

Program: Collision Repair Technology

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Room #	C3	FAX	(360) 570-4502
Session 1	Mon-Fri 7:50 am - 10:20 am	E-mail	kelly.sample@newmarketskills.org
Session 2	Mon-Fri 11:10 am – 1:40 pm	Google Class Code	oxqv6bo
Google Meet Link	https://meet.google.com/lookup/h33bvcz5gy?authuser=0&hs=179		

Students have the opportunity to earn I-CAR Platinum credentials through the professional development education edition for \$150 through the Collision Repair Technology program. For more details: <http://goo.gl/NKImg8>

Course Overview:

This program will provide an introduction and/or a continuation of hands on experience in the field of Collision Repair Technology where a technician will evaluate collision damage and perform body repair on vehicles in compliance with factory and dealership specifications. Collision Repair Technology is a multi-dimensional career field in which as many as 54 different skills may be considered necessary to be hired as an entry-level technician. Skills such as (though not limited to) structural analysis and damage repair, non-structural analysis, mechanical and electrical components, plastic and adhesives, painting and refinishing techniques, damage analysis and estimating will be introduced to the student through I-CAR certified instruction and hands-on workshop experience. This course is now eligible for **English Language Arts** credit towards graduation, 0.5 credit per semester.

In large shops, automotive collision repair technicians may specialize in one type of repair, such as frame straightening, door and fender repair, or glass replacement. Some collision repair technicians specialize in repairing fiberglass car bodies. It is important for collision repair technicians to have a solid knowledge base of the many functions required in repairing damaged body parts and vehicle bodies. Technicians should be able to interpret vendor products and catalogs. A background in art, business, and automotive mechanics is also useful.

An employee working in the body shop needs to give strong attention to detail and have an interest in automotive repair and technology. Working in the automotive industry can be physically demanding. Certain positions require employees to spend most of their workday on their feet and to carry heavy and awkwardly sized items. Workers may also spend long periods of time bending, lifting, squatting, and in other extended positions, so a reasonable level of physical fitness and flexibility is beneficial.

There is a strong emphasis on employability skills, professionalism, and leadership skills. As such, prompt daily attendance and active engagement are critical to your success in the Collision Repair Technology program.

Course Objectives and Units:

- OCCUPATIONAL HUMAN RELATIONS
- HANDLING HAZARDOUS MATERIALS, PERSONAL SAFETY, AND REFINISHING SAFETY.
- IDENTIFYING AND USING PROPER TOOLS FOR GENERAL AND SPECIALIZED REPAIR OF AUTOMOTIVE PANELING.
- PROPER WELDING TECHNIQUES WITH GMA (MIG) WELDERS.
- IDENTIFYING NON-STRUCTURAL STEEL PARTS ASSOCIATED WITH AUTOMOTIVE BODIES.
- IDENTIFYING STRUCTURAL STEEL PARTS ASSOCIATED WITH AUTOMOTIVE FRAMES.
- IDENTIFYING MULTIPLE TYPES OF AUTOMOTIVE FINISHES, AS WELL AS HOW TO APPLY THEM WITHIN ENVIRONMENTAL SAFETY AND VOC GUIDELINES.
- DETERMINING THE TYPE OF PLASTIC USED ON AN AUTOMOBILE, AND THE PROPER METHOD OF REPAIRING IT.
- IDENTIFYING AND USING THE PROPER PROCEDURES AND TOOLS IN POINT TO POINT MEASUREMENTS FOR FRAME AND SEAM ALIGNMENT ON AN AUTOMOBILE.
- HOW TO COMPLETE A DAMAGE ANALYSIS AND/OR REPAIR ESTIMATE FOR BUSINESS AND INSURANCE PURPOSES.

Course Supplies & Fees:

Students are required to provide one box of **nitrile rubber gloves** and one pair of tight-fitting leather gloves, waterproof closed-toed shoes/boots (with solvent-resistant soles), some type of small hat (baseball type preferred), lined paper, and pens/pencils for all classroom sessions.

Students must wear closed-toed shoes if they are to participate in any hands-on work outside of the classroom.

The shop fee provides for I-CAR text materials, safety glasses, ear protection, paint respirators, tools for training, and long-sleeved coveralls.

Grade Scale:

Percent	Letter Grade	Percent	Letter Grade
100-93	A	79.99-77	C+
92.99-90	A-	76.99-73	C
89.99-87	B+	72.99-70	C-
86.99-83	B	69.99-67	D+
82.99-80	B-	66.99-60	D
59.99 and below = F			

Instructional Strategies:

Methods and activities for instruction include lecture, discussion, demonstration, small group/cooperative learning, peer teaching and assessment, and project based learning.

Assessment Strategies:

Students will be assessed in the following areas:

- Demonstrate and communicate their understanding of the task at hand
- Create a project to display the steps taken in panel repair
- Show proper adherence to safety guidelines while in the shop areas

Employability/Skills/Technical English Language Arts: OVERALL COURSE GRADES WILL BE DIVIDED INTO THREE PARTS AND WEIGHTED AS SUCH.

Category	Classifications	
Employability	Each student learns employability based on punctuality, daily attendance, attitude, conduct and daily performance points.	.5 credit per semester
Skills	Skills proficiency demonstrations must be scored at 75% to secure credit. (Must complete skill tasks at 100% skill level before moving to next task.)	.5 credit per semester
Technical English Language Arts	Understanding of literacy conventions that apply to Collision Repair through technical reading, note-taking, peer review, oral presentation and technical writing.	.5 credit per semester

Attendance:

Attending school regularly is the law in Washington State. Attendance is especially important at NMSC because of the significant amount of demonstrations and hands-on activities. The teacher presents and demonstrates a skill, provides guided instruction to the students who then are given the opportunity to practice. If you are absent, you will miss critical instruction that will be a negative factor in your overall success in your career training. Absences might affect the student's ability to earn high school credit and/or affect whether the student continues in the training program.

We understand that extenuating circumstances result in unexpected absences. Just as you would in the workplace, **CALL the OFFICE at (360) 570-4501 IF YOU ARE GOING TO BE ABSENT.** An absence is not being in class for ANY reason when your school is operational. This includes but is not limited to pep assemblies, field trips, sickness, family emergencies, etc.

Discipline:

In the event that disciplinary action is warranted a progressive process is followed. Individual staff has the right to remove any student from participating in the program for the day if that student's behavior constitutes a disruption. Further progressive disciplinary action may result at administrative discretion to include permanent removal from the program if the behavior is determined to be disruptive to other students or to the educational process.

Redo Policy:

Classroom guided notes must be completed by filling in the blanks within one day after returning from absence. Missed unit test must be completed within 3 days after returning from absence.

Shop is mastery learning work. Students returning from an absence will continue working on their project until the task is mastered.

Food & Drink:

Absolutely no food or drink are permitted in the classroom and shop.

Zoom Policies

Students are expected to be professional and respectful when attending class on Zoom. The following are class policies for our meetings with Zoom. All students are expected to adhere to the policies.

- **Sign in with your full first name and last name as listed on the class roster.** Do not use a nickname or other pseudonym when you log in. **Stay focused.** Please stay engaged in class activities. Raise your hand to talk. Please. Close any apps on your device that are not relevant and turn off notifications. Video needs to be kept on. **Keep it clean.** Don't share anything you wouldn't put up on the projector in class! **Mute your microphone when you are not talking.** This helps eliminate background noise. **Be in a quiet place when possible.** Find a quiet, distraction-free spot to log in. Turn off any music, videos, etc. in the background. **Stay on topic.** Use the chat window for questions and comments that are relevant to class. The chat window is not a place for socializing or posting comments that distract from the course activities. If you fill it up with random comments, I will be unable to sort through the information quickly to address students' real questions/concerns about the course.
- **No disrespect or hate speech.** Just like in our in-person class, respectful behavior is expected. Consider Zoom a professional environment, and act like you're at a job interview, even when you're typing in the chat

Leadership:

ASB Class Officers for AM and PM classes:

Vote for President, Vice President, Secretary, Treasurer and ASB representative.

Meet once a month.

SkillsUSA is a partnership of students, teachers and industry representatives working together to ensure America has a skilled workforce. It is a national organization serving teachers and high school and college students who are preparing for careers in technical, skilled and service occupations, including health occupations and for further education.

Additional Policies and Course Requirements

NMSC Expectations & Policies – Student Handbook:

Students are expected to review and follow the school rules, procedures, and processes outlined in the NMSC Student Employability Handbook. New Market Skills Center follows Tumwater School District board policies. Rules will not be reprinted in the syllabus.

Cheating/Plagiarism:

Students are expected to do their own work. Cheating and Plagiarism (presenting another writer's work as one's own) will not be tolerated.

Electronic Equipment:

Personal electronic devices, including but not limited to, cell phones, iPods, PSP's, MP3 players, CD players can be a disruption to the educational process and are not permitted at school.

Students violating the electronics policy can expect:

- 1st offense – verbal warning
- 2nd offense – placed in teacher's office impounded
- 3rd offense – **KEEP/sent to the office**

Dress Code/Uniform Requirement in Addition to Student Handbook:

Professional Dress Day – will be decided by the Class Officers/up to 12 days a school year.

Safety Policy:

Collision Repair Technology Safety Pledge

S/P2 must be completed before working in the shop area.

Potential Certifications and Careers:

Skills/Certifications students will learn/earn while attending and completing the CRT program:

I-CAR Professional Development Program Pro-level 1 Certification (\$150 per student)

S/P2 Certifications (9)

3M Certification

Careers students can obtain:

With High School Diploma:

- Automotive Collision Repair Technician
- Automotive Refinish Technician
- Automotive Welding Technician
- Automotive Glass Technician
- Automotive Detailer
- Automotive Service Writer
- Automotive Collision Repair Business Manager
- Automotive Plastic Repair/Plastic Welding Technician
- Powder Coat Technician
- Automotive Paint/Parts/Supply Sales
- Marine Industry Rigger/Refinisher
- Aerospace Assembly Personnel/Refinisher
- Vinyl Graphics Designer/Installer
- RV Technician

With Technical Training:

- Automotive Collision Frame Technician
- Automotive Physical Damage Appraiser
- Automotive Collision Repair Business Manager
- Automotive Aluminum Welder
- Marine Repair Technician
- Sheet Metal Technician
- Welder

With Community College:

- Automotive Electrical/Mechanical Technician

With Four Year College:

- Transportation Technologies
- Transportation Engineer

Please sign and return to instructor

I have read, understand, and agree to the class rules, grading and expectations outlined in this syllabus.

Please initial the following rules for participation in the Collision Repair program:

	Parent	Student
1. No one is allowed to drive or start a vehicle on campus without a valid driver's license.	_____	_____
2. No student is allowed to leave campus for any reason without New Market recognized adult status or parent approval and signing out in the office.	_____	_____
3. Students will not be allowed to work in the shop without completed S/P2, safety glasses, and coveralls.	_____	_____
4. A parent or guardian is required call to excuse tardiness or absences.	_____	_____
5. Students are required to contact their instructor to notify of tardiness or absences as they would be responsible to do in the work place.	_____	_____
6. Instructors will final check all vehicle work you have done before vehicle leaves the shop. You must have the instructor personally check the torque on brake caliper bolts and lug nuts.	_____	_____

Student Name (Printed)	Student Signature	Date
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Parent/Guardian Signature	Date
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Communication between parents and staff is extremely important for student success. Please complete the information below and indicate which type of contact you prefer.

Parent Cell# _____	Student Cell# _____
	Student
Parent Email _____	Email _____