

# Honda PACT Lab Rules

The lab portion of the Honda PACT program is a vital component to students achieving the desired goal of graduating from the PACT program and moving on to become strong future technicians in the Honda/Acura dealerships. The tasks and jobs performed in the lab are built around the following requirements:

- 1) Meeting the required tasks as outlined by NATEF
- 2) Meeting the required list of hands on skills required by American Honda Motor Corp.
- 3) Reinforcing the theory of automotive system as discussed in class
- 4) Providing students with an opportunity to experience and develop skills that are required of technicians working in Honda dealerships

## **Absenteeism:**

Because the role of the lab is so critical to the requirements of completing the program student attendance is vital to completion of the program. If a student is not present for a lab session, it becomes very difficult to schedule a time for tasks to be made up in class. Therefore students that have missed more than 3 or more lab session will be given a failing grade for the lab portion of the class.

## **Tardiness:**

As a professional technician working in dealerships you will be required to show up to work on time and ready to work. The same approach is required for classes at NCC in the Honda PACT program. As such, your instructor will be ready on time for class and you as a student are required to be ready for class once your lab time begins. Each student will be issued a verbal and written warning for the first 2 times he/she is tardy for class. Subsequent tardiness will result in no lab time for the student and a grade of "0" for the day counted as an absence. 3 Absences from lab will result in an "AF" grade being issued and the student will no longer be part of the class.

## **Grading:**

Lab grades are accumulated through active participation and completion of assigned tasks. The tasks will be assigned each week by the instructor and progress will be evaluated by the instructor. Each task will be graded on a scale from 0 to 4 as outlined below:

- a) **4** – The student has demonstrated mastery of this task and its relevance. The student can perform this task with almost no supervision at all. The task is completed efficiently and effectively. "A" grade equivalency

- b) **3.5**- The student has demonstrated very good understanding of the task and has the ability to perform the task with minimal supervision. Minimal assistance is required to complete the task. It is completed efficiently and effectively with minor assistance. "A-/B+" grade equivalency
- c) **3**- The student has a good understanding of this task and its relevance. Some supervision is required, however with assistance the task is completed very well. "B" grade equivalency
- d) **2**- The student requires constant supervision to complete this task. The student is able to complete the task but with a lot of assistance and constant advice. "C" grade equivalency
- e) **1**- The task is mostly performed by the instructor with minimal work done by the student. The student demonstrates poor knowledge of the topic and while the task may be ultimately accomplished, the majority of the task was completed with heavy instructor assistance. "D" grade equivalency
- f) **0**- The student cannot demonstrate knowledge of the topic and cannot perform the task at all (absent, tardy included). "F" grade equivalency

### **Shop Behavior/Safety:**

All students are required to follow all safety guidelines as outlined by the instructor. Any student that does not follow proper safety rules and regulations may be asked to leave the class and will not be able to return until a meeting is scheduled with the instructor. Any activity that is deemed to be **Distracting, Destructive or Dangerous** to oneself, other individuals or lab equipment including vehicles is grounds for immediate dismissal from the lab. Depending upon the infraction a verbal warning may be given on the first instance. Repeated offenses will result in written warnings and an "AF" grade being issued and removal from the class

In addition all students are required to follow the proper dress code for labs. Proper working attire is required. All students are required to wear safety glasses whenever working in the lab. Proper foot wear is required. While steel toed boots are recommended they are not required however, rubber soled shoes are required. No open toed sandals, slippers, water shoes, or any other type of shoe that does not protect and cover the foot is allowed. No shorts or tank shirts are allowed in lab. No skirts or yoga pants are allowed. No excessively ripped or worn clothes should be worn or clothes that have loose hanging parts. Students that do not come to class dressed appropriately will not be allowed into the lab.