

# Automotive Service Technology

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This class meets the graduation requirement for Occupational Education--0.5 credit for each semester. It covers and focuses on industry, state, and **NATEF academic standards**.

## ***Overview of Course—***

Textbook: *Glenco Automotive Excellence and Duffy Modern Automotive Technology*  
Supplementary reading: *AllData On-Line Automotive Database*

Each unit will provide opportunities for reading, writing, and speaking—both formal and informal. Books are available for your use in class, and there will be numerous readings from content-related articles, manuals, guidebooks, and other selections.

## ***In this class, you will have multiple opportunities to meet the following standards:***

- 3.2.1 Apply understanding of complex information, including functional documents, to perform a task
- 3.3.1 Apply appropriate reading strategies for interpreting technical and non-technical documents used in job-related settings
- 1.2.2 Apply strategies to comprehend words and ideas
- 1.3.2 Understand and apply content/academic vocabulary critical to the meaning of the text, including vocabularies relevant to different contexts, cultures, and communities.
- 2.3.4 Synthesize information from a variety of sources
- 3.1.1 Analyze web-based and other resource materials (including primary sources and secondary sources) for relevance in answering research questions

## ***In this class, you can expect to...***

- **analyze, interpret, and think critically** about various text and technical materials.
- **review, practice, and demonstrate** competence with the writing process to produce clear and effective writing.
- **identify and use** appropriate styles in writing and speaking.
- **demonstrate** competence with writing conventions.
- **apply** understanding of text and technical information.
- **compare/contrast** elements of the text.
- **make connections** within the text.
- **evaluate** information beyond the text.
- **extend** information beyond the text.
- **use** various reading skills and strategies.
- **understand and use** the writing process.

## ***Description of Class requirements***

### First semester

- Focus will be on shop safety according to WISHA Standards
- Focus on **Priority 1 NATEF Competency Standards**
- Career research paper

### Second semester

- Focus will continue on **Priority 1 NATEF Competency Standards** and begin Priority 2 Standards
- Log of time spent with reflection and review of NATEF competencies met

**Assessment**

You must complete the course requirements.

First and second semester, **NATEF lab activities** will account for 60% of your grade; the career research paper will account for 10% of your grade; **NATEF Competency logs**, class discussions, daily in-class preparation work will account for the remaining 30%. You will have multiple attempts to meet the standards.

Every   3   week(s) you will review your work in your portfolios, assess your progress, and defend your assessment against the rubrics. The teacher will then give feedback on the accuracy of your assessment.

**Miscellaneous items**

- **Eye Protection is required to be worn at ALL TIMES while in the lab area.**
- Discussions are an integral part of a CTE class, and it is expected that you read the material and contribute to the discussions. Discussions will provide opportunities, formal and informal, to meet standards, so always be prepared for discussions.
- It is a good habit to meet due dates. Late work will not be accepted because standards are not necessarily met only with specific assignments. However, to pass the class, you will need to complete the requirements and 70% of the assignments, meeting standards 70% of the time. There will be multiple opportunities to meet standards.
- There will be no extra credit. Extended opportunities to meet standards will be available during tutorial.
- It is **never** acceptable to plagiarize/cheat. Plagiarism is a serious mistake to make. It is dishonest. If there is an indication of intentional plagiarism and/or cheating, the assignment will not be used to show that you have met a standard, nor will you get credit for attempting to meet the standard. This is also true for the person who "loaned" work for you to copy. **A word to the wise—do your own work and always cite if you "borrow" anything from an outside source.**

**Required Supplies**

- Coveralls
- Safety shoes
- Eye and hearing protection
- 3-ring binder

----- PLEASE SIGN AND DETACH -----

**Parents and students;** by signing below, you affirm that you have read and understand all elements of the syllabus, the course requirements, and the attendance policy as it relates to the Automotive Technology class.

**PARENT SIGNATURE** \_\_\_\_\_ **STUDENT SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**DATE** \_\_\_\_\_

## Federal Way High School

### Attendance Policy 2009-2010

We know “regular attendance has a direct effect on the academic progress of the students and the development of good habits which will aid students as they move into the world beyond the district.” Taking into account the Federal Way Public Schools’ Attendance Policy (Policy 3120) and the Federal Way Public Schools’ Attendance Procedure (Procedure 3120P), our staff members condensed the Attendance Policy and Procedure into the following important points:

1. A student is responsible for arriving on time and being prepared to learn in every class.
2. A student is responsible for clearing their excused absences with the attendance secretary within two school business days. Bring your note to Mrs. Shelby at the Attendance window located across from the main office.
3. A student whose absence is excused is responsible for making up the assignments/activities/ and the attendance/participation portion of the grade missed during the absence in the manner provided by the teacher.
4. A student whose absence is unexcused may **NOT** be given the opportunity to receive credit for a graded activity/assignment that is due during the time when the student is absent.
5. A student whose absence is unexcused will be responsible for making up the time missed in a manner determined by the school. Examples of such discipline may include, but are not limited to: after school detention, ISS, and exclusion from an activity conducted by the school other than actual class time\*.

Every teacher will attempt to contact the student’s parents/guardians after the 4<sup>th</sup>, 8<sup>th</sup>, and 12<sup>th</sup> absence. Every teacher will fill out a record of the phone call on the Attendance Phone Log.

**Advisory teachers** will be responsible for assigning initial consequences for unexcused absences and subsequent referrals to administration for continued unexcused absences in all of the student’s classes.

1<sup>st</sup> and 2<sup>nd</sup> unexcused absence- Detention  
3<sup>rd</sup> and 4<sup>th</sup> unexcused absence- Detention, ISS or Saturday School  
5<sup>th</sup> or more unexcused absence- Progressive discipline including potential Out of School Suspension for Insubordination

Students with continued absences will be “Becca Billed” according to state law.

Students with 12 or more absences (**NOT INCLUDING SCHOOL RELATED**) will be required to meet with an “attendance appeal board” along with their parents/guardians.

\*Activities students can be excluded from include, but are not limited to: assemblies, club meetings, dances, and sporting events.