



Attitude – Respect – Responsibility

Auto Collision
2022-2023 Syllabus

Building Location: B wing

Room Number: 6B/7B

Instructor Name: Mr. Justin Bruno

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Welcome

Auburn Career Center's Mission

Our mission is to guarantee that all students empower themselves, excel in the emerging workplace, and enrich their community.

Auburn Career Center's Core Values

We believe that:

- People are personally responsible for their choices and actions
- Treating people with dignity and respect will enhance learning
- Attitude and goals drive achievement
- All people can learn
- All people can make positive contributions
- Change is exciting and essential for growth

Course Information/ Contact Information

Instructor Information: Mr. Justin Bruno, 440-357-7542 ext. 8234, jbruno@auburncc.org

Course Schedule

First Year:

8:15am to 10:53am

8:15am – 9:00am REL Theory

9:00am – 10:53am LAB Hands-on

Second Year:

10:58 am to 2:28 pm

Course Credits

3 Elective credit hours first year

3 Elective credit hours second year

CERTIFICATIONS

I-CAR Cert Basic

I-CAR Pro Level 1 – Refinish Technician, 12 points

ICAR Pro Level 1 – Non-Structural Collision Repair, 12 points

O.S.H.A / CAREER SAFE- IN APPENDIX

Tech Literacy – IN APPENDIX

ARTICULATIONS

OHIO TECHNICAL COLLEGE

UTI

Course Materials/fees:

Classroom fee- \$25.00

Uniform - \$44.00 -\$54.00

All fees are due by October 31, 2022. Fees will be waived for students who qualify for free and reduced meals. Accounts will be adjusted after the approval of free/reduced meal applications.

Program Scope:

With the advance of technology today many opportunities exist in the field of Collision Repair. It is an exciting field that includes estimating, shop ownership, a technician at a dealership, or being an instructor. The students in this program will learn the theory and hands on skills needed to gain entry-level employment in the field of collision repair. These would include MIG welding, rust repair, refinishing, unibody repair, collision repair, restoration, paint-less dent removal (PDR), vehicle wraps and graphics, estimating windshield repair and many others.

This is a Tech Prep Program. Students have the potential of earning articulated college credit for work completed in Auto Collision Repair while attending Auburn Career Center.

1. Provide validation from the College Tech Prep Teacher that the student met the requirements to receive articulated credits.
2. Complete and submit a Lakeland Community College Application.
3. Successfully complete an approved high school Tech Prep program with a GPA of B (3.0) or higher in Tech Prep courses.
4. Successfully complete Algebra II or equivalent.
5. Submit an official high school transcript to LCC no later than August 1st of graduation year.

First Year Course(s) Description/Outcomes

Non-Structural Repair

- | | |
|--|--|
| 1. Set up MIG welder for spot welding | 11. Masking of areas to be repaired |
| 2. Set up MIG welder and weld various types of joints | 12. Featheredging areas to be repaired |
| 3. Construct and forming patches | 13. Wet sanding areas to be repaired |
| 4. Perform grinder use | 14. Sand blasting areas to be repaired |
| 5. Perform sheet metal repair, apply and level fillers | 15. Performing rust repair |
| 6. Prepping of metal surfaces | 16. Performing trim and hardware removal |
| 7. Car detailing | 17. Performing minor sheet metal repair |
| 8. Exhibit Safe working practices | 18. Detailing vehicles |
| 9. Dewaxing of areas to be repaired | 19. Minor sheet metal damage repair |
| 10. Computerized Collision Estimating | 20. Paintless Dent Removal |

Second Year Course(s) Descriptions/Outcomes:

Refinishing

- | | |
|--|---|
| 21. Second Year Sequence Mixing and application of primers | 29. Exhibiting Safe work habits |
| 22. Block sanding primers | 30. Performing minor sheet metal repair |
| 23. Paintless Dent Repair | 31. Performing rust repair |
| 24. Mixing and application of top coats | 32. Refinishing repaired surfaces |
| 25. Removal and installation of trim and hardware | 33. Removal and installation of trim and hardware |
| 26. Performing panel adjustment | 34. Detailing vehicles |
| 27. Performing rust repair | 35. Vehicle wraps and graphics |
| 28. Detailing vehicles | 36. Windshield Repair |

Auburn Certificates

Auburn Career Center provides an extended curriculum for our eleven participating school districts. Students attending Auburn Career Center may earn multiple elective and academic credits each year. Following successful completion, these credits are certified by the high school in which the student is enrolled. High school students can also earn several college credits while attending Auburn Career Center.

In addition to earning academic credit toward graduation, students may earn the following certificates of achievement from Auburn Career Center:

- Honors
- Distinction
- Merit
- Completion

These certificates are awarded at the Auburn Completion Ceremony and placed in the student's portfolio. See APPENDIX for additional information on certificates.

Instructional Philosophy

Students will learn the course content in various ways. Classroom instruction will include lecture, note taking, cooperative learning, and individual research papers involving Internet search. Theory evaluation will be based on homework, worksheets, quizzes and tests. Once the student has mastered the theory, lab activities will be explained and demonstrated by the instructors. Students will then have the opportunity to practice these skills before performance evaluations. Students will be expected to participate in the classroom learning by note taking, oral response and engaging in the cooperative learning activities. Students will understand clearly the types of hands-on skills they will be evaluated and are expected to practice these to achieve mastery. There will be opportunities for students who are progressing satisfactorily to engage in independent or extra credit projects as long as they are aligned with the established curriculum. Additionally, students will learn leadership and organizational skills by being involved in SkillsUSA, a professional organization for career and technical students.

Assessment Plan

<u>Evaluation Criteria</u>	<u>Method of Evaluation</u>	<u>Percent</u>
Employability	Safety, teamwork, participation, etc.	30
Theory	Tests, quizzes, homework	10
Shop skills	Teacher Assessment	40
Academic Skills	Teacher Assessment	20

Extra Credit: There are opportunities for extra credit work, provided that all regular assignments are completed. These assignments are aligned with the curriculum.

Grading

Grade	Performance standard
A	Independent Learner – Was able to research, design, test and Apply related theory to successfully construct a project or Demonstrate a skill with no assistance from the instructor.
B	Semi-independent Learner - Was able to research, design, test and apply related theory to successfully construct a project or demonstrate a skill with little assistance from the instructor.

- C Dependent Learner - Was able to research, design, test and apply related theory to successfully construct a project or demonstrate a skill with moderate assistance from the instructor.
- D Very Dependent Learner - Was able to construct a project and/or demonstrate a skill with considerable coaching and assistance from the instructor.
- F Unsuccessful – Was unable to complete projects or demonstrate skills even with coaching and assistance of the instructor.

Grading Scale

- A. 90-100
- B. 80-89
- C. 70-79
- D. 60-69
- F. 59 BELOW

Grading Policies

Employability Skills in Career and Technical Education student performance is looked at just as business/industry would look at an employee on the job. The quality of tasks completed, time required, participation, attitude and consistency of effort, etc. are considered employability skills and are all a part of one's grade.

Employability Skills

Employability includes attendance, work ethics, and class preparation. Students graded as an employee. Class uniform and Auburn Career Center Identification badge is a daily requirement. Grading policy is per the Student/Parent Handbook.

Course Assignments, Labs and Projects

Students will be assigned project practicing basic collision skills on live work (Customer Vehicle's). Students will have class assignments through iCAR in preparation for earning industry certifications.

Course Policies

Attendance

Attendance is taken at the start of class. All students should be in their assigned classroom/lab before the bell sounds. If you are tardy you must report to the High School Office and obtain an admit slip. **Excessive unexcused absences may result in disciplinary action.** Refer to the Student/Parent Handbook for more information.

An unexcused absence will result in the loss of all employability points for that day. An unexcused tardy will result in a percentage of the employability points for that day depending upon the time of arrival.

If a student's home school is not in session but Auburn Career Center is in session, it is highly suggested that the student attend Auburn; however, if the student does not, the student is responsible for the assigned work

Safety

Completion of the CareerSafe OSHA 10-Hour course is required before the actual lab work can begin in the class. Also a specific class safety test must be passed at 100% before lab work can begin.

Safety is always a concern. Safe practices will be in place at all time within the classroom and the lab.

Emergency Response

If there is an emergency in the lab or class room, inform the instructor. If the emergency involves the instructor, contact the main office by using the telephone in the Instructors office.

Pick up the phone and dial "0" for the Reception Office.

Remain calm, explain the situation.

If there is no immediate answer, send someone to the nearest classroom or office and notify an adult of the incident and request additional help by calling 911.

If the victim is conscious, it is best to have them lie still until qualified emergency response personnel arrive on the scene. Do not move a victim unless there is risk of additional immediate danger to them and you. You can cause additional severe injury by unnecessarily moving a victim.

There is the possibility of the victim going into a state of physiological shock -- a condition of insufficient blood circulation different from electrical shock -- and so they should be kept as warm and as comfortable as possible.

Program Apparel

Students must have two changes of uniforms, black shirt, dark pants, and steel toe boots or shoes.

Students are required to have and display on themselves at all times an Auburn Career Center ID badge, which is provided free during the first weeks of school. The Auburn ID badge must be clearly visible and presented upon request to any teacher, administrator, resource officer, or school personnel. If a student's original badge is lost or stolen, a duplicate ID badge must be purchased. The fee for a replacement ID badge is \$5.00.

Classroom Entry

All students should be in their assigned classroom/lab before the bell sounds. If you are tardy you must report to the High School Office and obtain an admit slip.

Classroom Exit – Dismissal

Students are dismissed by the Instructor, not the bell. Students are not to line up at the door, be in the hall, or leave the classroom or lab prior to dismissal by the teacher.

Classroom Rules, Consequences and Rewards

All class policies are derived from Auburn Career Center's core values:

1. Mobile Technology Policy No cell phones or electronic devices only if students have permission from instructor.
2. Students must wear their I.D. badges whenever they are within school building. This is very important for security reasons and failure to do so will result in one warning followed by a discipline referral upon the next occurrence.
3. All rules and procedures stated in the student Code of Conduct must be followed at all times. It is the student's responsibility to be familiar with Auburn's student Code of Conduct. It is the prerogative of the school to add or amend this student code of conduct at any time during the school year.

4. Student's tools are not permitted to leave the shop unless student has permission from parent and instructor.
5. If you are absent or tardy, an admit slip from the office must be obtained.
6. Upon an excused absence, you will have a period equal to the number of days of the absence to complete any missed assignments, quizzes and exams. Shop time cannot be made up.
7. Any act of academic dishonesty will result in a zero for that activity, with a teacher-parent contact.
8. All work, both written and lab activities must follow the format the teacher has outlined for that activity. Even though the work may be completed, if the proper format is not followed a lowering of the grade will occur for that activity.
9. Late work will not be accepted.
10. Students must work as part of a team.
11. Students have an opportunity to earn extra credit.
12. Students must develop a proper work ethic.
13. Safety glasses must be worn at all times.
14. Students will only operate machinery after qualified by instructor.
15. Proper protective clothing must be worn at all times. No jewelry is permitted.
16. Steel-toed boots must be worn at all times.
17. No horseplay.
18. No food or drink in the lab or classroom.
19. Do not leave shop without instructor's permission.

CTSO

Overview of SkillsUSA

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. We help each student excel. A nonprofit national education association, SkillsUSA serves middle-school, high-school and college/postsecondary students preparing for careers in trade, technical and skilled service (including health) occupations.

Membership:

SkillsUSA serves more than 333,527 students and instructors annually. This includes 19,019 instructors who join as professional members. Including alumni, Skills USA membership totals over 394,000. SkillsUSA has served nearly 14 million annual members cumulatively since 1965 and is recognized by the U.S. Department of Education and the U.S. Department of Labor as a successful model of employer-driven workforce development.

Mission:

SkillsUSA empowers its members to become world-class workers, leaders and responsible American citizens. We improve the quality of our nation's future skilled workforce through the development of Framework skills that include personal, workplace and technical skills grounded in academics. Our vision is to produce the most highly skilled workforce in the world, providing every member the opportunity for career success.

APPENDIX

AUBURN CERTIFICATES

Auburn Honors Certificate Requirements

- 95% Attendance rate for two years at Auburn (no more than 18 days over two years)
- Earned a 3.5 or higher grade point average in their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- Passage of four (4) Ohio Career Technical Competency Analysis exams and/or earning twelve (12) points of Industry Recognized Credentials in the program's Career Field
- Active participation in the program's Career Technical Student Organization
- High school diploma for Seniors

Auburn Distinction Certificate Requirements

- 93% Attendance rate for two years at Auburn (no more than 26 days over two years)
- Earned a 3.0 or higher grade point average in their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- Passage of three (3) Ohio Career Technical Competency Analysis exams and/or earning six (6) points of Industry Recognized Credentials in the program's Career Field
- Active participation in the program's Career Technical Student Organization
- High School Diploma for Seniors

Auburn Merit Certificate Requirements

- Earned high school credit for their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- Overall passage of Ohio Career Technical Competency Analysis exams and/or earning three (3) points of Industry Recognized Credentials in the program's Career Field

Auburn Completion Certificate Requirements

- Earned high school credit for their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program

BUSINESS PARTNERSHIPS AND STUDENT INTERNSHIPS

The Business Partnership program is an educational opportunity that prepares a student for workforce employment and transition to post-secondary education. During the program, students will apply

academic, employability, and technical skills in the workplace. There are three levels students can participate in including:

- Internship
- Mentorship
- Career Field Experience

Students must meet specific criteria in order to participate. Additional information is available in the Auburn Student/Parent Handbook.

CAREER SAFE PROGRAM/OSHA 10-HOUR GENERAL INDUSTRY TRAINING

Description of Program

The OSHA Outreach Training Program for General Industry provides training for students, entry level workers, and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in general industry. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights. Each module contains a brief assessment, which must be successfully completed before the student can move on to the next module. Once all modules have been viewed and the corresponding assessments are passed, there is a comprehensive final assessment.

Purpose

The purpose of the program is to provide students with basic safety awareness training so they will be able to recognize, avoid and prevent safety and health hazards in the workplace. Young workers develop a safety mindset and acquire marketable skills for a competitive edge.

Credential Earned

Students who successfully complete the CareerSafe OSHA 10-Hour course receive an OSHA 10-Hour General Industry wallet card from the OSHA Training Institute (OTI). As a result, they become more employable, gaining a competitive advantage in the job market.

Student Support Services:

- Special Education Department: Intervention Specialist.
- Student Services: Counseling and Career Development Services.
 - You can make an appointment to see a counselor or recruitment specialist by visiting the Student Services office.

Symplicity

It is with great enthusiasm that I want to announce an opportunity for students to participate in an on-line job match software program. The online job match software, Symplicity, allows students to develop an online profile and to upload a resume and cover letter in order to apply for employment. Once students choose to apply to job opportunities posted by local employers interested in Auburn students, those employers can contact students directly for interviews.

If you would prefer your son or daughter not to participate in our on-line job board or at in school job fairs, please contact the high school office or send in a note.

TECHNOLOGY LITERACY PROGRAM

Description of Course

Technology Literacy is offered to first and second year students at Auburn Career Center. In the first year, the course provides an overview of the basic fundamentals of working with computers. Students will study computer basics such as computer hardware, software, and operating systems. The course introduces basic use of Windows 10 and productivity programs such as Gmail and Microsoft Office 2019 including Word, PowerPoint, and Excel. Students will also begin to use and navigate e-learning environments using Schoology, Internet navigation, and ever-changing technology will also be overviewed within the course.

In the second year, students focus on creating a portfolio that showcases their work over the last two years at Auburn. It includes their resume, three references, a cover letter, a transition plan and samples of the projects they have completed. Also included are the certificates they have earned in their program of study.

Purpose

The purpose of the Technology Literacy course is to provide students with the basic knowledge of working with computers in ways beneficial in their career paths of choice. The course will give them an overview of online communication, email, word processing, spreadsheets, presentation programs, internet navigation, computer security and our technologically evolving world.

Mastery Learning

Grades in the Technology Literacy course will be based on Mastery Learning. Students will be required to achieve 80% on each assignment. Additional attempts will be provided if the 80% benchmark is not achieved.

Auburn Career Center – Auto Collision Repair

Syllabus Agreement

After reviewing the Auto Collision Repair Syllabus, please sign and return this agreement page to the Auto Collision Repair Instructor.

I have read and understand all of the information included in the Auburn Career Center Auto Collision Repair Syllabus.

Student Name: _____
(Please print)

Student Signature: _____

Date: _____

Parent/Guardian Name: _____
(Please print)

Parent/Guardian Signature: _____

Date: _____