AUTO 1000 Basic Shop Practices Syllabus

Instructor and Class Information

Instructor Name Shane Schmidt

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Office Location Lexington High School Skills Armory – 302 South Washington St.

Office Hours 7:10 a.m. – 3:45 p.m. Monday - Friday

Additional Instructor Information

Start Date 8/09/2023

End Date 12/20/2023

Course Information

Course Description

Students will learn basic shop functions using various shop equipment, including hand tools, special tools, measuring tools, and fire equipment.

Purpose/Goals:

The goal of this course is to introduce the necessary safety practices needed to make the shop a safe place to work.

To help the student understand the proper procedures in using measuring equipment and be able to get the proper readings on the measuring device.

To introduce the student to the manual and electronic information available to them and how to properly use the information systems.

The student will become acquainted with the procedures involved with everyday operations of shop activities.

Target Population

Students who are interested in obtaining an Associate of Applied Science Degree, one-year diploma, and certificates.

Textbooks

Textbook and workbook will be given to students at the beginning of the year. Students will be responsible for textbook and workbook care and return at the end of course.

Learner Supplies

Pen

Notebook

Safety glasses (optional – no tinted safety glasses allowed)

School issued device

Grading Information

98-100 A+	85-89 B	74-76 D+
93-97 A	82-84 C+	70-73 D
90-92 B+	77-81 C	<70 F

Instructor Grading Information

The student will be graded on their attendance, ability to work with others on projects, participation in class, workbook assignments, tests, and quizzes.

Shop – 55%

Tests – 25%

Workbooks/Quizzes – 20%

All late work will be 50% off and 1 point off every day after the due date.

Semester Final Grading

1st Quarter – 45% / 2nd Quarter – 45% / 1st Semester Final – 10%

3rd Quarter – 45% / 4th Quarter – 45% / 2nd Semester Final – 10%

Academic Honesty

Academic honesty is a core principle of learning and scholarship. When you violate this principle, you cheat yourself of the confidence that comes from knowing you have mastered the targeted skills and knowledge. You also hurt all members of the learning community by falsely presenting yourself as having command of competencies with which you are credited, thus degrading the credibility of the program and your fellow learners who hold the same credential.

All members of the learning community share an interest in protecting the value, integrity, and credibility of the outcomes of this learning experience. We also have the responsibility to censor behaviors that interfere with this effort. The following behaviors will be subject to disciplinary action:

Plagiarism - presenting someone else's words, ideas, or data as your own work.

Fabrication - using invented information or falsifying research or other findings.

Cheating - misleading others to believe you have mastered competencies or other learning outcomes that you have not mastered. Examples include, but are not limited to: 1. Copying from another learner's work 2. Allowing another learner to copy from your work 3. Using resource materials or information to complete an assessment without permission from your instructor 4. Collaborating on an assessment (graded assignment or test) without permission from the instructor 5. Taking a test for someone else or permitting someone else to take a test for you

Academic Misconduct - other academically dishonest acts such as tampering with grades, taking part in obtaining or distributing any part of an assessment, or selling or buying products such as papers, research, projects or other artifacts that document achievement of learning outcomes.

Course Competencies

1. Discover shop safety practices.

Learning Objectives

1.a. Outline general shop safety rules and procedures.

1.b. Indicate fire safety procedures.

1.c. Describe eye wash station procedures.

1.d. Identify information located on safety data sheets (SDS).

1.e. Outline personal protective equipment (PPE).

Criteria

Performance will meet expectations when the student:

1.1. identifies general shop safety rules and procedures on a written exam.

1.2. identifies the location of the posted evacuation routes.

1.3. identifies marked safety areas.

1.4. identifies the location and the types of fire extinguishers and other fire safety equipment.

1.5. explains procedures for using fire extinguishers and other fire safety equipment.

1.6. identifies the location and use of eye wash stations.

1.7. locates and describes safety data sheets (SDS).

1.8. identifies appropriate clothing for lab/shop activities.

2. Use shop equipment safely.

Learning Objectives

2.a. Break down safe procedures for handling of tools and equipment.

2.b. Demonstrate ventilation procedures for working.

2.c. Use safe handling and use of appropriate tools.

Criteria

Performance will meet expectations when the student:

2.1. utilizes safe procedures for handling of tools and equipment.

2.2. complies with the required use of safety glasses, ear protection, gloves, and shoes during lab/shop activities.

2.3. secures hair and jewelry for lab/shop activities.

2.4. utilizes proper ventilation procedures for working within the lab/shop area.

2.5. demonstrates safe handling and use of appropriate tools.

3. Identify the types of measuring devices.

Learning Objectives

3.a. Describe the operation of micrometers.

3.b. Identify the operation of calipers.

3.c. Name dial indicators and feeler gauges.

3.d. Read a tape measure.

Criteria

Performance will meet expectations when the student:

3.1. names various measuring devices.

3.2. identifies the best measuring device for a task.

4. Explain the systems of measurements.

Learning Objectives

4.a. Define the United States Customary system of measurement.

4.b. Define the metric system of measurement.

4.c. Identify how to convert measurements between the two measuring systems.

Criteria

Performance will meet expectations when the student:

4.1. explains the steps to measure various components.

4.2. outlines the process for precision measuring.

4.3. identifies the proper measurement device.

5. Use different types of measuring equipment.

Learning Objectives

5.a. Perform measurements using steel rule measuring devices.

5.b. Perform measurements using a micrometer.

5.c. Perform measurements with a caliper.

Criteria

Performance will meet expectations when the student:

5.1. uses the proper measuring tool for the component they are measuring.

5.2. calibrates each device before conducting a measurement.

5.3. cleans each component before making measurements.

6. Employ proper maintenance procedures for the measuring equipment.

Learning Objectives

6.a. Demonstrate calibration of precision measuring devices.

6.b. Demonstrate cleaning and storage of precision measuring devices.

Criteria

Performance will meet expectations when the student:

6.1. performs a cleaning to various measuring equipment.

6.2. demonstrates calibration to various measuring equipment.

6.3. uses oil to lube and store various measuring equipment.

Please see the school calendar for scheduled student days: 2022-2023 LPS School Year Calendar available at https://www.lexschools.org/calendar/