

**AUTO COLLISION TECHNOLOGY
COURSE SYLLABUS
Mr. Hess - Instructor
School Year 2011/2012**

Course Description

Auto Collision technology is an instructional class designed to give the two-year graduated student an understanding of all aspects of the Auto Collision Technology field. The standards that are required to work and participate in this field will be developed through hands on education. This course will focus on developing a full range of skills in Auto Body analysis and Repair. This course is designed to prepare the students for ASE Certification, I-Car Training, Collision Technician, Frame Straightening and Repair, Parts Counter, Estimator, Body Shop Manger, Sales Representative and Product Representative.

Instructional Philosophy

As the instructor of this program, my philosophy is to keep current with industry standards and keep up with new information by taking available classes. I will keep myself affiliated with advisory members on new ideas and innovations. I will bring public perspective into the lab in order to keep informed on what is expected. I feel my students are the end result of what I do. I will do my best to have the students ready and prepared to be functional in the Auto Collision Repair workforce. To better enable the students for employment in the Auto Collision Industry, I provide them with an opportunity to spend a day shadowing a technician in area body shops. On this shadow day experience, students follow, assist, and observe the daily routine of an employed technician. Shadow day is an integral part of my program. It has proven itself to be beneficial for employers and students alike. This experience helps tie industry and the school together and makes them partners. Employers have a resource for employees, Students have resources for employment.

Course Goals

Students will:

1. Maintain a professional image.
2. Conduct them in a professional manner. Compliant to industry standards.
3. Learn how to think and diagnose problems on their own.
4. Work together to accomplish a goal.

5. Work independently to accomplish a goal.

6. Plan a job in a series of steps.
7. Be able to take a job from beginning stages through completion.
8. Develop work ethics.
9. Do self-checks to determine if the repair is acceptable.

Major Course Assignments And Projects Technical Performance Projects:

Students will work on all projects throughout the Auto Collision course year. They are the following:

1. Set up and maintain proper work areas and identify extent of damage.
2. Demonstrate proper safety in all areas of the lab setting.
3. Protect vehicles finish and glass from spark and tools.
4. Basic tool maintenance.
5. Basic shop maintenance.
6. Proper cleaning of vehicles.
7. Proper basic prep-work.
8. Demonstrate vehicle detailing.
9. Determine correct method of repair.
10. Demonstrate knowledge of proper handling of paint and hazardous material, disposal of paint and materials.
11. Provide proper customer service billing.
12. Provide proper customer service phone usage.
13. Provide proper customer service relationship and check-ins.
14. Maintain a sanitary lab.

Related Academic Projects:

1. Identify the differences between full frame and unibody vehicles.
2. Research the various types of plastics/what is weldable/glued.
3. Research crash tests on repairs made with glue vs. welding.
4. Identify health hazards related to trade.
5. Identify types of respirators and their uses.
6. Identify types of metals and what type of weld is compatible with them.
7. Research crash results and comparisons for full frame vehicles vs. unibody vehicles.

Problem Solving/Interpersonal Projects:

1. Report theft and violations.
2. Schedule customer service appointments.
3. Complete customer service bills.

4. Complete daily check off list.
5. Complete daily cleanup work.
6. Perform weekly work evaluations.
7. Communicate to customer complaints.
8. Work with a team.
9. Maintain notebooks.
10. Fill out daily/weekly time sheets.
11. Log hours spent in each of the ASE categories, structural/nonstructural, plastic and adhesives, painting and refinishing.

Evaluations Criteria:

1. Attendance
2. Daily lab performance.
3. Practical work exams.
4. Written work packets.
5. Unit assignments.
6. Tests.
7. Safety.

SAFETY TESTING

Skill and technical training is second only to the safety of our students. To that end, the Auto Collision Technology Program not only places a heavy emphasis on safety training, but requires that each student in the program take and pass safety tests before they begin any work that may have specific safety issues. The Auto Collision Program gives the following tests during the course of the program.

General Lab Safety:

The Auto Collision Technology Program has a safety test that is intended to cover these issues and a written test to assess the student's understanding of these issues and how to deal with them. This general lab safety test must be passed at 100% before the student will be allowed to begin working in the lab. A note will be sent home to the parent (s) indicating that the student has passed the test and require a signature from them. This will be returned to the program and kept on file.

Machine/Equipment Specific Safety:

Students will begin using different types of machines and equipment at various times throughout the program. Prior to using each machine or piece of equipment for the first time, he/she will be instructed in its safe and proper use. A test may be required to assess student understanding. These tests must be passed with 100% accuracy.

Safety and Pollution Prevention (SP/2) General Industry Safety and Todaysclass.com Safety Module: These tests are an on-line course that instructs each student in the safety issues associated with their industry. This program is to be completed in the first two weeks of class, requires 6-8 hours each of online interaction and may or may not be completed during regular class time. Passage benchmarks for these tests are set by SP/2 and Todaysclass.com. Students who successfully complete this safety course will receive the industry recognized certificate from both agencies. Junior students will take Todaysclass.com while senior students will complete SP/2.

General Safety Policies:

1. Students will be given safety instruction throughout the program. Students must pass any safety tests associated with this instruction before beginning any actual work in the specific area.
2. Parents of any student who fails the general lab safety, **SP/2** or any specific safety test three consecutive times will be required to attend a conference to discuss that student's requirements for continued participation in the program. This conference will be with the program teacher, program supervisor as well as the student.

Job Shadowing:

All Auto Collision Seniors will be required to participate in a Job Shadowing Program. Each student will do all necessary work, contact job site employers and required paper work for a grade in the 2nd and 3rd nine weeks. This enables students to see on job site training in their related field.

Senior Project Program:

All seniors will be required to participate in Senior Projects Program. This will cumulate over the year beginning with a research paper involved with the TCTC English department. Finishing with a Senior Celebration towards the end of their school year in which students will showcase their products along with their portfolios built on their units.

Grading Scale:

The majority of the lab grade will be based on attendance, daily lab performance and hands-on practical examinations with the remainder of the grade based on written assignments, quizzes/tests, lab notebooks and presentations given throughout the year. Auto Collision

Technology grading scale is according to the Trumbull Career and Technical Center grading school policy.

92% ---- A

83% ---- B

74% ---- C

66% ---- D

65% - and below --- F