

CLASS SCHEDULE

1. CLASS DATES AND TIMES:
 - A) Classes held: Monday, Tuesday, Wednesday, & Thursday
 - B) Class hours: 8:00 a.m. to 1:15 p.m.
 - C) Class Break: 9:30 a.m. to 10:00 a.m.

ATTENDANCE POLICY

1. TIME CARDS:
 - A) Time Cards to be used for Attendance.
 - B) Punch in before class begins.
 - C) Punch out after class ends.
 - D) Do not remove time cards from class.
 - E) Do not punch in or out another student.
2. ATTENDANCE:
 - A) Attendance verification through time cards only.
 - B) Points given for each hour attended.
 - C) Points subtracted for being absent, late, or leaving early.
 - D) 5 tardies equal 1 absence.
 - E) Students absent thirteen (13) meetings or more will receive a mandatory grade of 'F'.

GRADING POLICY

1. PARTICIPATION (ATTENDANCE): (15% of your grade)
 - A) Students who are absent 16 meetings or more receive a mandatory grade of "F".
 - B) Based on number of hours attended - point system.
 - C) Points subtracted for being absent, late, or leaving early.
2. HOMEWORK ASSIGNMENTS: (15% of your grade)
 - A) Based on number of correct - point system.
 - B) Missing assignments - Automatic 1 grade lower for the course.
 - C) Late assignments - 50% lower grade on the assignment *for each day ate*.
 - D) Exception - Body Electrical Worksheets will not be accepted late.
3. WRITTEN TESTS: (25% of your grade)
 - A) Based on number of correct - point system.
 - B) Missing Tests - Automatic 1 grade lower for the entire course.
4. SUBJECTIVE LAB PERFORMANCE: (10% of your grade)
 - A) Having the required TOOLS during lab activities will affect this grade!!
 - B) Completed lab sheets and participation will be used to evaluate student performance.
 - C) Based on the number of lab, demo, lecture days attended.
5. WRITTEN MIDTERM: (10% of your grade)
 - A) Based on number of correct - point system.
6. WRITTEN FINAL: (15% of your grade)
 - A) Based on number of correct - point system.
7. PRACTICAL FINAL: (10% of your grade)
 - A) Based on number of correct - point system.
 - B) Performance based task and, or problem solving.

LETTER GRADES*

A = 100% to 90%	C = 70% to 79%	F = 59% to 0%
B = 89% to 80%	D = 60% to 69%	

- * 1. Percent of points earned, compared to points possible.
- 2. Students must maintain a minimum grade of 'C' in order to pass course.
- 3. Students absent thirteen (13) meetings or more will receive a mandatory grade of 'F'.

SHOP SAFETY PRECAUTIONS AND REQUIREMENTS

1. SAFETY CLASSES:
 - A) To be used at all times when class is in lab.
 - B) Lab - No Glasses, No work!
 - C) Safety glasses can be purchased from the tool room.
2. HORSE PLAY:
 - A) None - No horse play will be allowed, of any kind.
3. FENDER COVERS:
 - A) Students will use two Fender Covers on each car without exceptions.
If the hood is up, Fender Covers are on the fenders.
4. TOOLS AND TOOL CHITS:
 - A) Students are required to bring their tools on lab days.
 - B) Lab - No Tools, No work!, No Lab Score!
5. WORK APPAREL AND WORK SHOES:
 - A) Students are required to wear appropriate work attire on lab days.
 - B) Lab - No proper work attire, No work!, No Lab Score!
6. LAB SHEET REPAIR ORDERS:
 - A) To be used for all vehicle used in lab, no exceptions.
 - B) Each student must have a repair order.
 - C) Work orders must have a time stamp for starting, ending, and all breaks.
7. SAFETY / INSPECTION REPORTS:
 - A) An inspection report shall be filled out for each vehicle.
 - B) Each student shall fill out an inspection report.
 - C) An inspection report shall be attached to each repair order.

HOW TO ACCESS THE AUTOMOTIVE WEB SITES

1. AUTOMOTIVE DEPARTMENT WEB SITE

<http://skylinecollege.net/automotive>
2. KEVIN SULLIVAN'S AUTOMOTIVE FACULTY WEB SITE
Autoshop101 - Automotive Training & Resource Site
(Online ASE style Electrical Test Questions, Tech Articles, Training Modules,
Automotive Links, and Assignments.)

<http://www.autoshop101.com>

AUTOMOTIVE DEPARTMENT CONTACTS

1. AUTOMOTIVE OFFICES
 - A) Kevin Sullivan Room 10004
 - B) Auto Department Room 8204
2. OFFICE HOURS - KEVIN SULLIVAN
 - A) Monday through Thursday - 1:15 p.m. to 2:15 p.m.
 - B) Co-op office hours - By Arrangement
3. AUTOMOTIVE DEPARTMENT PHONE NUMBERS:
 - A) Office - Kevin Sullivan 650-738-4355
 - B) Home - Kevin Sullivan 650-872-3407
 - C) Tool room 650-738-4126
 - D) Email sullivank@smccd.net
 - E) Faculty Web Page <http://www.autoshop101.com>

EATING, DRINKING, SMOKING, AND PERSONAL CONDUCT

1. EATING AND DRINKING:
 - A) Food and drinks are O.K. in class.
 - B) Clean up after yourself.
 - C) Throw all cups, cans, and papers in trash can.
2. SMOKING:
 - A) Smoking is NOT allowed in classrooms, doorways, or the automotive compound area.
 - B) Smoking is allowed only in grass area.
3. ALCOHOL OR DRUGS:
 - A) None Allowed.
 - B) If under the influence, please stay home.
4. LANGUAGE AND CONDUCT:
 - A) Vulgar or offensive language or gestures will *NOT* be tolerated.

STUDENT REQUIREMENTS AND RESPONSIBILITIES

1. PROPER WORK ATTIRE:
 - A) Work boots or work shoes (OSHA approved).
 - B) Maintain *clean and neat* work attire (shirts buttoned and tucked in).
 - C) Safety glasses (impact resistant - with side shields).
 - D) Long hair should be tied back.
2. PROPER WORK TOOLS:
 - A) Must be professional quality.
 - B) Selected sets from the master tool list for the appropriate course being taken.
 - C) Must bring tools and tool chits to lab!!!
3. ADHERE TO ALL ACADEMIC AND LAB PROCEDURES.
4. MAINTAIN REGULAR ATTENDANCE AND GOOD ACADEMIC STANDING IN PROGRAM.