

Piscataway Magnet School
**AUTOMOTIVE MAINTENANCE AND
LIGHT REPAIR SYLLABUS**
Career and Technical Education
Program of Study
Mr. Peter Florczak
florczakp@mcmsnj.net

**COURSE
DESCRIPTION**

Welcome to the Automotive Repair shop. Your instructor is Mr. Peter Florczak.

This four-year program is organized into units of work covering all the necessary knowledge and skills needed for the student who is seeking employment in the automotive repair field. Incorporated throughout is instruction in the area of job safety, and emphasis on proper work attitudes. This course stresses the basic job operations, and skills needed in the servicing and repair of automobiles and small trucks. The student will gain a thorough knowledge of tools, materials, and equipment that is used by automotive technicians.

TEXTBOOK

Automotive Maintenance and Light Repair
Jones and Bartlett Learning Publishing, 2020

**REQUIRED
SUPPLIES**

1. Lockers and safety glasses will be supplied by the school.
2. Students will supply safety type shoes for use in the shop.
3. Students will be responsible for signed-out tools.

GRADING

During the course of a marking period, the student will be subjected to the following minimum assignments; 6 homework assignments and 2 tests. This is only the minimum and is subjected to additional work during any of the four marking periods.

Lack of appropriate classroom attire may affect a student's participation as well as the corresponding grade.

District Policy - [5600](#) Code of Conduct

Students who cheat on a test, plagiarize, misuse AI, or refuse to submit an assignment may suffer a reduced grade due to disqualified work.

Marking Period

Classwork/Homework/Projects 70%

At least 5 assignments (weekly) or

At least 20 assignments (monthly)

Tests/Quizzes 30%

At least 5

All assignments will be points-based (not percentage)

GRADING SCALE

Middlesex County Magnet Schools policy [2624](#) - Grading System

A+ 100-98	B+ 89-86	C+ 79-76	D 69-65
A 97-92	B 85-82	C 75-72	F 64 and below
A- 91-90	B- 81-80	C- 71-70	

PARTICIPATION

CATEGORY (Grade Calculation)	Excellent 10-9 (Total X 2)	Good 8-7 (Total X 2)	Satisfactory 7-6 (Total X 2)	Poor 6-0 (Total X 2)
Safety in Shop Activities/Cleanup	Student follows all safety rules and presents a professional attitude towards the assigned task. Exemplifies safety regulations to other students and helps others achieve the same level by keeping work area clean, free of debris, returns tools and equipment to their proper place. Takes an active part in shop maintenance.	Student follows all safety rules and presents a professional attitude towards assigned task by returning tools and equipment to their proper place. Takes an active part in shop maintenance.	Student has to be reminded of safety rules occasionally. Needs encouragement to achieve a professional attitude towards assigned task by only taking part in shop maintenance.	Student fails to follow safety rules or achieve a professional attitude towards assigned task by not taking part in shop maintenance.
Appearance – Punctuality	Student is on time, prepared for shop with proper attire, safety equipment, and any other materials needed to start assigned task. Guides other students to achieve same state of readiness.	Student is on time prepared for shop and class with proper attire, safety equipment, and other materials needed to start assigned task.	Student has to be encouraged to be on time for shop, class and to get prepared with proper attire, safety equipment and other materials needed to start assigned task.	Student is late for shop/class, not prepared for assigned task.
Task Completion	Student completes assigned task at the highest professional standard. Correctly uses tools and equipment in a responsible manner, tools are returned to their designated area in a clean condition and encourages others to perform at the same level.	Student completes assigned task at the highest professional standard. Correctly uses tools and equipment in a responsible manner, tools are returned to their designated area in a clean condition.	Student completes task at a moderate level. Needs direction for the proper tool selection and use. Tools are returned to designated area in a clean condition.	Student fails to complete task, does not use tools correctly or return tools to designated area in a clean condition.
Demeanor	Student is respectful of his or herself and others. Does not criticize others work or ideas. Takes on assigned task with enthusiasm.	Student is not critical of work or ideas of others, has positive attitude towards assigned task. Is respectful towards others.	Student is usually respectful towards others and is not overly critical of work or ideas of others, is somewhat positive about assigned task.	Student is critical of work or ideas of other students, is disrespectful towards others or shows a negative attitude towards assigned task.
Cooperative Learning (working with others)	Student always listens and shares ideas with others. Supports the ideas and efforts of others. Students feel safe volunteering ideas in his or her presence. Displays leadership qualities.	Student always listens and shares ideas with others. Supports the ideas and efforts of others. Displays high effort.	Student occasionally listens and shares ideas with others. Occasionally supports the ideas and efforts of others. Displays minimal effort.	Student rarely listens and shares ideas with others, often disrupts or discourages the efforts of others to participate. Displays no effort.

COURSE OVERVIEW

- Freshman Year Major Topic(s) - Automotive Basics, Oil Change, Cooling Systems, Tires
- Sophomore Year Major Topic(s) - Brakes, Steering, and Suspension Systems
- Junior Year Major Topic(s) - Electrical Automotive Systems
- Senior Year Major Topic(s) - Engine Performance Systems

CLASS & SHOP RULES

- Students will come to class fully prepared every day (this includes notebook, pencil, pen, and other required materials.)
- Students will maintain all given safety equipment and apparel issued to them (work uniform, safety glasses.)
- Students will complete all assigned classroom work and homework, and be graded accordingly.
- Students will wear safety glasses at all times when in the “work” area, or will receive a class participation zero.
- All students will take turns maintaining the tool room.

- Only licensed drivers will move vehicles into and around the shop.
- All students will participate in clean-up at the end of the day.
- Students will follow and comply with all attendance policies set by the Middlesex County Magnet School system.
- Students will not operate any equipment unless they have a thorough knowledge of that piece of machinery.
- Students will dress appropriately while working in the shop area.
- Lack of participation during lecture will result in a zero for the day.
- Students are not permitted to use any equipment on which they have not been trained
- Any injury including a cut, burn, fall, etc. must be reported immediately to your instructor
- All instructor established safety procedures must be followed at all times.
- All applicable OSHA and PEOSH regulation must be followed
- All required Personal Protective Equipment must be worn during hands-on instruction
- Subject to change as needed with prior notice to students and parents

REQUIRED CLASSROOM ATTIRE AND PERSONAL PROTECTIVE EQUIPMENT

- Clothing that can be used to work on vehicles
- Lockers and safety glasses will be supplied by the school.
- Students will supply safety type shoes for use in the shop.
- Students will be responsible for signed-out tools.

Students who are not dressed in the above designated safety attire or required personal protective equipment, may not be permitted to participate in hands-on instruction. Students who need assistance obtaining safety attire should [read the linked memo](#).

WORK BASED LEARNING REQUIREMENTS

All Students are required to abide by the Guidelines in the Middlesex Magnet Schools [Work Based Learning Handbook](#). *All Job Shadowing, Community Service, Volunteering, Service Learning, Internship and Cooperative Education Experience must be **within the CIP Code of the student's approved Program of Study** and the required documentation in the Snapshot Table in the Work-Based Learning Handbook on page 15 must be completed.*

Grade 9

All grade 9 students must successfully complete industry-specific **OSHA 10** during *Marking Period 2*. (*Culinary Students will complete Servsafe Food Handler MP2 and OSHA 10 MP3). Students who are Ability Diverse may be administered an alternate Shop Safety Assignment based on their IEP or 504, however all students must receive the required scaffolding and support to successfully complete OSHA 10 certification by the end of 9th grade. Students will be permitted to utilize shop “tools”, at the discretion of the Director of Career and Technical Education, until OSHA 10 certification has been successfully completed. All Grade 9 students must participate in at least **6 hours of Job-Shadowing**. The requirement will count as an assessment weighted as an average exam grade for students during Marking Period 4..

Grade 10

All Grade 10 Students who will turn 16 prior to January 1 of their sophomore school year are required to complete **6 hours of Community Service/Volunteering/Service Learning**. All Grade 10 students who will turn 16 on or after January 1 of will be required to complete **6 hours of Job Shadowing**. The requirement will count as an assessment weighted as an average exam grade for students during Marking Period 4..

Grade 11

Grade 11 students who are at least 16 years of age on January 1st of their Junior Year are eligible to participate in Internship or Cooperative Education experiences 2 days each week beginning on February 1st of the current school year, if they have successfully completed:

- 4 hours of Community Service/Volunteering/Service Learning
- a Dual Enrollment course in their Program of Study or earned a [Tier II Industry Valued Credential](#) as identified by the NJ DOE and recognized on the district IVC list.

All Grade 11 students must participate in 4 hours of Community Service/Volunteering/Service Learning and participate in a Simulated Workplace Experience during their Junior Year. The requirements will each count as an assessment weighted as an average exam.

Grade 11 students who participate in an Internship or Cooperative Education Experience must sign out in the main office utilizing the Turnstile feature in Genesis.

Grade 12

Grade 12 students who are at least 16 years of age prior to October 1st of their Senior Year and have *completed a dual credit course in their Program of Study or earned a [Tier II Industry Valued Credential](#)* as identified on the district IVC list are eligible to participate in a(n) Internship (At the discretion of the Director of Career and Technical Education), Cooperative Education, Pre Apprenticeship or Youth Apprenticeship (May begin on July 1 of the student's senior year with approval from the Director of Career and Technical Education).

Senior eligibility may be re-evaluated at the end of Marking Period 2 for the 2nd semester. Students enrolled in Pre Apprenticeships or Youth Apprenticeships are exempt from the Dual Credit or Tier II Industry Valued Credential requirement.

The placement will count as an assessment weighted as an average exam grade for students during each marking period in which they are enrolled. Students must sign out in the main office utilizing the Turnstile feature in Genesis.

The above placements may begin on October 1st after student have completed the required soft skills training and occur 5 days per week with the following exceptions:

- Students will be required to report to school every other Wednesday (bi-weekly) to review graduation progress, participate in workshops, evaluate placements, mentor underclassmen, serve as a teaching assistant, and any other activities as deemed necessary by the Director of Career and Technical Education.
- Students will be required to report to school for applicable Industry Presentation and Field Trips
- Students will be required to report to school for State Mandated testing
- Students will be required to attend non-CTE courses on-time and on a daily basis. Any student who meets the criteria for chronically absent as defined by

the NJDOE may have their placement revoked by the Director of Career and Technical Education.

- Students who do not maintain a C in their non-CTE courses may be assigned tutoring. Students who do not participate in tutoring sessions as required may have their placement revoked by the Director of Career and Technical Education.
- Students who do not maintain satisfactory progress toward the goals established in their Student Learning Plan may have their placement revoked by the Director of Career and Technical Education.

All Grade 12 students who do not participate in one of the aforementioned Work-Based Learning placements must:

- Complete 8 hours of Community Service/Volunteering/Service Learning (2 hours per marking period; counted as an assessment and weighted as an average exam grade)
- Participate in a Simulated Workplace Experience each marking period of their senior year (counted as an assessment and weighted as an average exam grade))
- Present a capstone project beginning with the graduating class of 2025. (counted as an assessment and weighted as an average exam grade)

The above experiences will count as a separate assessment weighted as an average exam grade for students during each marking period in which they are enrolled.

MAKE UP WORK: *Middlesex County Magnet Schools Board [Policy](#) and [Regulation](#) 5200*

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will cooperate in the preparation of home assignments for students who anticipate an absence of five or more school days in duration.

Students will be allowed two days to make up missed work for each one day of absence.

In accordance with N.J.S.A. 18A:36-14, a student who is absent from school for observing a religious holiday has the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Middlesex County Magnet School [Policy](#) 2624 - Grading System

If the make-up work is not completed in the time required, a failing grade for the marking period will be given for the assignments that were not completed, which may result in a failing grade for the marking period.

**LATE WORK
POLICY:**

In the event a student hands in their Homework/ Classwork late, their grade will drop 10 points for everyday it is late. Homework will be given once a week, sometimes more if needed.

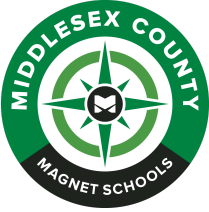
**ELECTRONIC
DEVICE POLICY:**

[District Policy 5600](#) - Student Code of Conduct

Students are expected to engage in instruction without interruptions from any electronic device including but not limited to cell phones, computers, watches, or VR glasses. Devices should be stored in a student's bag or locker unless express permission is provided by the instructor.

Infraction	1st Occurrence	2nd Occurrence	3rd Occurrence
Using an electronic device in an inappropriate manner	2 Administrative detentions	Device confiscated and 3 Administrative detentions	Device confiscated 1 day suspension

PLEASE RETURN THE NEXT PAGE WITH SIGNATURE BY



Piscataway Magnet School
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I have read and understood the course policies and expectations.

print student name

student signature

date

parent/guardian signature

date

parent email

parent phone number

Which form of communication is preferred (circle one):

Email

Phone

