



EMILY GRIFFITH

TECHNICAL COLLEGE

2020-2021 Automotive Service Checklist

On the first day of class, you will need:

- Closed toe and slip resistant shoes*
- Safety glasses*
- Jeans or canvas long pants*
- Notepad
- Pen or pencil

**Items may be found at Harbor Freight, Napa, Walmart, Home Depot, Lowes, Sears, or the store of your choice.*

Additional Information:

- Toolkit and access to digital media is included in program fees and will be provided in class.
- There is a required new student orientation the week prior to class beginning. You will be contacted by a College of Trades, Industry, and Professional Studies staff member approximately two weeks ahead of the orientation to notify you of the date and time
- In order to be employed in the Auto Service industry, you will be required to have a valid Driver's License. If you do not yet have one, plan to get one within your first semester of the program. If you are unable to get a valid Driver's License, please discuss registering for this program for personal reasons rather than employment with your advisor.

COVID-19 Precautions

- In order to maintain a safe learning environment, all students will be given a health screening (temperature and symptom questions) prior to entering the building and be required to wear a face covering/mask as long as they are in the building and/or participating in coursework.
- Maintaining a distance of six feet between yourself and others (social distancing) at all times will also be required. This includes while outside of the building, too.
- Common spaces such as the student lounge and use of vending machines will be prohibited. Please plan to eat and drink off campus, with the exception of water if needed.
- Students who fail to comply with these rules may be asked to leave campus and/or be dismissed from the program.



EMILY GRIFFITH

TECHNICAL COLLEGE

COVID-19 Hybrid Learning

- Due to COVID-19, coursework that can take place remotely such as lecture, online homework, or quizzes will not take place on campus. Rather students will participate in coursework utilizing a computer off site.
 - This will require students to have access to a reliable internet connection and a computer with video and audio capabilities. If you do not have access to these things, please contact Vivian Jeffcoat, Dean of Instruction, at vivian.jeffcoat@emilygriffith.edu, immediately to learn more about checking out a laptop for class.
- Students will only be allowed on campus to coursework that must be completed in a lab or shop setting.

Accelerated Program

- On the first day of class for a program crucial policy, procedure, and orientation take place. It is expected that all registered students attend on the first day. If a student does not attend on the first day of a program without prior approval from the Instructional Dean or Associate Dean, they will be dropped from the program and encouraged to register at another date.
- Classes are completed at a quick pace without breaks between classes. One class is covered in its entirety before moving to the next class. Classes range from 1 week to 5 weeks in length.
- Due to the fast pace of the program, daily attendance is critical to student success.
- Students are expected to complete reading and homework outside of class hours.
- In order to access course content online, students must make payment arrangements with the Treasurer's Office prior to the first class. If a student has not made these arrangements, they will not have access to course content and may find themselves behind in class from day one.

Classroom Logistics

- In the College of Trades, Industry, and Professional Studies our programs welcome new students multiple times throughout the year. As a student, you will likely experience being in the classroom with another cohort that may be learning different content than you. We believe this structure enriches the learning experience for all students, as the peer to peer learning that takes place is invaluable.



**EMILY
GRIFFITH**
TECHNICAL COLLEGE

Internet and Computer Access

- Access to a reliable internet connection outside of class is necessary in order to complete assignments in the Learning Management System and other online tools.
- Access to a reliable PC/Laptop outside of class is necessary.