan

- I understand the course sequence in the Automotive Technician Program starting with Introduction and Safety as explained in the Disclosure
- I know that I must maintain a 67% progress rate or better to remain in good standing
- I understand that I can receive a Certificate of Skill Competence for each course I complete and a UCAT Certificate of Proficiency when I complete all nine courses

- I understand that I can work with the college Placement Specialist to assess the job market upon completion of the program.

9. **Course Evaluation**

- The instructor has explained the importance of evaluating each course as I complete them
- I know that the computer that has the evaluation program is in the multi-purpose room and that I must ask the Student Services representative to enable the program
- I understand that this is my opportunity to evaluate the instructor, facilities, curriculum materials and overall program anomalously.

My signature below indicates that I have received and reviewed *both* a syllabus and disclosure for the course and program and tha the instructor has emphasized the areas checked above.

(Student's Printed Name)

(Signature)

(Date)

Signature Pages for Disclosure (Both pages are signed by student. One copy must be provided to Student Services by instructor.)

10. Introductions

- I have met the instructor(s) in this program
- They have explained that they are there to help me through the program and that no question is too simple to ask
- I have been introduced to students who will be studying during the same time as my schedule.

11. Disclosure Review

- My instructor has reviewed all the sections in the disclosure with me.

12. Syllabus Review

- I have received a copy of the syllabus for the course in which I am enrolled.
- I understand the requirements for adequate progress and attendance
- I understand the open-entry/open exit system and that I must set goals for attendance and study to be successful in this program.

13. SIS System

- I have received instructions on how to log into Galaxy to keep track of my attendance
- I understand that I log in at the top of every hour that I am scheduled in the program
- I understand that I must maintain at least a 67% progress rate
- I also understand that good attendance will contribute to good progress.

14. Safety Review

- I have reviewed the classroom emergency procedure booklet and understand the evacuation route, assembly point and procedures
- The instructor has explained where the first aid kits, flashlight and fire extinguishers are located.

15. Student Concerns

- I have received a copy of the process for student concerns as contained in the Disclosure
- I understand how a chain of command operated in business and at the college and that I must resolve my concerns starting at the lowest level when feasible.
- I understand that this program's environment in the classroom and shop have been designed to replicate the workplace and that the instructor is similar to an employer. I understand that I should work through my concerns with my "employer"/instructor but that I have the option of bypassing the instructor to meet with the program manager
- I understand that I can file an informal or formal complaint with Student Services at any time.

16. Classroom Environment

- The instructor has explained the guidelines for classroom and shop conduct as outlined in the Disclosure
- I understand the importance of staying on task and respecting the rights and property of my fellow students, and the college staff.

17. Training Plan

- I understand the course sequence in the Automotive Technician Program starting with Introduction and Safety as explained in the Disclosure
- I know that I must maintain a 67% progress rate or better to remain in good standing
- I understand that I can receive a Certificate of Skill Competence for each course I complete and a UCAT Certificate of Proficiency when I complete all nine courses
- I understand that I can work with the college Placement Specialist to assess the job market upon completion of the program.

18. **Course Evaluation**

- The instructor has explained the importance of evaluating each course as I complete them
- I know that the computer that has the evaluation program is in the multi-purpose room and that I must ask the Student Services representative to enable the program
- I understand that this is my opportunity to evaluate the instructor, facilities, curriculum materials and overall program anomalously.

My signature below indicates that I have received and reviewed *both* a syllabus and disclosure for the course and program and tha the instructor has emphasized the areas checked above.

(Student's Printed Name) _____ (Signature) _____ (Date)

(Parent/Guardian Printed Name) _____ (Signature) _____ (Date)
If student is under 18-years old a parent signature and date is required)