



Syllabus

Collision Repair Technology

Student Name: _____

Instructor

Mr. Joe Dietrich

327 East Penny Road

Wenatchee, WA 98801

Office Hours 8:00 am to 3:30 pm

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A. Course Description:

The Collision Repair Technology Course Summary: This class is divided into 2 groups. There are beginning and advanced or 2nd year students. First year or beginning students will complete multiple units of instruction and pass the I-CAR worksheets and test. They will perform hand on tasks in the shop and work on customer vehicles. Second year students will complete the I-CAR's nonstructural repair and refinishing units of instruction and pass all test to be able to take the Pro Level 1 Certification tests. Second year students are expected to take on a leadership role helping 1st year students while working on customer vehicles.

This course prepares individuals to perform entry level duties of a collision repair technician. In an effort to provide students with an experience that closely mirrors the real-world, 2nd year students will have the chance to do an internship at several Bodyshop's, 1st year students will do a job shadow.

This course is CTE Dual Credit approved and articulated with CCS. Students who demonstrate proficiency of the college course competencies by receiving the appropriate grade for EACH semester enrolled in the articulated high school class, may earn college credit through the College CTE Dual Credit program. Only students who meet deadlines, eligibility requirements, and successfully complete the course with a grade of 2.0 or higher will be awarded college credit. Participation in the CTE Dual Credit program is voluntary. High school students registered in the Student Enrollment Reporting System (SERS) for Dual Credit will follow CCS student policies for transcription of credit as the high school grading system may not exactly align with the College's. Credit and/or grades will not be removed once they have been transcribed.

B. Course Policies:

It is important for you to turn in all assignments on time. If you have missed school and have an acceptable excuse, you will have the opportunity to make up any missed work. If you missed one day (excused) you have one day after your return to class to complete work missed. Upon your return, it is your responsibility to ask for any assignments that were given on the day of your absence and obtain any notes from another student. Assignments that are 1 week late will get 50 percent of their grade on that assignment, assignments that are late more than 2 weeks will receive 0 points for that assignment.

Student participating in extra-curricular activities at their sending schools are still responsible for all class work and participation requirements at Wenatchee Valley Tech. Students who miss class to participate in extra-curricular activities will not lose daily employability points by providing an event schedule from their school showing dates and times prior to their absents. These extra-curricular schedules will be kept for reference is the student's responsibility to update changes prior to events so that the instructor will have prior knowledge of all events. Students will be required to buy a school work shirt from Wenatchee Valley Tech's office.

_____ **Student Initials**

_____ **Parent Initials**

This is a demanding class and involves hands on learning while working with tools to repair vehicles. There is a risk of injury while participating in this class. Please refer to Parent/Student Handbook page 12 regarding insurance requirements.

Students have personal responsibility to stay safe at all times. They need to make good decisions and not put themselves at risk. They need to recognize there are many risk involved in participating in this class, they can be hurt or seriously injured. They need to accept all the risk(s) and understand that they will be held accountable for all their actions regarding keeping themselves safe. They agree to follow all instructions given to them by instructor(s). They agree to point out any safety hazard that arises that could or would be a hazard to others or themselves. They will follow all safety rules and class expectations.

_____ **Student Initials**

_____ **Parent Initials**

Since most of us will be together for the year, you will be expected to respect the school, its contents, and especially the people. You will need to adhere to; the all policies outlined in your student handbook and all class policies. Safety policies for training equipment will be issued and enforced; all students must agree to follow each safety policy they are required to sign and date each policy before usage. Failing to follow safety policies can result in grade reduction due to not being able to complete competencies. Students also run the risk of being removed from the program. Instructor must give permission each time a student begins a hands on skill set. This will insure a safe environment, no horseplay is allowed at any time.

_____ **Student Initials**

_____ **Parent Initials**

Intervention process for Academic, Attendance and Behavior as outlined in Parent/Student Handbook will be adhered to.

School Board Procedure 3241P RCW 28A.600.040 will be adhered to.

C. Attendance Policy:

1. Call or Notify the Attendance Office if you will be absent or late to your class

662-8827.

1. After an absence, you must bring a note signed by a parent/guardian or school official. The note must be brought to the office to be recorded.

1. You have 48 hours after returning to school to bring a note excusing the absence.

Unexcused absences after 48 hours will be dealt with as truancy.

1. If you are scheduled to be in class at the home high school and Tech Center class

at the same time the home high school will take precedence.

1. If there is **NO** class scheduled at the home high school but the Tech Center is in session, students are expected to attend the scheduled class at the Tech Center.

1. If you choose to attend any activities associated with your home high school, your

attendance will not be negatively impacted **if** you notify the Tech Center instructor or attendance office **in advance**.

7. You will be held accountable for all work missed.

1. We must have parent/guardian permission for you to leave campus earlier than the

scheduled time.

Please refer to Parent/Student Handbook for all other attendance requirements.

D. Grading:

Wenatchee Valley Tech grades are assigned at six or nine-week intervals to coincide with the semester system or calendar used in the home high schools. Grades will be forwarded to each home high school based on dates identified in the Wenatchee Valley Tech reporting schedule. Students will receive 1.5 to 3 credits; depending on which school you originate, for each successfully completed program at the Wenatchee Valley Tech.

70% Competencies

15% Leadership & Portfolio

15% Test

Grading Criteria:

Letter Description

- A Excellent - Consistently meets standards, requires minimal direction and supervision, and makes significant contributions beyond classroom activities.
- B Quality – Meets or exceeds standards, requires limited direction and supervision, makes contributions beyond required classroom activities, completes all assigned work with occasional revision
- C Competent – Consistently meets minimum employment standards, requires average degree of supervision, and satisfactorily contributes to required classroom activities. Completes all assigned work at acceptable employment standards.
- D Passing
- F No Credit – Not enough competencies completed to receive credit.

Students successfully completing job competencies, hands-on tasks, earn grades, knowledge, and attitudes required in business and industry that are related to individual program objectives. Students will earn points for assignments, tests, tasks, projects, field trips, guest speakers and participation.

Assignments/Responsibilities:

Students grade will depend upon verbal and physical participation, assignments, presentations, wearing class uniforms, obeying class expectations, attendance, project-work and tests. They are to make good use of time when given projects and homework.

Participation: Students will be expected to have positive interaction during group discussions, teacher/guest lectures, field trips and group projects. Making the best use of time when given time for projects or homework. Actively paying attention and “being in the moment”. Showing a true interest in wanting to learn. Points will be earned daily.

Presentations and Projects: Throughout the year you will be given several presentations and projects to complete. These could include the use of power point, group projects, speeches, and other activities.

Assignments; daily quiz's, tests, home work, daily assignments, handouts, written work, and worksheets will be assigned throughout the year. Each unit carries a different point value depending on the nature of the material.

No profanities = words, expressions, gestures, or other social behaviors that are socially constructed or interpreted as insulting, rude, vulgar, desecrating, or showing disrespect. Words commonly used to describe profane language or it's use include: cursing, swearing, expletives, dirty words, sentence enhancers, cussing, irreverent, obscene, foul, indecent, strong, and pejorative language.

_____ Student Initials

_____ Parent Initials

E. Course Objectives:

This course is geared to give a broad overview of Collision Repair, from non structural repair to painting, with an option to earn Pro Level 1 Certification. Several methods of instruction will be utilized to help you learn. Lecture, presentations, guest speakers, field trips, written assignments, hands on activities, and tests, are among some of the techniques used.

The focus is to give students a background of all aspects of collision repair, and aid them in a decision on career, or further your education in collision repair technology.

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Units Covered:

1st Semester - 1st Year Students:

1. WKR 01 & S/P2 - Hazardous Materials, Personal Safety, Refinishing Safety.
2. TRM 02 - Removing and Installing Hardware
3. TRM 03 - Removing and Installing Exterior Trim.
4. STS 01 - Straightening Steel
5. EXT 01 - Bolt on Exterior Panels Part 1
6. EXT 04 - Bolt on Exterior Panels Part 2
7. PLA 03 - Plastic Repair Program 3
8. I-CAR Academy Series (on-line)

1st Semester - 2nd Year Students:

2. EDS 01 - Non Structural Supplement
3. AHS 01 - Advanced High Strength Steel
4. GLA 01 - Movable Stationary Glass
5. LSC 04 - Automotive Lightening

6. I-CAR Introduction Series (on-line)

ALL STUDENTS:

Employability and Portfolio

2nd Semester - 1st Year Students:

2. HAP 01 - Hazardous Airborne Pollutant Reduction
2. HWD 01 - Hazardous Material Storage and Disposal
3. CPS 01 - Corrosion Protection
4. REF 01 - Refinishing Program 1
5. REF 02 - Refinishing Program 2
6. REF 03 - Color Theory, Application, Tinting & Blending
7. I-CAR Academy Series

2nd Semester - 2nd Year Students

2. EDS 02 - Refinishing Supplement
3. REF 07 - Waterborne Products, Systems, Application
4. NEW 16 - Technology & Trends
5. I-CAR Pro Level 1 Certification test: Non Structural and Refinishing

F. Classroom Rules of Conduct

- * Be on time
- * Cell phone policy to be read, signed and followed.
- * If you have something to share, tell the whole class, no sidebar conversations
- * Pick up garbage, and push in chairs
- * There is no "I" in teamwork so you must try all activities.

I don't want to do that, or I can't statements are not acceptable

- * Class Moto's:

“Everyday is a training day”

- * Actively participate and work as a team member
- * Show Respect, Make Good Decisions, and Solve Problems
- * Treat property and equipment properly
- * Act professional
- * Language will always be of the highest standards
- * Wenatchee Valley Tech Parent/Student Handbook will be followed

G. Text and Required Supplies

2. Provided text materials from the following:

I-CAR's Academy Series

2. Safety Glasses are mandatory when out in the shop area
3. Class uniforms are mandatory. Students will buy them from the school and must be worn in shop while working

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H. Academic Performance Standards:

Positive experiences and high expectations should pervade the entire Wenatchee Valley Tech environment.

2. Staff members will first and foremost demonstrate a positive attitude and role model for students.
3. Staff and students will set high expectations for themselves and others while seeking ways to achieve them.
4. Objectives, learning activities, and evaluations will all be developed and implemented in the affirmative to facilitate positive direction and success.

Americans with Disabilities Act:

Students with disabilities needing academic accommodation should: (1) register with and provide documentation to the Student Disability Resource Center; (2) bring a letter to the instructor indicating the need for accommodation and what type. This should be done during the first week of class.

For more information about services available to Wenatchee Valley Tech students with disabilities, contact the Skill Center Student Services Secretary.

Non-Discrimination Statement:

The Wenatchee Valley Tech does not discriminate in employment or academic programs on the basis of national origin, race, color, religion, sex, marital status, or presence of sensor, physical, or mental handicaps. (In accordance with state and federal laws (RCW 28.A.85, Title IV of the Civil Rights Act of 1964, Title IX of the 1972 Educational Amendment, and Section 504 of the Rehabilitation Act of 1973).

Syllabus Change Policy:

This syllabus is a guide for the course and is subject to change without advanced notice.

Syllabus

Signature Page

Student:

I _____ have read this syllabus and understand what is

Printed Students Name

expected, and will follow all class expectations. I understand there is a risk of injury and accept the risk both in classroom and during all outside activities.

I also initialed the 4 areas (pages 2,3,5 and 6) on the syllabus and understand what is required.

Student Signature

Date

Print Name

Student cell number: _____

Parent/Guardian:

I have read and understood what is required from my student and will help them be successful in this class. I understand there is a risk of injury and accept the risk both in classroom and during all outside activities.

I also initialed the 4 areas (pages 2,3,5, and 6) on the syllabus and understand what is required.

Parent/Guardian Signature

Date

Print Name

Parent/Guardian cell number: _____

Parent/Guardian email address: _____