VICTOR VALLEY COLLEGE SYLLABUS

SPRING 2018

# Course No.: Auto 50 Course Title: Introduction to Automotive Technology Units: 4

# Section No.: 64108 Class Hours: 8 am to 11:05am Days: T,TH Room No.:202

# Instructor Name: Keith Shaner Office No: 5 Tel. Ext.: 2818

# E-mail Address: keith.shaner@vvc.edu

## SPRING CALENDAR

**Spring Term Begins February 12**

**Presidents Day Lincoln February 16**

**College Closed (no classes) February 17**

**Presidents Day Washington February 19**

**Spring Break (no classes-offices open) April 09 – 13**

**Spring Break Holiday (college closed) March 30**

**College Closed (no classes) March 31**

**Memorial Day Holiday (college closed) May 28**

**Commencement June 8**

**Spring Semester Ends June 9**

**Sixteen (16) week term February 12 – June 9**

**Off-Campus Twelve (12) week term February 12 – May 12(Does not follow VVC calendar, see that site’s calendar)**

**First Twelve (12) week term February 12 – May 12**

**Second Twelve (12) week term March 12 – June 9**

**First Eight (8) week term February 12 – April 7**

**Second Eight (8) week term April 16 – June 9**

## WITHDRAWAL POLICY

**NOTE** – **CAMPUS IS CLOSED and** **CLASSES WILL NOT BE HELD ON CAMPUS THE FOLLOWING DATES:**

**February, 16th, 14th, 19th, March 30th, 31st, April 9th, 10th, 11th, 12th, 13th, 14th, and May 28th**

STATEMENT OF ACCESS: Students with special needs are encouraged to meet with instructors to discuss the opportunity for academic accommodation and referral to Disabled Students Programs and Services (DSPS) and services per Administrative Procedure (AP 3440)

**Visit Victor Valley College online at** [**www.vvc.edu**](http://www.vvc.edu/)

## Prerequisite:NONE

## Textbook:

1. **CDX Light Vehicle 1 year online access pack: 9781284119541**
2. **CDX COURSE ID # 6235F8 Is used with your student access #**

**CDX E-book**

Access to CDX on-line Automotive Training can be purchased through the VVC book store (packet is located behind the cash register) or the VVC book stores website. You can also purchase directly from the CDX website.  CDX is a required component of this class and it is how you will access all of the course material and the ability to take chapter tests and the final exam.  In short, you cannot pass this class unless you have your own personalized access to CDX you will not be able to share with another student.  Your subscription is valid for one year. If your financial aid has not yet been funded, in some instances the book store will allow a book store voucher contingent on your financial aid funding. You should speak to your financial aid representative for more information.

Below is a coupon code that will allow students to buy CDX products direct.

**Code:** 2017DMCDX Please have students call customer service at [800-832-0034](tel:800-832-0034), Option 2 for direct CDX purchase by credit card.

**DO NOT Call CDX SUPPORT DESK-** They help with login issues only.

**Book Store Voucher Statement**

Under certain circumstances if you have already completed your FAFSA documentation and have received and “Award Letter” but have yet to be funded you may be able to receive a bookstore voucher of up to $400.00 depending on funding and eligibility. If you meet all requirements and timing guidelines you will need to complete the following:

1. Download and print your current class schedule
2. Download and print your “Award Letter” from the “My Documents” tab in your WebAdvisor Account.
3. Bring both documents and your current VVC student ID to the Accounting Office at VVC in the Student Activities Center across the hallway from the bookstore to determine final eligibility.

## Course Description:

This course provides the student with a basic knowledge of automotive systems and components. Information covered will service as a foundation and prerequisite for advanced automotive classes. Topics covered will include safety, tool and shop equipment uses, industry practices, technician certification, theory and design of the major automotive systems.

## Course Objectives:

The student can then:

I Identify safety hazards in an auto repair shop/lab

a. Perform a shop safety inspection by recognizing shop hazards and determine the course of action necessary to bring the shop back into a safe condition.

II Identify and evaluate the correct automotive tool or equipment to use to facilitate an automotive repair

1. Safely and correctly perform and automotive repair using the correct tool utilizing the correct technique.

III Identify the major operating systems of an automobile.

1. Recognize and understand the components that comprise the major automobile systems and understand the interactive relationship of those systems for the purpose of diagnosing and repairing failures
2. Identify and evaluate the correct measuring instrument to be used during automotive repairs

a. Determine the correct measuring instrument to use for a particular purpose and correctly and safely perform a measurement using precision measuring tools.

V Recognize and differentiate the automotive repair field areas of expertise.

a. Determine which specialty field best suites the student’s abilities and interests for determining which specialty field should be pursued during more advanced education.

## Student Learning Outcomes:

|  |
| --- |
| 1. Safely and responsible perform automotive repairs while minimizing the negative impact on the environment. |
| 2. Recognize and understand the components that comprise the major automobile systems and understand the interactive relationship of those systems for the purpose of preparing to diagnose and repair failures. |

Attendance Policy: (Class attendance is not a measure of performance or proficiency. Whether a student is just physically present in the class is not a valid basis for grading. Reference Title 5 Section 55002 of the California Code of Regulations: (A) Grading Policy. The course provides for measurement of student performance in terms of stated course objectives and culminates in a formal, permanently recorded grade based upon uniform standards in accordance with section 55758 of this Division. The grade is based on demonstrated proficiency in the subject matter and the ability to demonstrate that proficiency, at least in part, by means of written expression that may include essays, or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students.)

## Grading Policy:

**Lab Projects**

Lab projects will be assigned as the correlate to the chapter being studied and will be completed on NATEF task sheets. These lab sheets are included in your on line aces but if you would like to use those you will need to print them at home prior to going to class. You can also buy all NATEF task sheets in one manual that will be good for all classes in the future that use CDX. To receive credit for NATEF Task Sheets must submitted for the grade on the day of the lab project. Late work will not be accepted.

**Chapter test**

Each chapter will conclude with a computer based chapter test, you may take the chapter test as many times as you would like and only your highest score will be recorded. Please pay close attention to the due dates. After the chapter test due date has passed the test can no longer be taken.

**Final Exam**

At the end of term there will be a hands on Final Exam and a written ASE-0 final exam.

|  |  |  |  |
| --- | --- | --- | --- |
| **Grade Value** | | **Grading Scale** | |
| **SP-2 (Safety)** | **15%** | **100% thru 90%** | **A** |
| **Lab Assignments** | **50%** | **89% thru 80%** | **B** |
| **Chapter Test** | **20%** | **79% thru 70%** | **C** |
| **Final Exam** | **15%** | **69% thru 60%** | **D** |
|  |  | **59% or below** | **F** |

**It is the responsibility of every student to add or drop this class** by the VVC dates indicated in the Syllabus. Students who cease to attend after the census date will receive a 0(F) for any incomplete work and be issued a Final Grade accordingly.

**SP2 Shop Safety Program:** All students participating in courses within the automotive program must pass two safety courses on the SP2 website. The safety program contained on this website is intended to educate the students on both safety and environmental concerns regarding the automotive industry. The student should log onto the website using the following information and complete both final exams with a grade of 80% or greater. The student will have five attempts at the final exam before the exam will need to be reset by the instructor. Upon completion of each exam the student can print out a certificate suitable for framing or inclusion with a resume.

**Starting instructions for this course related to Blackboard:**

1. This is a Web-enhanced class and will require the use of a computer and regular contact in Blackboard. The ATC on upper campus has many terminals available with extended hours. There are other computers available dispersed throughout the campus as well to perform your school work **(this DOES NOT include the Auto computers in the lab area- these are for lab exercises only).** If you are using your personal computer, our E-book- CDX Auto, seems to be most useable with Firefox browser. This said, do not wait until the last hour before assignments are due to start them as sometimes browsers, internet, VVC's Blackboard network go down and suddenly you cannot submit a chapter final by the deadline. There will be reading and examinations due the first week so you will need to purchase your E-book access immediately to get credit for these assignments. **CDX COURSE ID # 6235F8**

2. Please familiarize yourself with the **ALL Blackboard columns** on the left. This site is setup to have all of your class resources easily accessible that will help you start this class. You have no idea how many of my email responses include "please reference Blackboard". Note that the "Calendar" is a good quick reference for assignment due dates. **Look at the announcements at least daily** as I will often give clues to knowledge tests or extra credit assignments there (especially at the last minute).

3. Please read the ENTIRE Syllabus (somewhere in the Syllabus will be a "Keyword" that you will need for the discussion board assignment). In the syllabus you will be required to **read the VVC Auto shop "Policies and Procedures" (pages 13-17)** I will give you a printed copy of this on the first class period to be signed and turned in on the second class periodat the beginning of class.

4. Access SP2; there is a link in the "SP2" column to the left. In the sp2 system the student can log on using **78442** asthe account ID, then use **fact** as the pass word, and finally enter the last **6 characters of your student ID #** as the pin, once on the site complete the for "Mechanical Safety”, “Mechanical Pollution Control”**,** “Ethics and You” and “Land That Job” fortraining and final exams and **PRINTOUT** your passing score (or certificates) to be turned in by **your second class period** at the beginning of class. As continuing students you will either have current certificates or can simply re-take the final exams for "Mechanical Safety" and "Mechanical Pollution Control”. “Ethics and You” and “Land That Job”. You are required to certify annually, so if your certification expires before the end of the Spring 2018 semester I will re-set you and you will have to re-certify. Any registration problems contact CDX support desk number found in CDX web site.

5. Go to "Discussions" in the column to the left. Please read the discussion and follow the response instructions. This assignment will be due **your second class period date at midnight**. Although this is not an online class, there will be periodic assignments due in this format.

6. Please view the "Required Materials" column to the left. Please take the "Required" description seriously- if you show up out of uniform or without safety glasses, you will receive an "F" for the day's assignment. Not only are we promoting a professional work environment, but we must stay within OSHA safety mandates.

7. Please familiarize yourself with ALL the applicable NATEF Task sheets as indicated in your Auto50 Lab book. Please note that these are also available in CDX online and there are detailed descriptions of how to perform most of these lab sheets. I know you have a lot to do in the first week so try to do this task in the second week.

9. **Your Hands-on Final Exam is also posted to the left. Please read so you can use the entire 16 weeks to prepare for this proficiency!!**

**Class schedule**

**Week # 1 2/12/18- 2/17/18**

**Introduction, Syllabus, Blackboard and CDX Orientation, & SP2**

* Homework- Access Blackboard, Read opening announcement
* Homework- Access Blackboard, Go to “Start Here” in the left column
* Homework- Access Blackboard, Go to “Discussions” / Introduction **due 2/14/18 midnight**
* In Class Presentation SP2 Course
* Homework- Access Blackboard, Go to “SP2” in the left column/ **Final exams for “Mechanical Safety”, “Mechanical Pollution Control”, “Ethics and You” and “Land That Job” Printed out certificates or Printed out passing grade scores due Wednesday 2/21/18 at the beginning of class.**
* Purchase online CDX EBook Access **Chapter #1 Pretest and reading assignment due Wednesday 2/21/18 before class**
* Safety Glasses **due by 2/14/18 beginning of class**

**Week # 2 2/18/18- 2/24/18**

**Chapter #1 Careers in Automotive Technology**

* Homework- Pre-test for Chapter #1
* Homework- Read Chapter #1 Text
* In Class Presentation Chapter #1 Careers in Automotive Technology
* Homework- Chapter #1 Test

**Chapter #2 Introduction to Automotive Technology**

* Home Work Pre-Test for Chapter #2
* In Class Presentation Chapter #2 Introduction to Automotive Technology
* Homework- Chapter#2 Test
* Lab Activities Complete AUTO 50 DATABASE LOOKUP LAB SHEET #1

**Week # 3 & 4 2/25/18- 3/10/18**

**Chapter #3 Introduction to Automotive Safety**

* Homework Pre-test For Chapter #3 Introduction to automotive safety
* In Class Presentation Chapter #3 Introduction to Automotive safety
* In Class Presentation Departmental Policies and Procedures
* Lab Activities Complete NATEF Task Sheets
  + C451 General Shop Rules and Procedures
  + C455 Shop Ventilation
  + C458 Fire Extinguishers
  + C460 Evacuation routs
  + C465 MSDS Location
  + Task Sheet- Shop Diagram
  + Complete shop cleaning lab sheet
* Homework- Chapter #3 Test

**Chapter #4 Personal Safety**

* Home Work-Pretest Chapter #4 Personal Safety
* In Class Presentation Chapter #4 Introduction to personal safety
* Lab Activities Complete NATEF Task Sheets
  + C459 Eye Wash Stations
  + C461 Glasses, gloves and shoes
  + C462 Appropriate Clothing
  + C463 Hair and Jewelry
* Homework Chapter #4 Test

**Chapter #9 Vehicle Protection and Jack and Lift Safety**

* Homework- Pretest Chapter #9
* In Class Presentation Chapter #9 Vehicle Protection and Jack and Lift Safety
* Lab Activities Complete Task Sheets
  + C473 Proper Fender Cover Usage
  + C476 Vehicle Protection
  + C453 Floor jack and Stands
  + C454 Lift Safety
  + Complete shop cleaning lab sheet
* Homework- Chapter #9 Test
* VVC Automotive Uniform Shirt **due by 2/26/18 beginning of class**

**Week # 5 3/11/18- 3/17/18**

**Chapter #5 Vehicle Service Information and Diagnostic Process**

* Homework- Pretest Chapter #5
* In Class Presentation Chapter #5 Vehicle Service Information and Diagnostic Process
* Lab Activities Complete NATEF Task Sheets
  + VIN Information Task sheet
  + C472 Service Request
  + C590 Repair order
  + C474 3 C’s
* Lab Activities Complete AUTO 50 DATABASE LOOKUP LAB SHEET #2
* Homework- Chapter #5 Test

**Week # 6 & 7 3/18/18- 3/31/18**

**Chapter #50 Principals of Electrical Systems**

* Homework- Pretest Chapter #50
* Homework- Read Chapter #50 Text
* In Class Presentation Chapter #50
* Lab Activities Complete NATEF Task Sheets
  + C302 Battery inspection
  + C820 Jump start a car
  + C301 Soldering LAB- **Please reference Skill Drill K07005 prior to this lab**
  + C895 HID Safety
  + C464 SRS, Hybrid and Brake control safety
  + Complete AUTO 50 DATABASE LOOKUP LAB SHEET #3
* Homework- Chapter #50 Test

**Week # 8 4/1/18- 4/7/18**

**Chapter #6 Basic Tools and Precision Measuring**

* Homework- Pretest Chapter #6
* In Class Presentation Chapter #6 Basic Tools and Precision Measuring
* Lab Activities Complete NATEF Task Sheets
  + C466 Tool Identification
  + C467 Standard and Metric
  + C896 Proper use of precision Tools
* Homework- Chapter #6 Test

**Chapter #7 Power Tools and Equipment**

* Homework- Pretest Chapter #7
* In Class Presentation Chapter #7 Power Tools and Equipment
* Lab Activities Complete NATEF Task Sheets Complete Lock out tag out form
* Lab Activities Complete AUTO 50 DATABASE LOOKUP LAB SHEET #4
* Homework- Chapter #7 Test

**Spring break 4/8/18- 4/14/18**

* Homework- Access Blackboard, Go to “Discussions” / “The 4 C’s” **due 4/14/18 midnight**

**Take this time to catch up on your assignments or enjoy your time off**

**Week # 9 4/15/18- 4/21/18**

**Chapter #8 Fasteners and Thread Repair**

* Homework- Pretest Chapter #8
* In Class Presentation Chapter #8 Fasteners and Thread Repair
* Homework- Chapter #8 Test
* Lab Activities- Open Lab

**Week # 10 4/22/18- 4/28/18**

**Chapter #10 Vehicle Maintenance Inspection**

* Homework- Pretest Chapter #10
* In Class Presentation Chapter #10 Vehicle Maintenance Inspection
* Lab Activities Complete NATEF Task Sheets
  + Complete comprehensive vehicle inspection
* Homework- Chapter #10 Test

**Week # 11 4/29/18- 5/5/18**

**Chapter #11 Communication and Employability Skills**

* Homework- Pretest Chapter #11
* In Class Presentation Chapter #11 Communication and Employability Skills
* Lab Activities
  + Complete comprehensive vehicle inspection
  + Open Lab
* Homework- Chapter #11 Test

Keyword: combustion

**Week # 12 5/6/18- 5/12/18**

**Chapter #36 Servicing Wheels**

* Homework- Pretest Chapter #36
* Homework- Read Chapter #36 Text
* In Class Presentation Chapter #36
* Lab Activities Complete NATEF Task Sheets
  + C222 Rotate Tires
  + C251 Install Wheel and Torque Lug Nuts
* Homework- Chapter #36 Test

**Week # 13 5/13/18- 5/19/18**

**Chapter #38 Steering Principals**

* Homework- Pretest Chapter #38
* Homework- Read Chapter #38 Text
* In Class Presentation Sub Area #1 Intro to Steering
* Lab Activities
  + suspension and steering lecture
  + Open Lab
* Homework- Chapter #38 Test

**Chapter #40 Suspension system theory**

* Homework- Pretest Chapter #40
* Homework- Read Chapter #40 Text
* In Class Presentation Sub Area #1 Intro to Steering
* Lab Activities
  + Open Lab
  + Lab suspension and steering identification lab sheet
* Homework- Chapter #40 Test

**Week # 14 5/20/18- 5/26/18**

**Chapter #43 Principals of Braking**

* Homework- Pretest Chapter #43
* Homework- Read Chapter #43 Text
* In Class Presentation Chapter #43
* Lab Activities Complete NATEF Task Sheets
  + C632 Brake Pad Wear
  + Lab Brake inspection lecture
  + Hands-on Final Exam review
* Homework- Chapter #43 Test

**Week # 15 5/27/18- 6/2/18**

* There are 2 extra credit lab sheets that are optional: C387 & C659 in the back of your Lab Book
* Open Lab

**Week # 16 6/3/18- 6/8/18**

* Final Exam Review
* Final Exam **CDX ASE 0 Final exam due by 6/6/18 Wednesday at Midnight**
* Hands-on Final Exams in lab this week.

**Victor Valley College Automotive Technology Department**

**Student Policies and Procedures**

In addition to the following policies and procedure, students are governed by and expected to abide by the general rules, code of ethics and conducts of Victor Valley College. Please refer to the student handbook for complete information.

**General Rules**

1. All repairs must be supervised by an instructor or qualified assistant designated by the instructor. The shop may not be used outside of regular scheduled class time or without the permission and presence of an instructor.
2. If a student needs to leave the shop area during regular scheduled class time they are asked to inform the instructor.
3. Student are encouraged and in some courses required to bring tools to lab sessions, however VVCC or its employees are not responsible for the theft of your tools. VVCC will provide an open top, unmonitored, locked tool storage area, however you are leaving locked toolboxes at your own risk. If you do not feel comfortable leaving your tools under these conditions you are encouraged to store them elsewhere.
4. Only students that are currently enrolled in a class are permitted to be in a classroom, the auto shop library, parking area or in the auto shop work area.
5. All hazardous waste including oil, brake fluids, oil filters, gasoline, solvents and any other substance generally considered by the State of California to be of a hazardous nature must be stored and disposed of properly, if you have questions contact the Automotive Instructional Assistance
6. Students are encouraged to review the (MSDS) Material Safety Data Sheets before contacting any material or chemical in the shop. MSDS are located in the auto shop library.

**Service Order Procedures and Lab Rules**

1. The instructor must approve all lab projects before work has begun.
2. Students will not be permitted to work in the lab area until they have passed both SP2 automotive safety and pollution training courses and tests with a score of 80% or higher.
3. All vehicles entering the auto shop parking area must have a current work order.
4. Keys will be given to the service advisor and kept in a locked storage area for the duration of the vehicles stay in the automotive department. Keys can be checked out during lab sessions from the tool crib with a washer from the tool crib.
5. Only vehicles with a current repair order will be permitted in the shop or rear parking areas. Student parking is provided in designated parking areas only.
6. All vehicles must have steering wheel covers, seat cover, floor mats and fender covers applied before repair work is started.
7. Students will be giving a technician work sheet and must document all work that is performed and all needed additional work on that sheet.
8. An instructor must verify all repairs and the technician worksheet must be signed by the instructor before the repair order can be closed and the vehicles can leave the lab area.
9. After repairs have been completed and repair orders have been closed vehicles must be removed from the shop and rear parking areas. Vehicle left without permission may be subject to impound.
10. The instructor will have the ability to stop any project, assignment, repair or operation at anytime and for any reason if he or she feels that is being conducted in an unsafe manner, a safety rule is being violated, or it poses a hazard to anyone.
11. The internet may be accessed in the computer lab of the automotive department during scheduled class time and only with the permission of the instructor. The following web sites are the only sites that may be accessed. Students found in violation of the internet rules or procedure will be subject to the following procedures or may be subject to immediate dismissal depending on the severity of the infraction.
12. Respiratory protection is required whenever in the presence of vapors or airborne particulate matter of any kind
13. Students are not permitted to use any piece of shop equipment without being properly trained on its usage and safety practices.
14. Students are not permitted to drive or road test a vehicle without being accompanied by the instructor or Instructional Assistant. If the road test is with the instructional Assistant the student must acquire permission from the instructor.
15. When road testing a vehicle all laws must be obeyed and the vehicle may not be operated in an unsafe manner.
16. Students who do not possess a valid California driver’s license may not operate or sit in the driver’s seat of a vehicle.
17. Before starting any vehicle ensure that both feet are in the vehicle, all doors are closed, seat belt is on and you are prepared to operate the vehicle.
18. Wheels must be chocked on all vehicles before repair work is started.
19. A shop exhaust ventilation hose must be connected to the exhaust pipe of any vehicle running in the auto shop.
20. If a student doesn't understand the complete and safe operation of a piece of equipment, service operation or procedure it is not only their right but the responsibility of the student to stop and ask for proper training from an Instructor and Instruction Assistant before proceeding.

**Personal Conduct and Behavior**

1. Profanity and inappropriate conversation is unprofessional and will not be permitted.
2. In the Automotive Industry it is very important that you not only behave in a professional manner, but that you also look professional. Therefore the following mandatory dress policy must be followed:
   1. The Victor Valley College Automotive Department Shirt must be worn to all lab and class sessions.
   2. The designated department shirt must be clean, unwrinkled and worn properly at all times.
   3. You must be bathed, clean, free of malodor, properly groomed and attired before coming to class. This determination will be made by the instructor and should be consistent with what an employer would expect during working hours.
   4. Your hair must be neat and clean.
   5. Fingernails must be clean and cut short. For Safety reasons acrylic are not allowed.
   6. Students not abiding by these policies will be dismissed from class for the day and will not be allowed to make up missed work.
   7. Any student who fails to conduct themselves in a professional manner will be removed from the class and forwarded to the Dean for corrective action.
   8. Students are required to conduct themselves in a safe and professional manner when in the classroom, lab area and when on the VVCC campus.
   9. Victor Valley College is a smoke-free institution. Smoking or the use of any tobacco products **or smokeless devices such as e-cigarettes,** is prohibited at all campus sites. Students, staff members and visitors to the campuses of Victor Valley College are permitted to use tobacco products or smokeless devices in their personal vehicles only.
   10. Students are not permitted to take breaks in the rear parking area
   11. Eating or drinking is not permitted in the shop, library/computer lab, or the rear parking area.
   12. Thievery of any kind is against department and college rules.
   13. Safety glasses are required when in the shop, whether working on a lab project or not. Smoked colored glasses, sunglasses, and some tinted glasses do not meet the auto shop standard. Please see instructor before purchasing glasses for proper identification. The instructor will have final say on what is or is not safe and appropriate. Some operations may require the additional use of a complete safety shield or tinted lenses for welding or cutting.
   14. Proper close-toed shoes are required in the lab area.
   15. Short pants are not permitted in the lab area.
   16. Loose or baggy clothing is not recommended and may be unsafe. The instructor will have final say on what is or is not safe and appropriate.

**Shop Cleanup and Maintenance**

1. Students are responsible for keeping and maintaining a clean lab area while working in lab.
2. Students are to ensure that all lab areas are thoroughly cleaned before leaving the lab area.
3. Cleaning up oil spills from the shop floor:
   1. Apply oil absorbent to oil spill and allow sufficient time for oil absorbent to absorb fluid.
   2. Sweep up an either recycle or dispose of absorbent in oil absorbent disposal container.
   3. Wipe up remaining residue with shop rags and recycle shop rags.
   4. After determining floor is free of oil, mop floor with hot soapy water.
   5. After ensuring mop water is free of contaminates, dispose of mop water in shop sink.
   6. After disposing of used mop water thoroughly clean mop head and bucket and return empty bucket and clean mop to storage rack. Ensure that mop is returned to the hanging position to ensure that it dries.
   7. (Please note that complete shop cleaning instructions are contained the in Shop Maintenance guide, however due to the legality of waste oil disposal a brief explanation was given here.)
4. All vehicle must be removed from the shop and work areas, parked and locked at the end of the lab session.
5. All benches must be cleaned and returned to the proper area at the end of the lab session.
6. Food and drinks are not allowed in the computer or service advisor areas.
7. Please notify your instructor and the instructional assistant in the event of a large hazardous materials spill.

I have read, fully understand and agree to be abide by the Victor Valley College Departments Policies and Procedures.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**After signing and dating above, please return the entire packet. Your copy of this document is included in the course syllabus of record of all Victor Valley College Automotive Courses.**