

## **Student Guidelines, Expectations and Department Standards**

### **Attendance & Scholastics**

- Class attendance is required. One (1) absence can potentially lower your grade 2.5% and three (3) tardies count as one (1) absence. After three (3) absences, you will be required to have a conference with the instructor before returning to class.
- The Automotive Technology program maintains the following scholastic standards for grades:  
93-100% = A, 85-92% = B, 77-84% = C, 70-76% = D, Lower than 70% = F

### **Attire and Conduct**

Attire and conduct reflects the expectations of the Department and industry partners. The following guidelines are mandated to provide maximum safety protection and reflect professionalism.

- Students are to maintain a clean and professional appearance at all times. Lockers and showers are available in restrooms 112 and 172. Lockers are also available in corridors 150 and 170.
- The Automotive Technology Department uniform shirt is required to be worn in all automotive technical classes. Students will be provided a single Department uniform shirt, and it is recommend to purchase additional uniform shirts. The shirts can be purchased at the Automotive Technology Parts Store. Any T-shirt or sweatshirt being worn is to be underneath the Department uniform shirt.
- In automotive non-laboratory classes, students can also wear a clean and professional shirt such as a dress shirt, or a shirt with a collar. T-shirt style shirts are not acceptable.
- Full-length pants are required to be worn while in all automotive classes. Uniform, dress, khaki, or neat blue-jean style pants are acceptable. Shorts, sweat, workout, or pajama styles are not acceptable.
- Hats and ball caps are not allowed to be worn in the building. No oversize and loose fitting clothing is to be worn while in automotive classes. No Hoodie style sweat shirts are allowed in the labs. All long hair is to be confined.
- Non-perforated, closed-toe shoes are required in all automotive classes and laboratories.
- Wearing jewelry may pose a safety hazard. We strongly discourage the wearing of any jewelry.
- Safety glasses must be worn in the laboratories while lab activities are in session and/or when you are performing any actions that may cause an eye hazard. Safety glasses may be purchased at the Automotive Technology Parts Store.
- Cell phones are not to be used for calls or texting during class time unless approved by the instructor. Practice professional courtesy.

### **Laboratory Activities and Items**

- Students are not allowed to work in the labs unsupervised. Students are to work directly with their instructor for access to laboratories, tools, equipment, training vehicles, fuel, and supplies. All of these items are State or others property. Students are not to assume they can acquire or use these items without the instructor's approval. Access to and use of these items is a privilege. Improper use will lead to disciplinary action.
- Students are expected to follow all safety guidelines in the use of all tools and equipment. If proper guidelines are not known, students are to contact their supervising instructor before proceeding. Tools and equipment needing repair/service are to be brought to the attention of the supervising instructor.
- Fender covers and other protection and safety items are to be used as needed.

- Each student must provide their own required tools for use in the labs with their name clearly visible on the outside of the toolbox. Tool sets can be purchased through the Automotive Technology Parts Store.
- **All** test drives of “customer vehicles” **must be** performed with an instructor on board. SIU “Training vehicles” are not allowed to be driven.
- All vehicles and/or components brought in for work **must be** scheduled through the instructor; this includes personal vehicles. All vehicles and/or components being worked on in the labs **must have a completed work order on file** in the Automotive Technology Parts Store.
- Parts and supplies for items being worked on in the labs are to be purchased through the Automotive Technology Parts Store unless prior approval from the SIU Parts Store Manager is obtained. Students can purchase repair parts through the Parts Store at a discount.

**Workspace Cleaning**

- Each student is expected to keep his/her work area and equipment orderly and clean at all times. The labs are provided with various drain pans and cleaning products. All messes caused by or in the students’ work area (i.e. dirt and oil on floor, dirty drain pans, shavings on drill press, and grease prints on equipment) are required to be cleaned up. Not maintaining an orderly and clean work environment may lead to disciplinary action due to the potential hazards caused to others.

**Food, Drink, Smoking and Tobacco Products**

- No food or drink is allowed to be brought in to the computer lab and automotive service or component laboratories. Eating, drinking, handling contact lenses, chewing gum, or applying makeup/lip balm is not allowed in any of the automotive labs.
- Smoking is not allowed in or within 15 feet of any campus building. There is absolutely no smoking allowed in the lot on the west side of the Transportation Education Center (TEC) building. Smokeless tobacco products are not permitted in the TEC.

**Parking**

- All students, faculty, and staff are to park in designated areas. Parking on the west side of the TEC is restricted to Automotive Technology fleet and customer vehicles or deliveries. Unauthorized parking will result in towing at the owner’s expense.
- The roadways and parking lots around the TEC are under the authority of the Southern Illinois Airport. All users are to abide by their regulations. Citations can and will be issued.

**Outdoor Student Space**

- Outdoor gathering space is available at either the northeast, northwest or south entrance of the TEC. There is to be no outdoor gathering on the west side of the TEC. This area is restricted.

**Student Concurrence**

I have received, read and fully understand the Southern Illinois University, Automotive Technology Department “Student Guidelines, Expectations and Department Standards”. I hereby agree to abide by all items as described. I understand that my failure to comply with these guidelines will lead to disciplinary action.

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Print Student Name

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SIU Student ID (Dawg Tag)

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Student Signature

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Date