

Syllabus: Automotive Technologies

Personal Message

Welcome to Automotive Technologies...

It is my great pleasure to have the opportunity to be a critical part of your future and be a stepping stone for you to take to give you professionalism tools to be the BEST addition to any business or possibly be your own BOSS. My main objective is to help build you up and increase your work ethics and hire-ability that will enable you to be an asset to your future employer. Once you graduate High School you can either go further into college and the life skills learned in my class will put you ahead of most in college. For those who just aren't cut out for college and choose to go right into industry, you will have that ability to do so. For those who are ambitious and want to pursue the Automotive Technician or associated career path can get their Student ASE Certification and become an intern technician at one of the local dealerships or automotive shop by their senior year or sooner if you are really dedicated. That is not only possible, but probable. Last year alone I had 5 students get hired full time and 4 doing internship during summer break.

Your future is on your shoulders and decisions you make will make your future better.

... Mr. G

Items to consider Purchasing and bringing to class

Safety Shoes: Non-slip with composite toes

Mouse for Laptop

USB Phone charger cord: Cell phone lockers have USB charging ports installed inside.

About the Teacher

My name is Rick Garrigan (Mr. G) and have been working on vehicles since 1979 when I was 15 and in Auto's I as a Sophomore at Thunderbird High School, Phoenix. Mr. Kaufman was my Auto's teacher and he was a positive influence in my life at that time. Basically, after high school, I spent 7 years in the Army as a mechanic and then when I was out of the military a couple years I enrolled in the Ford ASSET Program at Glendale Community College. Mel Clayton Ford was my sponsoring dealership and started working there in 1990. I graduated the ASSET Program with an AAS degree in 1992 and worked at a few other Ford dealerships until 1997, my last dealership being Jim Click Lincoln Mercury on the AutoMall, Tucson. I worked two years as a service manager for Padata RV. Then on October 16th, 2000 I opened up my first Auto Shop and I have been a shop owner for 19 years now. On Monday, November 21, 2016 1:41 PM, I received an email and was asked to be an auto's teacher for SHS and after praying about it, I decided that it may be a good path to take. August 2017 I started teaching my first year and have been learning how to be a positive influence on the next generation. Just like I expect my in my students, I believe in moving forward and making every opportunity a positive one.

Important Information

"One person can make a good program great and one person can make a great program bad and dangerous for the other students".

The most important mandate that I **MUST** abide by, is to **provide the safest environment possible**, both physical and emotional and to breed an atmosphere that promotes educational success. I want you to be fully aware of the unique circumstances that exist in the Automotive Technologies program:

- Shop area is very large and 100% line of sight 100% of the time of all the students is not possible
- The Shop Environment can be very dangerous

- Shop Tools can cause harm to the student and/or property
- Property, Tools and Equipment are very expensive

Because of the potential for physical harm, damage to property, damage to equipment and loss or theft of tools; We reserve the right to remove temporarily or permanently, any student from the program for behavior that “does” or “may” lead to an unsafe environment for themselves, other students, property and/or equipment and/or theft.

- List of some (but not all) of the possible permanent removal from the course (Automotive Technologies):
 - Consistent or Egregious Unsafe Behavior
 - Being Untrustworthy
 - Any Type of Illegal Substance Abuse
 - Whether getting caught in the Auto’s Class or some other location on or off campus.

NOTE: Permanent removal from course (Automotive Technologies) will go through the normal administration process, but will be heavily weighed because of the extremely high potential of harm to students, property and equipment.

***Please spend some time reading all the rules and procedures and discuss the necessity for the consequences.

If you have any questions, please call me, Rick Garrigan at 520-625-3502 ext 1544 or email me at Richard.Garrigan@Sahuarita.net.

Class fee is \$20 and covers material directly involved in the Auto’s Program.

Financial Responsibility for Property, Tools and Equipment

Auto's Classroom Laptops:

Automotive Technologies has a set of classroom laptops that is exclusive to auto's students. The use of laptops in the classroom is a privilege that most Classes do not have.

Expectations of the Students and use of Laptops:

- When initiated by the teacher the students will get their issued numbered laptop and return to their assigned seat. Student will load up the CDX program ONLY (unless otherwise directed by teacher) and go to the specified chapter in the program.
- Students are NOT to go to any other websites; including but not limited to music, games or social media
- Students are to keep the laptops clean and free from any debris. All liquids, including water, will be kept at a safe distance from the keyboard of laptop and will have lids or tops on the vessel that will keep the liquid from spilling out if bumped or knocked over.

Consequences for damage to the Laptops - Zero Tolerance:

- **Any damage** that is brought upon their own or another student laptop that is in the classroom area will be assessed at the time of occurrence. Minimum fee for damage will be **\$50** and the maximum fee for a destroyed Laptop will be **\$700** for the cost of replacement.
- Types of damage can be, but not limited to: scratching any part of the case or screen, dropping, spilling liquid on, pounding on keys in an aggressive manner, drawing on laptop (with a pencil, pen or a sharpie), ect.

Cell Phone Lockers:

The cellphone locker has USB charging ports installed that are attached to the inside wall of the locker compartment. There is also a pair of safety glasses in the locker.

Expectations of the students are:

- Beginning of class get your assigned key from the Key Locker and unlock your locker, put your cell phone in the locker, take out the safety glasses, lock the locker and keep the key with you during class.
- After you lock the locker then you get to your assigned seat and put the safety glasses in front of you and have them ready if you are going to go into the shop.
At the end of the class you are to unlock the Cell Phone locker, remove your cell phone, put the safety glasses back, Lock the locker and put the key back on its hook in the Key Box.

Consequences for lost Key or damage to USB charger:

- If the key is lost then there is a \$10 fee charged to the student
- Damage to the USB charging cord will result in a \$30 fee

By signing this document you are acknowledging the financial responsibility of your students use of the Cell Phone Locker and the Laptop

Property, Tools and Equipment:

Between the Classroom and it's \$10,000 worth of furniture to the shops over \$200,000 worth of tools and over \$300,000 worth of shop equipment, not counting all the vehicles and other portions in the classroom and shop area that carry an expensive replacement. Automotive Technologies, CTE and SUSD30 reserve the right to charge the Student and Students Parent/Guardian for any damage, loss or theft by their Student.

NOTE: In this industry it is NORMAL for an employee to be responsible for \$1,000,000 of tools and equipment...

*****Need to Read and Sign the attached Financial Responsibility for Property, Tools and Equipment Form**

Objective

- To develop students of high moral character.
- To develop a strong work ethic.
- To prepare students for Multiple Automotive Service occupations.
- To prepare students to be employable in or right out of High School.
- To provide practical knowledge and skills for all areas of life.
- Get as many students working and in the internship program as possible

Class Structure By Quarter

Auto's I	Auto's II	Auto's III & IV
<ol style="list-style-type: none">1. ASE 0 – Safety and Foundation2. ASE 1 – Engine Repair3. ASE 5 – Brakes4. ASE 7 – Heating and Air Conditioning	<ol style="list-style-type: none">1. ASE 4 – Steering and Suspension2. ASE 6 – Electrical3. ASE 8 – Engine Performance4. ASE 2 & ASE 3– Automatic and Manual Transmissions	<p>This is a 2 hour block class for the Advanced Students who will use the two prior years of knowledge:</p> <ul style="list-style-type: none">*Working on Customers Vehicles at School*Working in the Dealerships for Money*Learn how to manage and run a business

Expectations

- Always Try Your Best (I grade on effort and positive attitude as much as test scores)
- Be Respectful to EVERYONE and EVERYTHING
- Do ALL your WORK: in class and in the shop
- Keep a Positive Attitude

Auto's CTE staff

Teacher:

Automotive Technologies Teacher

Richard.Garrigan@Sahuarita.net

520-625-3502 ext 1544

Rick Garrigan (Mr. G)

CTE Director:

CTE Director

Joshua.Fields@Sahuarita.net

520-625-3502 ext 1003

Josh Fields

Department Rules and Procedures

Please read student handbook. You can download it and read it at your convenience and keep it handy for future references.

*****All "school rules and policies" are observed in the Automotive Technologies Program and are the primary authority*****

- Students "must" wear closed toe shoes, long pants for shop days, otherwise they will not be able to participate
- Students are only allowed to enter the shop area when specifically authorized by auto's teacher
- No parking outside the Automotive Shop facility, except when granted special permission by auto's teacher
- Parents are to drop students off on main campus front entrance
- No one is to enter or exit the Automotive Department during school hours without prior authorization

- It is an Automotive Tech Department policy that **ABSOLUTELY** no students are to be here during a class hour for which they are not registered or prior authorization is not attained
- Students may be sent to ACE for messing with other students' belongings (This includes books, projects, personal items, etc.)
- Mature behavior "IS" expected at all times. It is assumed that students understand what mature behavior is. In an effort to make sure that it is clear, the following is a description of a few of the behaviors we require of students
- Use only appropriate language
- Treat ALL teachers, students and guests with respect
- Use tools and equipment only with permission and only for their intended purpose
- Before the bell sounds be in YOUR SEAT and be ready to work
- NO Cell Phones (Unless Authorized by teacher)
- NO Talking in class unless we are discussing
- NO EATING IN CLASS
- NO DRINKS OTHER THAN WATER IN CLASS
- Be RESPECTFUL at all times
- Participate In All Activities
- ALL Tools get put away right after Use!
- NO UNSAFE BEHAVIOR IN CLASS OR THE SHOP!
- Come to class with a good attitude and participate daily

Cell Phone & Backpack Expectations

****In the professional world: Non-work related cell phone use is the most production "robbing" device ever invented and has the potential of creating an unsafe environment. For this reason I will be forming the habit of self control to make the student even more employable. This includes PARENT contact with their student during class time.*

- *If there is an emergency at home and the student needs to keep their cell phone on them it is the parents obligation to give me a written request, send me an email or call the front office and have the request forwarded to me requesting that special limited privilege. If I do not receive an email or office request then that decision will be left up to me.*

Cell Phone Rules:

- Put Cell phones in Cell phone locker at the beginning of class
- No cell phones are allowed out, unless authorized by the teacher

Earbud and Headphone Rules:

- NO EARBUDS unless you are using them with the CDX Auto program to listen to curriculum only

Backpack Rules:

- Backpacks go on counter at the back of the classroom in main classroom and are not allowed on desk.
 - Make sure to get what you need out of your Backpack for class out before sitting down at the desk.

Consequences

	Positive	Negative
Consequences	<ul style="list-style-type: none">● Good Grades● Positive Attitude● Healthy Pride of Accomplishment● Activity Privileges● Possible Internship● Possible Job	<ul style="list-style-type: none">● Poor Grades● Parent Call and Conference● Removal from Shop or Class Activities (ACE)● Referral for Disciplinary Actions● Passed over for Internship● Passed over for Job● Removal from Course

Bell Schedules

Hour	Mon, Tue, Thu, Fri	Wed	Half Days
Value	7:05-8:00	7:05-8:00	7:05-8:00
1	8:20-9:15	8:20-9:05	8:20-8:59
2	9:20-10:20	9:10-9:55 Advisory Base 9:55-10:25	9:04-9:43
3	10:25-11:20	10:30-11:15	9:48-10:27
Lunch	11:20-12:15	11:15-12:00	10:27-11:07
4	12:20-1:15	12:05-12:50	11:12-11:51
5	1:20-2:15	12:55-1:40	11:56-12:35
6	2:20-3:15	1:45-2:30	12:40-1:20

Mustang Power Hour

MPH is designed to give the students who have a D, F or who just need some extra tutoring a more focused time frame during a portion of the lunch hour. Auto's MPH is GOLD and the **"first part"** of lunch. Student **MUST** attend the prescribed MPH or disciplinary actions will be initiated. MPH is starts at 11:25 and ends at 11:50 Monday, Tuesday, Thursday and Friday only. No MPH on Wednesday's.

- **MPH schedule:**

Gold (11:25-11:50)	Blue (11:50-12:15)
Math	ELA/Foreign Languages
Social Studies	Science
CTE	Fine Arts
	Health

Student Responsibilities:

- Attend office hours if you have questions, need help on homework, are assigned by the teacher, or have make-up assignments from absences.
- Check grades every Friday.
- Report to office hours for classes in which your grade is below a 70%. If you have more than one class that you have below 70% in, you will create a plan to attend office hours the next week. You will review your plan with administration.
- Phones may only be used with teacher permission.
- Remain in the classroom for the entire office hour period.

CONSEQUENCES for Failing to Show Up to MPH:

Administration will be assigning consequences to students who do not attend office hours. Students will receive a “strike” on a weekly basis if they are absent.

- 1st strike: warning letter
- 2nd strike: letter sent home to be signed by parent, lunch detention
- 3rd strike: letter sent home to be signed, after school detention
- 4th strike: letter sent home, ACE or administrative MPH

Hallway and building expectations:

- Hallways will be closed to students from 11:25-11:45 and 11:50-12:15.
- Hallways will be open for students to get to Gold office hours (in the rooms by 11:25) and to get to the Blue office hours (in the rooms by 11:50).

Grading Rubric

A = 100% - 90%

B = 89% - 80%

C = 79% - 70%

D = 69% - 60%

F = Below 59%

- 10% Bell Work
- 20% Professional & work ethics (Weekly Report)
- 15% Class & Lab Work
- 15% Quizzes
- 20% Tests

80% of your grade is combined % above

- 20% Final Exam

Tax Credit: Please pass this on to Friends and Family

PLEASE READ ALL OF THIS AND CONSIDER GIVING TAX FUNDS TO OUR PROGRAM, IT HELPS US MAKE OUR PROGRAM GREAT: Redirecting a portion of your State Taxes is a wonderful way to make your taxes go to the program you want instead of into a bureaucrats pet project in some other part of the state you will never go to. Arizona allows a portion of your State taxes to go to the public school program of your choice. This is not extra money, this is the same as you will be paying no matter what and does not affect your refund. You will get the same amount of refund whether you give to our program or not. The direct link for the law is [found here](#). I cannot express how important those funds are to this program and the students. It will enable the students to acquire items that they may not afford otherwise, it will help students go to the Skills Competition and it will help purchase NEEDED supplies and class teaching items. I really thank you for putting that money that is going to be spent anyway towards the Auto's Program. You can take this credit on any

tax liability for state income taxes up to \$200 on an individual tax return or \$400 on a joint return. You may donate up to your \$200 or \$400 limit in installments during the calendar year or donate it at one time.

If you want the funds to go directly to the Auto's program then please go to:

<https://susd30.us/families/tax-credit/>.

Example Only



of household.

GOOD FOR COMMUNITIES

Extracurricular activities are an integral part of a quality education. They provide authentic learning experiences through field excursions, interscholastic activities, fine arts, and leadership development programs.

YES!!! I WOULD LIKE TO DONATE TO THE SAHUARITA UNIFIED SCHOOL DISTRICT AND RECEIVE A TAX CREDIT FOR 2018.

Name: _____

Address: _____

City, State: _____ Zip: _____

Donation Amount: \$ _____

Email: _____

TAX CREDITS ARE NON-TRANSFERABLE AND NON-REFUNDABLE.

**Make your check payable to:
Sahuarita Unified School District**

Copper View Elementary

Sopori Elementary School

Field Trips Music Character Education

Area of Greatest Need (Undesignated)

MIDDLE SCHOOL & HIGH SCHOOL (6th – 12th)

Sahuarita Middle School

Anza Trail Middle School

Sahuarita High School

Walden Grove High School

Field Trips Area of Greatest Need (Undesignated)

Other (specify): Automotive Technologies, CTE

Use my enclosed tax credit to cover the following child's participation in the specified activity:

Student Name: _____

Activity: _____

Is this a PTP fee: Yes or No

Student Name: _____

Activity: _____

Is this a PTP fee: Yes or No

Vehicle Donations: Please pass this on to Friends and Family

Just like tax credit, donating a vehicle can bring in a GREAT teaching tool and another way to increase the club funds for the Auto's Club. I just ask you when you are donating the vehicle to make sure you stipulate in the donation instructions that is able to be sold Whole or parted out. By utilizing this verbiage it will allow us to continue giving the students the real life experience of repairing a

vehicle that may actually be used on the road other than the ones we work on for teachers, students and parents who trust us to work on their vehicles.

***By signing this document you acknowledge that you and this student have read and fully understand everything written and that you will do your best to make sure the student will abide by all the rules and will participate to his/her best abilities.

Student Name _____ Period ____ Date _____

Student Signature _____

Parent/Guardian Name _____ Date _____

Parent/Guardian Signature _____