AUTOMOTIVE SERVICE TECHNOLOGY 1

STUDENT HANDBOOK

Revised: 3/22/18   Effective Date: 8/1/18

Automotive Service Technology

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Welcome

Emerald Coast Technical College Automotive Service Technology (AST) Program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills. It includes competency-based applied learning, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and automotive specific skills, and knowledge needed for its students to enter the automotive service industry.

Program Mission Statement

We prepare and empower today's students to meet the demands of an evolving and competitive global market

Faculty

Gary Price
Automotive Service Technology Instructor
ASE certified Master Technician
850-892-1240 ext. 5160
priceg@walton.k12.fl.us

Program Advisory Committee

Taylor Lathinghouse
Triangle Chevrolet

Gallagher Davidson
AutoZone Auto Parts

Courtney Beagle
O'Reilly Auto Parts

Paul Jones
All Pro Towing

Donnie Hicks
Triangle Chevrolet

New members may be added during the school year

Automotive Service Technology

Role of Advisory Committee

The advisory committee plays an integral role in this program of study. The committee provides invaluable input on occupation requirements, industry certification and salary expectations. The advisory committee meets at a minimum of twice annually.

Program of Study

Program of Study

Program: <u>T400700 - Automotive Service Technology 1</u>   **Total Clock Hours: ____1050**

TABE   9/10 ("A" Level Required Exit Scores):   Reading __9__   Math _10_   Language __9__

The Automotive Service Technology Program prepares students for employment and/or specialized training in the automotive industry. The program includes elements such as planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

The 2014-2015 Florida Statewide Demand Occupations List reports the following average entry wage for this occupation (2015): $11.94/ hour, with anticipated growth of 1.3% in this field. Please visit   www.employflorida.com for more information

Students are encouraged to contact the student services department or program instructor for assistance in planning a personalized program of study.

Course Name	Course Number	Clock Hours	Estimated Program Cost for All Courses Listed (planning purposes only)		
			Tuition (Florida) Resident)	Lab Fees	Books/Supplies- estimate only
Automobile Services Assistor	AER0014	300	$864.00	$225.00	$250.00
Automotive Brake System Technician	AER0418	150	$432.00	$112.50	One text book is required for use throughout the program
Automobile Suspension and Steering Technician	AER0453	150	$432.00	$112.50	One text book is required for use throughout the program
Automotive Electrical/Electronic System Technician	AER0360	300	$864.00	$225.00	One text book is required for use throughout the program
Engine Repair Technician	AER0110	150	$432.00	$112.50	One text book is required for use throughout the program
Total		1150	$3024.00	$787.50	$250.00

This program of study is provided to assist the student in planning for education and training programs currently offered at Emerald Coast Technical College, 761 North 20th Street, DeFuniak Springs, Florida, and does not constitute any legal or implied contractual obligation between the student and the Emerald Coast Technical College.

Automotive Service Technology

Program Orientation

Students will be introduced to the shop and classroom area. The instructor will also go over the program rules, expectations, and daily operations.

Program Overview

Automotive Technology focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the automotive industry:

1. Theory and operation, and repair of the following:
   - *Automotive Services Assistor
   - *Electrical / Electronic Systems
   - *Brakes
   - *Suspension and Steering
   - *Engine Repair
2. Technical and product repair skills.
3. Underlying principles of technology.
4. Labor, community, health, safety and environmental issues.
5. Computer, critical thinking, technical writing and research skills.

The Automotive Service Technology Program became NATEF certified on May 29, 2007. The purpose of the automotive technician training certification program is to improve the quality of training offered at secondary and post-secondary, public and proprietary schools. NATEF examines the structure and resources of training programs and evaluates them against nationally accepted standards of quality. NATEF's precise national standards reflect the skills that students must master. ASE certification through NATEF evaluation ensures that certified training programs meet or exceed industry-recognized, uniform standards of excellence.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Automotive industry; planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

Theory instruction and hands-on performance of all the basic tasks will provide initial training for employment in the automotive service field or further training in any or all of the specialty areas. Competency in the tasks will indicate to employers that the graduate is skilled in that area.

It is recommended students prepare for ASE certification exams while enrolled in the program. Therefore, test, textbooks, and study materials align with ASE exams.

Automotive Service Technology

Site Location

All classes will be held at Emerald Coast Technical College campus

Description of Career Field

Service technicians work on traditional mechanical components, such as engines, transmissions, and drive belts. However, they also must be familiar with a growing number of electronic systems. Braking, transmission, and steering systems, for example, are controlled primarily by computers and electronic components.

Other integrated electronic systems, such as accident-avoidance sensors, are becoming common as well. In addition, a growing number of technicians are required to work on vehicles that run on alternative fuels, such as ethanol and electricity.

Service technicians use many different tools, including computerized diagnostic tools and power tools such as pneumatic wrenches, lathes, welding torches, and jacks and hoists. These tools usually are owned by their employers.

Service technicians also use many common hand tools, such as sockets and ratchets, wrenches, and pliers. These tools generally are owned by service technicians. In fact, experienced workers often have thousands of dollars invested in their personal tool collection. For example, some invest in their own set of pneumatic tools—tools, such as impact wrenches—powered by compressed air.

Most automotive service technicians and mechanics work in well-ventilated and well-lit repair shops. Although automotive problems often can be identified and fixed with computers, technicians perform many tasks with greasy parts and tools, sometimes in uncomfortable positions.

Employment Outlook for Career Field

Automotive service technicians and mechanics held about 701,100 jobs in 2012. Most worked full time for private companies, and about 14 percent were self-employed.

The industries that employed the most automotive service technicians and mechanics in 2015 were as follows:

Automotive repair and maintenance	25.8%
Automobile dealers	18.5%
Automotive parts, accessories, and tire stores	12.5%
Government	.3%
Gasoline stations	1.83%

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Quick Facts: State of Florida, Automotive Service Technicians

2015 Median Pay	$37,850 per year $18.20 per hour
Entry-Level Education	Postsecondary non-degree award
Work Experience in a Related Occupation	None
On-the-job Training	Short-term on-the-job training
Number of Jobs, 2014	739,900
Job Outlook, 2012-22	5% (As fast as average)
Employment Change, 2014-24	39,100

Completion, Placement, and Licensure

See ECTC admissions department for latest information

Industry Credentials

ASE is short for the National Institute for Automotive Service Excellence. Since 1972 our independent non-profit organization has worked to improve the quality of vehicle repair and service by testing and certifying automotive professionals

ASE promotes excellence in automotive repair and service. Over 300,000 Automotive Technician and Service Professionals hold ASE Certifications. ASE Certified Technicians work in every part of the automotive service industry.

Two ASE test are included in the lab fees for the course. The instructor will meet with the student and schedule a date and time for the test when both the instructor and the student feel the student is ready to take the certification exam.

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Program Curriculum

Program Number	I470608
CIP Number	0647060405
Grade Level	30, 31
Standard Length	1800 hours

Course List

Course Number	Course Title	Course Length
AER0014	Automobile Services Assistor	300 hours
AER0418	Automotive Brake System Technician	150 hours
AER0453	Automobile Suspension and Steering Technician	150 hours
AER0360	Automotive Electrical/Electronic System Technician	300 hours
AER0110	Engine Repair Technician	150 hours

Basic Skills Level   Mathematics: 10

                                     Language: 9

                                     Reading: 9

Program Progression and Grading

Exams:

The course examinations consist of written knowledge examinations and performance evaluations. A knowledge examination is given upon completion of each major topic assignment. Performance evaluation must be mastered before proceeding to the next assignment. Students are required to master performance evaluations before moving on to the next major topic.

How You Are Measured (Grades):
40% Competency/Performance Evaluation (Daily assignments and lab activities)
40% Written Exams
20% Final: Course Completion Exams, Competency/Performance Exams.

Numerical Equivalent of Grades:
100-93   = A
 92-84   = B
 83-70   = C
Below 70 = F
A grade below 70 is an inadequate competency level expected by industry standards and will require repeating that particular OCP.

Incomplete = I

Incompletes (I) may revert to Failure (F) after 10 days.

Progress

Students will be provided with detailed assignment sheets for each major area/topic of study. Complete mastery of an area must be achieved before proceeding further. Students are responsible for maintaining a sufficient rate of progress throughout the course, consistent with their individual student ability.

Creditable hours may be awarded upon instructors' approval based on transcripts and course syllabi from a previous institution.

Satisfactory Academic Progress

Please refer to the ECTC Catalog for general information regarding Satisfactory Academic Progress

Appeals

Students who do not demonstrate satisfactory academic progress are referred to student services for counseling to determine if there is a reasonable possibility of successful program completion. Students who do not demonstrate satisfactory academic / program progress may be placed on academic probation for a minimum of one course to resolve the unsatisfactory progress or may be recommended for dismissal from the program. Students who have left the program due to lack of satisfactory academic progress may re-apply up to two times to the program, except for practical nursing. After two* unsuccessful attempts in a program in a two year period, the student must submit an appeal to the appeals committee in order to be considered for re-enrollment into a program.

*The practical nursing program permits only **ONE** re-enrollment attempt in the practical nursing program within the two year period. Students may submit a written appeal. Such appeals are reviewed by the program director. Students are encouraged to review the handbook of the specific program in which they enroll for additional information.

Program Completion/Graduation Requirements

Program completion requires passing grades in all courses

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Additional Support and Resources

A career counselor is available to help in planning coursework to maximize the student's possibility of benefiting from the educational experience and to assist in planning for successful entry into employment and/or additional education.   Student interests, aptitudes, and long-term goals are considered when developing the student's program of study.

Career counseling services are available to students to help in planning and achieving career and academic educational goals. Student services can help students explore possible career options through current labor market information and objective and subjective assessment of student interests, aptitudes, attitudes, and values. By assisting the student in acquiring relevant information, the counselor can help the student make informed career choices.   The student services department is also available to help the student gain job search skills as well as job placement.

Students who require additional academic skills preparation to facilitate success in career education programs or in adult high school can benefit from tutoring and developmental skills programs available in the ECTC Developmental Programs Lab. Student services can help the student in determining a workable schedule as well as assist in registering students for these services.

The goal of the student services department is a successful learning experience for students enrolled at Emerald Coast Technical College. Along with assisting students with specific academic and career related needs, counselors can assist students in developing skills for successful goal-setting, test-taking, and conflict resolution.

Program Admission Policy

This program adheres to the Emerald Coast Technical College admission policy as outlined in the current ECTC Catalog. Please refer to this catalog for ECTC admission requirements and procedures.

Services for Students with Disabilities

ECTC student services is available to assist students with disabilities who self-identify or are identified as requiring accommodations through the IEP (Individual Education Plan) process. Disabilities must be documented in order to secure specific accommodations. Such accommodations may not impact the level of instruction or constitute a fundamental alteration in the nature of the program, but are intended to assist with the delivery of such instruction to facilitate student success. Students may also be referred to the Office of Vocational Rehabilitation or other agencies for collateral support services. As a Walton County School District educational institution, ECTC complies with all applicable local, state, and federal laws in serving the needs of persons with disabilities.

Fees and Expenses

Please refer to the current ECTC Catalog for tuition information.

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Uniform Policy and Personal Appearance

Students are reminded that ECTC is a career preparatory facility. Dress appropriate to business and industry is expected. The dress and personal appearance of students should be a positive reflection on the family, student, school, and community. Students should refer to the Walton County School District Student Code of Conduct for dress code specifics.

Program Calendar

See Emerald Coast Technical College catalog for the latest school calendar

Attendance Policy

Career and technical education integrates acquisition of rigorous skill development and work ethics and personal and professional responsibility. Attendance and participation are essential components of career education. To facilitate student success in the industry, each career education program details attendance requirements that correlate with industry and regulatory agency provisions. Students are responsible for familiarizing themselves with these specific requirements. Students who are unable to meet the attendance and participation requirements of the career education program in which they are enrolled may be administratively withdrawn or dismissed from the program.

Excessive absences and/or tardies in PSAV courses may result in the award of lower grades for work ethics and work habits. Students who accumulate more that 20% absences in scheduled PSAV classes may be administratively withdrawn. Students are reminded that some CTE programs have a much stricter attendance policy regarding absenteeism. Students who receive financial aid should be aware that administrative withdrawal as a consequence of excessive absences prior to completing 60% of scheduled classes may result in both loss of financial aid and a requirement to repay a portion of funds previously awarded. Students who believe that attendance may present a problem should discuss their situation with the instructor and with student services. Students who receive financial aid should also discuss their situation with the financial aid director

Students who are receiving veteran's benefits may be withdrawn for failure to meet attendance requirements. Withdrawal may affect the student's veteran's benefits. Students are encouraged to access all available resources through veterans' assistance and ECTC student services to assist them in meeting attendance requirements.

ECTC Automotive Service Technology Program requires students to call or Email the instructor in case of an absence or tardy. When possible students should let the instructor know in advance of any appointments that will interfere with class.

The first infraction will result in a verbal warning, the second infraction will result in a student write-up, upon the third infraction of this rule the student, the instructor, and a counselor will have a conference and a student counseling form will be filled out and sent to appropriate parties (financial aid, workforce,

VA, Ect.) Students will be required to make up any work that puts them behind do to absences, they must also meet all requirements of the coursework, including labs and hands on competencies, at the end of the course any coursework not done will result in an incomplete, after 10 days an incomplete will revert to a failure of that course. If a student is having problems making up course work they should see the instructor for possible supervised makeup hours.

Safe and Ethical Conduct/Principles of Professional Conduct

Emerald Coast Technical College is dedicated to not only to the preparation of students for rewarding and satisfying careers, but also to the development of persons who behave ethically and responsibly. Students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school and their career programs and will not infringe on the rights of others. Dress and behavior of students attending ECTC should reflect that of the mature student seeking career preparation, and industry credentialing. Students choosing **not** to follow school rules and regulations as described in this handbook and detailed in the Walton County School District Student Code of Conduct, will receive appropriate disciplinary action in accordance with Emerald Coast Technical College established policies and expectations and the Walton County School District Student Code of Conduct.

The following situations are provided as a broad, non-specific guide for student behavior that may result in disciplinary action:

- Student refusal to follow established rules and regulations (program/school/district)
- Student misconduct that provides for serious negative effects on Emerald Coast Technical College Center students, staff, and programs
- Student conduct that negatively impacts safety of self, others, or the school
- Student lack of proper adjustment / response to correction

Students should review the Walton County School District Student Code of Conduct available at www.walton.k12.fl.us. Questions related to the Code of Conduct may be directed to instructors, student services or administration.

Academic Misconduct/Academic Integrity

Students are expected to be individually responsible for their own work and to uphold principles of personal and professional integrity. Academic dishonesty damages the reputation and ethical principles of the student, the student's career preparation program, and Emerald Coast Technical College. Academic dishonesty will not be tolerated. Cheating, collusion in dishonest behaviors or acts (including obtaining an unfair advantage), plagiarism, and forgery undercuts and weakens the mission, beliefs, and values that Emerald Coast Technical College is committed to uphold and maintain. Students who

compromise or attempt to compromise the principle of academic honesty may be subject to oral admonition, oral or written warning, or disciplinary action including a grade assignment of "F" (failure) in related work; e.g.., test, project, skills demonstration, or in the course. Students may also be placed on probation for a minimum of one term following the incident of academic dishonesty or be dismissed from the career education program.

Students who fail to report witnessed acts of academic misconduct will be considered as colluding in the misconduct or academic dishonesty and will be subject to the disciplinary actions noted.

Incidents of academic dishonesty should be reported in complete detail in writing to the instructor or to the administrator. Students involved in an incident of reported academic dishonesty will be notified and the charge will be investigated. At the conclusion of the investigation, the charge of academic dishonesty will be dismissed or the appropriate disciplinary action will be taken.

Student Grievance Procedure and Appeals

The purpose of the student grievance procedure is to provide a means to a fair and equitable resolution of any complaint that a student may have with regard to policy, procedure, rules, or regulations of Emerald Coast Technical College. Students are reminded that Emerald Coast Technical College is a public school operated by the Walton County School District and that Walton County School District publishes a Student Code of Conduct each year. Student Grievance procedures are outlined in the Walton County School District Student Code of Conduct and are restated here:

1. Informal: The student should first take a complaint to the person(s) involved and try to solve the problem.

2. If left unresolved: The student/parent must give the principal/director a written and signed grievance. This should describe the problem and give all facts and suggested solutions. This must be given to the principal not more than ten (10) days after the incident occurred. The principal will then render his/her response within three (3) school days when feasible.

3. If the student/parent does not agree with the principal's decision, the grievance, as described in Step 2, may be sent to the Walton County School District Superintendent. This has to be done within three (3) days after the principal's decision. The Superintendent's decision is considered final and will be rendered to the complainant within five (5) days.

4. Filed Student Grievances will be maintained for a period of seven (7) years from date of principal's decision.

No person shall, on the basis of gender, marital status, sexual orientation, race, religion, national origin, age or disability be denied receipt of services, participation in school activities or access to programs if qualified to receive such services. Any student who believes that he or she has been discriminated against may file a complaint with the Student Grievance Procedure described in this Code of Conduct to

the Equity Officer, Tom Blackshear, Walton County Schools, 145 Park Street, DeFuniak Springs, Florida 32435.

--Walton County School District Student Code of Conduct

The following information in provided to students as referenced in the Walton County School District Student Code of Conduct. Students should consult the Student Code of Conduct for additional information. This handbook is available in student services and is available online at www.walton.k12.f.us and on the ECTC website at www.ECTC.edu. A step by step procedure for students wishing to file a grievance is located at the end of this catalog/handbook (page 62). Filed grievances are maintained for a period of seven (7) years from the date of the principal's decision.

 "A basic ingredient of due process of law is that one who is not satisfied with a decision may appeal it to a higher authority. Thus, the student may appeal a decision of a teacher to the principal, and the principal's decision to the Superintendent. Before any punishment is issued to a disciplinary referral, the school administrator MUST afford all students involved in the incident the right to be heard. The decision for the appropriate punishment will be made by the administrator only after gathering all information regarding the incident. The administrator will document that due process was conducted in writing on the referral form and in notice to the parent (if applicable).

The Walton County School District adheres to the guidelines established by the Florida Educational Equity Act. This act requires that each district of public education operate in a way that does not discriminate against students or employees on the basis of race, national origin, sex, disability, or marital status. The Walton county plan for ensuring that these requirements are met has been developed and implemented and approved by the State Department of Education. The Walton County School District Equity Officer is Dr. David Jeselnik. Contact may be made at the Tivoli Complex, 145 Park Street, Suite 5, DeFuniak Springs, Florida 32435, phone (850) 892-1100."

Emerald Coast Technical College is accredited by the Commission of the Council on Occupational Education. The Commission's contact information is:

> Council on Occupational Education
> 7840 Roswell Road
> Building 300, Suite 325
> Atlanta, Georgia 30350
> Telephone: 770-396-3898
> FAX: 770-396-3790
> www.council.org

Incident Reporting

Report all incidents to the instructor

Leave of Absence

Occasionally students find that temporary withdrawal from classes is necessary due to circumstances beyond their control. Serious illness, military obligations, and family situations are included in this term. A leave of absence maintains the student's status with ECTC for a maximum period of two terms or 180 days. Students who wish to return to ECTC at the end of an approved leave of absence may do so without applying for re-admission. Students must notify admissions of the expected date of their intent to return to classes a minimum of one quarter (three month period) prior to the return.   Students who wish to benefit from the leave of absence provision should complete a leave of absence request form and discuss the matter with student services.

Withdrawal

Students are encouraged to use available support services to help them achieve successful program completion. Students withdrawing from the program must notify the program instructor then discuss the matter with student services. The student will be referred to the financial aid office, if applicable. Afterwards, the instructor will submit the withdrawal form to data entry for processing.

Return to Title IV Funds Policy (R2T4)

When students who have been awarded Title IV financial aid withdraw from, are administratively withdrawn from, or discontinue attendance in **all** courses **before** completing 60 percent of the hours for the period in which they are enrolled and charged, the student may be required to return a portion of the financial aid received. A Return to Title IV Funds (R2T4) calculation must be performed to determine the amount of unearned funds the student and/or school must return to the appropriate financial aid program. The student is responsible for any unearned funds repayment amounts owed to ECTC. Such amounts must be cleared before the student may re-enroll at ECTC. The unearned portion is calculated based on the percentage of the clock hours the student was scheduled to have completed as of the withdrawal date; i.e., the clock hours scheduled to have been completed is divided by the total clock hours in the term/period. If this calculation yields a result greater than 60%, the student will be considered to have earned the total award (100%).   In the event that earned Title IV funds have not been disbursed as of the withdrawal date, the school will credit any outstanding charges for educationally related expenses remaining on the student's account as of the withdrawal date (Prior year charges cannot exceed $200.00.).   These charges will be subtracted from the student's post-withdrawal disbursement (PWD) of financial aid. Any remaining funds will be disbursed according to federal requirements.   Funds included in the Title IV Return of Funds process include unsubsidized Federal Stafford Loans, Subsidized Federal Stafford Loans, Federal Perkins Loans, Federal PLUS Loans, Federal Pell Grants, Federal supplemental Opportunity Grants (FSEOG), and other Federal programs/grants.

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Students who incur liability for return of Title IV funds will be notified by the financial aid department. Students who do not return the required funds within the specified time period (usually 45 days) or enter into a repayment agreement with the U.S. Department of Education, will lose Title IV eligibility. Emerald Coast Technical College is currently participating in the following Title IV Programs:

- Pell Grant

As determined from attendance records, the withdrawal date used in calculating the portion of unearned financial aid to be returned is the **last day** of attendance in an approved and eligible PSAV career education course at ECTC. Continuing workforce education courses, community education courses, adult general promotion (adult high school, adult basic education, and vocational preparatory instruction /remedial courses are **not** eligible for Title IV assistance and are **not** considered as approved PSAV courses for determining this calculation

Students who are receiving Title IV financial aid should contact the Office of Financial Aid prior to withdrawing or discontinuing any or all courses.

Personal Telephone/Cell Phone Usage

Cell phone usage during class should be kept to a minimum, excessive abuse of this rule will result in points being deducted from the students grade and may cause failure of the course.

First aid, Emergency Procedures and Inclement Weather

Recognizing that a safe environment contributes significantly to the learning process, Emerald Coast Technical College conducts semi-annual safety inspections of school facility and grounds. Exits are clearly marked and exit routes are displayed near office and classroom doorways. Safety drills are conducted throughout the school year and students and staff participate in regular, scheduled emergency drill exercises in order to effectively respond to crisis and potential disaster situations, including inclement weather, tornado, fire and intruder (lockdown) alerts.

There is a First Aid Kit in the instructor's office for minor cut and abrasions. Students who witness or are hurt in an accident should notify and/or seek assistance from school staff immediately. Students who experience an accident or emergency requiring medical intervention should report to their instructor, the administrator, or the admissions office to facilitate notification of 911 emergency services.

Fire extinguishers are located and maintained throughout school facilities. Each program area provides appropriate safety equipment and gear. Students should familiarize themselves with program handbooks and follow all prescribed safety measures.

Customer Vehicle Work

The automotive program takes in by appointment vehicles of Walton County school district employees for repair and training purposes. A small fee is charged for these repairs. All work orders are to be turned into the instructor where he will complete the paperwork and turn it into the front office for collection.

Forms

See ECTC website or the ECTC catalog for the most current forms.