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Course Description:
Collision Repair and Automotive Refinishing -1 2 Semesters (540 hours) First year students
Collision Repair and Automotive Refinishing -2 2 Semesters (540 hours) Second year students

The Collision Repair and Automotive Refinishing program allows students to learn about a variety of automotive careers with an emphasis on the Collision and Refinishing technician specialty. The program is dedicated to using NATEF competencies and Task list and aligns to their rigorous standards. Technical and professional development will be equally encouraged throughout the course.

Instructional Philosophy:
Vision
We are dedicated to training Spokane area high school students for successful entry level employment in the collision repair and refinishing and other related industries.

Mission
Building technical & professional skills (2st.century Skills) with which students may obtain a career in the Collision repair industry at repair facilities nationwide.

Beliefs
• The student workplace should be modeled after industry, to make a seamless transition from education to employment.
• Mistakes are a powerful learning tool, and students should have the freedom of trial and error to build a strong understanding of cause & effect relationships.
• The value & intent of the instruction must be clear in a student’'s mind, not only to engage student interest, but to demonstrate the practical application in the workplace.

Course Goals:
• Students will use tools and equipment found in an Collision repair facility.
• Students will understand and use various paint systems
• Students will work effectively & respectfully with diverse teams to explore and perform the various duties of automotive industry personnel.
• Students will develop personal relationships in the automotive industry that will provide opportunities for career placement and advancement within that field.
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• **Major Course Components:**
  Students will complete assignments, activities, competencies, and customer work in the following areas: HR
  Week
  o 21st. CENTURY SKILLS Communication and Professionalism
    ▪ Resume, Job Search, & Interview
  o Occupational Health and Safety
  o Tools and equipment
  o Paint products
  o Disassembly and reassembly
  o Metal Work
  o Applying and shaping Filler
  o Surface Prep
  o Applying coatings
  o Repairing surface defects
  o MIG Welding
  o Estimating
  o Plastic Repair/ Plastic Welding
  o Customer Service
  o Color Matching
  o Color Blending
  o MIG Welding II

**Assessments:**
Students will complete online assessments using Precession Exams. Assessments. A pre-tests, final exams, skill
demonstrations and professional development exercises that reflect the NATEF standards are required for program
certification.

**Grading Policies:**
Students will receive in-class grades that use the following system to reflect their learning and ability to use content,
concepts and skills in a particular course:
  One: “On scale with knowledge-level learning targets.” Performance at this level indicates an emerging
  understanding of a knowledge or concept.
  Two: “More detailed level of understanding of knowledge and facts, but not fully proficient in the learning target
  concepts and skills.” Performance at this level shows inconsistent demonstration of mastery.
  Three: “Meets or exceeds the learning target.” Performance at this level indicates the use of application, and
  skills need to perform the tasks.

All programs at NEWTECH Skills center will use the following 21st Century Skill targets, in addition to1-2-3 technical
content targets:
  1. I can present and conduct myself in a professional manner.
  2. I can work with others in a flexible and consistent way in order to accomplish a common goal.
  3. I can communicate effectively in all forms within diverse environments utilizing common industry language.
  4. I can actively research, synthesize and apply new information and skills in order to reach conclusions.
  5. I can find multiple ways to solve a problem and can share the strengths and weaknesses of my solutions with a
     variety of audiences.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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<tbody>
<tr>
<td>A</td>
<td>A student must demonstrate a consistent level 3 by the end of the grading period</td>
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<table>
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<tr>
<th>Grade</th>
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<tbody>
<tr>
<td>B</td>
<td>A student must receive no 1s and have consistent 2s and several 3s by the end of the grading period</td>
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<tr>
<td>C</td>
<td>A student must demonstrate consistent level of 2 with only a few 1s by the end of the grading period</td>
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<tr>
<td>F</td>
<td>A student does not demonstrate more than an emerging skill level evidenced by mostly 1s and 0s.</td>
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Examples supplied below are not meant to be exhaustive, but to work as guidelines for each type of target.

**Technical Content Targets:**

In-class assignments, tests, competencies and activities are evidence of reaching proficiency.

Examples: Safe and proper use of tools and personal protection equipment; using vehicle diagnostic information to analyze a symptom and formulate a diagnosis.

**Technical Content Target examples:**

“I can demonstrate workplace safety within the automotive shop with myself, my peers, and my teachers”

“I can use my understanding of automotive theory to demonstrate my industry level skills in order to solve automotive problems”

**Industry Certifications:**

- Precision Exams
- SP2
- ASE Non-structural Repair, Structural Repair, Refinishing, Mechanical and Electrical

**Materials:**

- Students are required to have health/medical insurance before any shop work will be allowed.
- Must have student/parent info/medical sheet on file in school office.
- Students will be provided with their first pair of safety glasses. Replacement glasses are available for purchase through instructor/Office.
- Coveralls will be required, it is recommended each student bring a personal pair but if unable a pair in satisfactory condition will be provided.
- All students will be fit tested and provided a personal respirator assuming they pass the test and have their lab fee paid.

**Articulation:**

College CTE Dual Credit Program 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 and eligibility requirements 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 CTE 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.

Students may earn credit for the following college courses:

- ABF 133  Introduction to Industrial Safety and Hygiene  1 credit
- APLED 112  Applied Mathematics  4 credits
- APLED 123  Leadership Skills for Business and Industry  3 credits
Appearance Standards:
  We expect high standards of personal appearance. If you have long hair, you will be required to wear it tied back. No dangling jewelry: earrings, necklaces or bracelets. Coveralls will be worn to protect your clothing. A personal is recommended but if this is not an option a recycled pair will be provided. Long pants must be worn in the shop. (No shorts, tank tops or open toed shoes.)

SHOP DRESS
The following clothing articles need to be worn whenever working in the shop, including during clean-up:
  1. Uniforms – must be kept in safe, professional condition. They also need to be cleaned once a week, more often if necessary. Shorts and tank tops are NOT acceptable.
  2. Shoes – A separate pair of shoes can be kept for use in the shop. Anything other than designated shop footwear will not be allowed in the shop.
  3. Jewelry – Rings, wrist watches, bracelets, earrings that dangle, necklaces, ties, etc. present a safety hazard and therefore are NOT to be worn in the shop.
  4. Long Hair – Shoulder length or longer hair must be secured while in the shop.

Appearance Standards:
Dress standards as outlined in the NEWTECH Skill Center Student Handbook must be met at all times. Student dress cannot disrupt the educational process. Dress code violations include but are not limited to:
  • Dress that communicates the promotion of tobacco, alcohol, drugs, violence, vulgarity, profanity, or that is disparaging to gender, ethnicity, religion, gangs, or that has a sexual connotation is not acceptable school attire.
  • Underwear should be worn, but should not be visible. Clothing that reveals undergarments, bare midriffs, bare backs, or cleavage is not acceptable school attire.

SAFETY GLASSES
Clear, non-tinted, safety glasses must be worn at all times in the shop (excluding going to and from class or locker). Prescription eye glasses are not considered safety glasses. Students wearing eye glasses are required to wear safety glasses over their prescription glasses while in the shop.

HEARING PROTECTION
Hearing protection devices are available and must be worn when performing certain noisy operations or in the vicinity of those operations.

GENERAL SAFETY PRACTICES
  1. Students will not operate any power tool or machine until he/she has been given instructions, has satisfactorily passed a prescribed safety test and demonstrated to the instructor that he/she is able to operate the equipment in a safe manner. Assignment to the shop does not imply permission to use machines.
  2. Unsafe equipment, practices, or unsafe conditions must be reported immediately.
  3. Students will not remove guards from any shop equipment or machinery.
  4. All accidents must be reported immediately to the instructor.
  5. If, in the event of an emergency the instructor must leave the shop, all work must stop immediately and all students are to sit quietly in their classroom seats.
  6. Students are not to be in the shop or classroom without the instructor present.
  7. Horseplay and inappropriate or obscene language or gestures will not be allowed in the shop.
  8. JACKSTANDS MUST BE USED to support a vehicle whenever a vehicle is raised with a floor jack.

VEHICLES IN THE SHOP
  1. Vehicle speed in the shop should not be no more than a normal walking speed.
  2. Only licensed drivers will be allowed to drive their own cars in the shop.
3. Vehicle radios are not to be on when in the shop.
4. Vehicle car alarms are not to be armed in the shop.
5. Vehicle safety devices must be in operating condition before a car is to be brought into the shop, unless it is specifically brought in to make those repairs. **Unsafe vehicles will not be allowed to leave the shop.**
6. Permission must be obtained from instructor before bringing a vehicle into the shop.
7. Personal vehicle shop time will only be issues to the students in good academic standing.
8. When moving into or out of the shop area, do not run over any type of hose.
9. Spotters will assist whenever a vehicle is being moved.

For more information see Transportation Services Handbook

**VEHICLE PARKING**
Student vehicles must be parked in designated student parking per school policy.

**ASSIGNED AREAS**
Students are to be in their assigned area at all times. Students may leave the shop area only with instructor permission. Cell phones and electronic devices are to be used only with instructor permission and for class purposes.

**REPAIR ORDERS**
Repair orders are required before bringing a personal vehicle into the shop. All fees for parts and supplies must be paid before vehicle leaves the Shop

**THEFT / VANDALISM PROCEDURES**
Theft and vandalism will be dealt with according to school policy.

**CLEAN-UP**
Clean-up will begin with in 10 minutes of the students departure. All students are responsible for their designated clean-up areas and must clean-up before dressing down. Failure to meet the clean-up standards will result in the loss of shop privileges.

**DRIVING POLICY**
Students will operate vehicles according to school driving policies. Students understand that failure to follow conditions listed will result in loss of driving privileges and disciplinary action.
Student Safety Contract for
New Tech Skill Center Collision Repair

Student Name: __________________________, who is enrolled in Collision Repair will as part of this lab experience be using hand tools, operating machines, and handling materials directly related to the course curriculum. Each student will be given proper instruction in the use of the equipment and all related safety procedures. As with all training, the responsibility for following the proper safety procedures ultimately must be assumed by the student. I, the Instructor of the program, place student safety as my number one priority. Therefore, I ask the students to read and sign the safety contract indicating they understand the safety procedures. I also ask the parent or guardian to read and sign the safety contract indicating their permission to allow the student to participate in the class.

1. I will abide by all school policies as stated in the student handbook.

2. I will follow all safety regulations for working in the school lab.

3. I will not operate a piece of equipment without first receiving proper training from the instructor.

4. I will wear safety glasses at all times while working in the lab. These safety glasses are to be supplied by the program and must have clear lenses with side shields and be ANSI Z87 rated.

5. I will wear clothing that does not create a safety concern in the lab and is the appropriate Uniform for the Collision Repair program. Sandals, slippers or any open toed shoes are not allowed in the lab.

6. I will immediately report any injury or accident to the instructor.

7. I will ensure my action in the lab does not endanger others or myself.

8. I understand a messy work area is unsafe and that I am responsible for cleaning up after I am done.

9. I understand that safety instruction missed do to absences is my responsibility to make up prior to working in the lab.

10. I understand that failure to follow safety regulations will be grounds for removal from the class.

Students Signature: __________________________ Date: __________

I have read and understand the safety contract, by signing the contract I give my consent to allow my child to operate all the machines and equipment necessary to carry out the requirements of the course.

Parent/Guardian Signature: __________________________ Date: __________
Parent / Student Awareness Form

By signing this I am indicating that I have read the Syllabus and Shop Policy for Automotive Collision Repair and Refinishing at NEW Tech Skill Center and agree to the terms and expectations defined in it for the entire school year.

__________________________
Date                      Student

Student Email:________________________

Student Phone #:_____________________

Student Mailing Address:________________________

__________________________
Date                      Parent/Guardian

Parent / Guardian Email:________________________

Parent / Guardian Phone #:_____________________

Parent / Guardian Mailing Address:________________________