



P.O. Box 477200 Tulsa, OK 74147 918.828.5000

## **PROGRAM HANDBOOK**

### **Program Information**

Program Name: Automotive Maintenance Light Repair (AMLR)

Career Cluster: TRANSPORTATION, DISTRIBUTION & LOGISTICS

Career Major Pathway: TRANSPORTATION, DISTRIBUTION & LOGISTICS

Career Major Hours: 525Hrs (1 School year)

Student Availability: Secondary Students: (High School Students): Post-Secondary (Adult: Half-Day)

Site: BROKEN ARROW

School Year: 2023-2024

### **Instructor and Contact Information**

Instructor Name: MICHAEL CEARLEY

Instructor Phone: 918-828-3067

Instructor Email: [michael.cearley@tulsatech.edu](mailto:michael.cearley@tulsatech.edu)

Instructor Office Hours: 3:00-4:00 pm M-F

Instructor Credentials:

- ASE Certified Technician: Brakes, Steering/Suspension, HVAC, Electrical, Maintenance-Light Repair (G1)
- Toyota Certified Technician: Engines (Mechanical/Performance), Transmissions (Manual, Automatic, 4WD/AWD), Brakes, Steering/Suspension, Electrical, HVAC
- Automatic Transmission Rebuilders Assoc. Certified: (R/R, Rebuilder, Service Writer, Diagnostician)
- Automotive Oil Change Association (AOCA) Certified Technician
- OSU-Okmulgee: Associates: Auto Service Technology: Toyota T-TEN: (2000)
- OSU-Stillwater: Bachelors: Career and Technical Education: Trade and Industrial:(2014)
- Industry Experience: 8+ years
- Teaching Experience: (2004- Current)

## **Campus/Site Information**

Attendance Office: 918-828-3036

### **Counselor(s):**

Students: Last Name: (A-K): Tammy Garcia [tammy.garcia@tulsatech.edu](mailto:tammy.garcia@tulsatech.edu)

918-828-3034

Students: Last Name: (L-Z): Mike Roark [mike.roark@tulsatech.edu](mailto:mike.roark@tulsatech.edu)

918-828-3032

### **Administration:**

Campus Director: Jerry Bogle [jerry.bogle@tulsatech.edu](mailto:jerry.bogle@tulsatech.edu)

918-828-3001

Campus Asst. Director: John Peterson [john.peterson@tulsatech.edu](mailto:john.peterson@tulsatech.edu)

918-828-3002

### **Program Description:**

Maintaining today's vehicles is important to overall life, value, and performance of a vehicle. The Automotive Maintenance Light Repair program teaches you to perform complete systems inspections, maintenance related services, and common repairs on today's automobiles. You will learn and develop a professional level of automotive skills and knowledge to verify, maintain, and repair any vehicle. Students will work with variety of years makes and models of vehicles and drive types including front wheel drive, rear wheel drive and 4-wheel drive systems.

Customer service, safety, light-line diagnostics and repair of under hood and chassis components will also be taught. In addition, diagnosis, replacement, resurfacing, and performance testing of components in the Brakes system will be included. The basic knowledge and skills required for Automotive Service Excellence (ASE) certification is optional for interested students and upon completion, you will be prepared to begin a career in an Automotive Service Center or continue your education in the Automotive Services pathway.

Students in this major will prepare to work in fast lube centers, dealerships, and general automotive service centers. They will study their roles and responsibilities, shop safety, customer service/greeting, and products – such as oil, filters, and lubricants. They will learn how to be an under the hood and lube technician in addition to learning how to perform other entry level service technician duties The students will also learn how to mount/dismount, balance and rotate tires and wheels. Tire repair techniques will also be covered.

This program consists of multiple courses. Each course has assigned course hours. Students may be eligible to take state, national, or industry certifications. See program plan of study for specific information on courses, hours, and certifications available.

Career and/or College Opportunity:

Tulsa Tech’s Career Placement Services team builds partnerships with Tulsa area businesses & industry to create opportunities for work-based experiences and job placement.

Job search assistance is provided before and after graduation. Services include with employment information, resume building, refining interview skills and life-time access to the Tulsa Tech Job Connect database.

Eligibility for Admissions

Secondary and adult students are admitted to programs on the basis of their interest, indicators of ability to succeed in their chosen occupation, aptitude and prior performance in school and work. In addition, other factors may be considered that affect the student’s ability to fully participate or complete a program, or to obtain professional credentials at the program’s conclusion.

Schedule

Class Times:

H.S. / 1 school year:

August - May

H.S. sessions:

8:00 - 10:50 A.M.

12:00 - 2:50 P.M.

Check with Admissions Office at 918-828-5260 for start dates.

Break Times:

9:00 - 9:10 AM

1:00 - 1:10 PM

Break Times are a PRIVILEGE that can be REVOKED for disciplinary reason on an individual basis a/o class basis depending on the nature/severity of the situation resulting in the disciplinary action.

## **Classroom Procedure & Expectations**

### **Grading**

It is the policy of the Board of Education of Tulsa Technology Center to issue a grade to each student enrolled according to the policy and procedures of the district. All course and program grade totals will be calculated in the district designated gradebook on a point-based system.

The following criteria will be used for the assignment of letter grades, grading scales and percentage grades for students:

A	100-90%
B	89 – 80%
C	79 – 70%
D	69 – 60%
F	59 – 0%

*(List grading requirements for your program if needed)*

### **Makeup Work:**

Students are expected to make up the work missed while they are absent. It is the responsibility of the student to contact the instructor and plan to complete the work missed. No penalty will be assessed if the work is made up within two days for each day missed. Make up work shall be meaningful and relevant to the course missed. Some situations may require more time due to the nature of the program. In these cases, the instructor will set the completion date for the make-up work.

### **Teaching Methods:**

This course may be taught through a variety of delivery methods which may include:

- CTSO Activities
- Lecture
- Live Work
- Presentations
- Professionalism activities
- Shop Tasks
- Work-based learning

## Professionalism:

Dressing professionally and appropriately is important for all Tulsa Technology Students.

Each course at Tulsa Tech can and will have varying guidelines concerning dress code in relation to the field of study. There are some variations in AMLR.

The following are the dress code expectations and guidelines in AMLR:

- Sagging pants, exposed undergarments, or excessively “Baggy” shirts or pants will NOT be permitted
- Warm-ups, sweatpants, muscle shirts, mesh shirts, midriffs, halters, tank tops, low necklines, jean shorts, cut-offs, mesh “basketball” shorts, see-through garments, clothing / jeans with excessive wear holes, yoga pants, and other attire inappropriate for school wear and will not be permitted
- Skirts, culottes, skorts, and split or divided skirts are not appropriate.
- Clothing displaying writing, pictures, or insignias which are suggestive, vulgar, symbolic of drugs, alcohol, tobacco products, sex, gangs, or gang colors, or anything illegal or immoral, are inappropriate and will not be permitted.
- Clothing and/or accessories displaying the Confederate Flag or showing improper display of the American Flag will not be permitted.
- “Do” rags, bandannas, stocking caps, pantyhose (head wear), cowboy hats, Baseball caps, and sunglasses are NOT permitted within other areas of the BA campus and are NOT allowed in the AMLR classroom and shop area.
- Enclosed toe shoes are required. Flip-flops, sandals, house shoes, bowling shoes, clogs, or any other form of open toe or smooth soled footwear are not permitted.
- Necklaces, rings, watches, bracelets, hoop/dangling earrings, or torso/body piercing(s) must be removed while in shop area. (Medical or ID tags are exempt)
- Note: You will be working with fluids, chemicals, lubricants, etc., associated with servicing and/or cleaning vehicles. With this in mind, be aware that there is the potential of spills and other associated risks, resulting in stains on clothing. You may be asked to perform service tasks at any time during the class. It is suggested that you invest in plain, black t-shirts and gently used blue or black denim jeans to avoid ruining any of your other garments. Time will be allotted for you to change in and out of “work apparel.”
- Use of Computers and/or Internet for anything other than assigned tasks or without permission.
- Making fun of or being inconsiderate of other, a/o use of obscene or abusive verbal or body language towards anyone during class time or in general context.
- Horse play, standing around, sitting in vehicles, excessive playing of car radios, and deviating from assigned job(s) while in shop area.

## Attendance:

### Safety:

- You are required to pass a Safety Test with a grade of 100% in order to work in the shop area.
- You will receive instruction in proper usage of hand and pneumatic tools, shop equipment, and general shop safety procedures.
- The tools and equipment in the shop area are to be used safely and properly.
- Safe operation of tools and equipment bring about safe work habits and personal/professional ethics.
- Safety WILL be observed at all times. This includes not only your own personal safety, but the safety of those who are working with and/or around your area.
- You, the student, have made an adult decision in choosing to come to Tulsa Tech. Along with the expectations placed upon you to “act like an adult,” you will be treated, respected, and must assume responsibilities of your education as an adult. Aside from the practical “hands-on” skills and technical knowledge you will gain, you are being trained for a career. Your conduct and ethics will be evaluated and critiqued in order to help your employability and success in your career.

### ID Badges:

Students will be provided with student ID badges during the first weeks of class. They are required to have them on while on campus.

### Accident Reporting:

Any student suffering an injury or illness which occurs while on campus or while participating in an off- campus work-based experience, must complete a student accident report form. All accidents shall be reported to the instructor and campus director or assistant director.

### Code of Conduct:

Tulsa Tech’s student conduct code prohibits threatening behavior, harassment, intimidation, and bullying. This policy applies to all students regardless of classification as a secondary or adult student.

### Transportation/Parking:

Tulsa Tech’s district encompasses 14 public school districts, which includes students from 27 public high schools and 24 private schools. High school students living in the district who attend public, private, parochial, charter, or home-school are eligible to attend tuition-free.

For district-specific transportation information, please the review the list below. In most cases, you can find this information on the district's website or by contacting them directly by phone.

College Credit Opportunities:

Tulsa Tech students may earn college credit by Transfer Credit or Prior Learning Assessment (PLA). Depending on the college and degree pursued, students may earn credit by showing a transcript, certification, or license, taking an institutional assessment at the college, showing a portfolio, or demonstrating knowledge.

Other Information:

Oklahoma Career Tech Student Organizations & Honor Recognitions

*Please delete what is not applicable to your program.*



Career & Technical Education



NTHS – The National Technical Honor Society



PATH – Professional, Academic, Technical, and Honor

All Tulsa Tech Policies apply to all programs. All policies listed in this handbook are in addition to district policies. Read Tulsa Tech’s policy manual at: [Tulsa Tech District Policies](https://tulsatech.edu/about/district-policies) (<https://tulsatech.edu/about/district-policies>)