**Basic Maintenance and Light Repair Syllabus**

Mr. Owens

Rockdale County Public Schools Rockdale Career Academy

Course Name: Basic Maintenance and Light Repair Course Number: 47.5311068

Prerequisite: None Semester/School Year: 2021-2022

Instructor Contact Information

Name: Talon Owens Room Number: 1140

E-mail: towens1@rockdale.k12.ga.us Phone: (706) 927-5402

Course description

This course is designed as the foundational course for the Automobile Maintenance and Light Repair pathway. Students in this course will learn the basic skills needed to gain employment as a maintenance and light repair technician. Students will be learning about automotive preventative maintenance and servicing, replacing brakes, and inspecting steering and suspension components. In addition, student will learn how to do general electrical system diagnosis, learn electrical theory, perform basic tests, and determine necessary action. The pre-requisite for this course is advisor approval.

Supplies needed

|  |  |  |
| --- | --- | --- |
| Notebook | Pencils  | Black or Blue ink Pens |
| 1 Pair of Safety Glasses | 1 Box Nitrile Gloves |  |

**Grades:** Student grades can be accessed on the Infinite Campus Parent Portal (see link below). Please refer to the portal to monitor student grades and see progress reports. [Infinite Campus Parent Portal - Rockdale County Public Schools (rockdaleschools.org)](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.rockdaleschools.org%2Fdepartments%2Ftechnology%2Fadministrative_technology%2Finfinite_campus_parent_portal&data=04%7C01%7Ctowens1%40rockdale.k12.ga.us%7Cc9fca2d5da684ecf157a08d952051f75%7Cbfd25eb83dfc4e5cadabad073f23ac72%7C1%7C0%7C637631004221560801%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=%2FRc%2BjQBLT9tqHj7zzYVqnqqkTcdTdDWfrxpBkYNkYdo%3D&reserved=0)

|  |  |
| --- | --- |
| Grading Scale  | Categories |
| A = 90-100B = 80-89C= 70-79F= 0-69 | Summative = 35%* Tests
* Projects

Progressive = 65% * Classwork
* Lab
* Participation
* Homework
* Quizzes
 |

**Lab Grades**: You will have a variety of activities to perform in the shop. Details of each project will be given at a later date. (Examples – Electrical testing, brake workshop, tire change, tire balance, vehicle inspection, oil change, etc.).

**Classroom Expectations and Safety**: In the shop and classroom you will be held to a higher level of attitude, discipline, and character. Inappropriate language of any kind will NOT be tolerated. Behavior such as horseplay, harassing, fighting/confrontation, etc. will NOT be tolerated. This is for your safety, the safety of those around you, and to prepare you to be career ready.

**Late Work:** Students have a minimum of 5 school days from the original due date to complete a late work submission request and submit the late work. All late work submission ends five school days prior to the first exam day.

**Missing Class/Assignments:** When absent, the student is responsible for all work and assignments covered in class and should check with the teacher to see what work needs to be made up. If students turn in assignments late the Late Work Policy applies.

**Academic Honesty Policy and Rule Violation**: A student shall not cheat on any assignments, including tests, examinations, projects, homework, or reports by giving or receiving unauthorized assistance or be involved in plagiarism or other acts of academic dishonesty. See RCPS Student Handbook, Rule 21. Any student caught cheating will receive a zero for that assignment.

**Cell Phone Policy:** As students are held to a higher standard in the shop, they will be allowed to use their cell phones in a professional manner. They are a tool and resource that can be valuable. Students will be allowed but not required to use their phones for searching for information and taking pictures as a memory log. Texting and phones call during class will not be permitted. If phone use is being abused and warnings not being heeded, phone privileges may be revoked for individuals or the class as a whole. Non-compliance will result in a parent phone call and/or a write up.

**Non-Discrimination Policy**

The Rockdale County Board of Education (Board) desires that all students receive the benefit of an adequate education.  With this view in mind, the Board prohibits discrimination against students and employees on the basis of race, color, national origin, sex, sexual orientation, religion, age, or disability in its programs and activities and provides equal access to all students including the Boy Scouts and other designated youth groups.  In keeping with this commitment, the Rockdale County Board of Education will not tolerate harassment, discrimination, or other unlawful treatment of its students.  The Student Non-Discrimination Policy and Complaint Procedures are set forth in its entirety in Board Policy JCA.  This policy shall be located on the website of each school and the District.  Copies of this policy shall be available at each school and at the District's offices.  The designated person to handle inquiries regarding the School District's non-discrimination policies is:  The Executive Director of Student Support, 1143 West Avenue, Conyers, Georgia 30012.  Phone:  (770) 860-4235.

**This parent signed copy will stay on file in the classroom for future reference.**

**ECE I - Syllabus Confirmation**

I have read the course syllabus, understand the policies and expectations and agree to comply with all stated policies and expectations.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature Date

**Parent’s Contact Information:**

Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Signature Date

**Statement of Academic Integrity**

The Rockdale County Public Schools Parent/Student handbook explicitly states that “a student

shall not cheat on tests, examinations, projects, homework, or reports by giving or receiving

unauthorized assistance nor be involved in plagiarism or other acts of academic dishonesty.”

In an effort to assure that this standard is fully understood by all parties, we have discussed the

full expectations enumerated in this rule. We have discussed what constitutes cheating, giving,

and receiving assistance on various types of assignments.

Plagiarism is ‘the unauthorized use or close imitation of the language and thoughts of another

author and the representation of them as one’s own original work”

(www.dictionaryreference.com). Plagiarism is completely unacceptable at all levels and in any

quantity.

In effort to avoid unintentional plagiarism, large amounts of class time are dedicated to the

proper citation of a variety of sources in various media. Writer’s reference materials are

also available to assist with the proper citation and documentation of all source materials for any type of assignment.

Any assignment which is plagiarized or contains plagiarism, is copied off of another student, or

is allowed to be copied by another student will receive zero credit. Students may also be referred

for additional disciplinary action depending on the severity and frequency of the offence(s).

Please sign below as an indication that you have read the above rules and standards.

Student’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_