



# Motive Power Techniques – Automotive Program Handbook

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# Coordinator Welcome

Welcome to Confederation College and the Motive Power Techniques – Automotive Program.

## Program Overview:

The **Motive Power Techniques – Automotive** program offers a broad range of subjects and opens the door to several career paths upon graduation.

In your first semester, you'll begin with foundational skills in hand tools, along with an introduction to welding and cutting techniques. The program provides a well-balanced mix of hands-on training and in-class learning. Each year, a high percentage of our students successfully transition into the trades.

To succeed in the program:

- **Attend class regularly**
- **Be on time and come prepared**
- **Submit your work on time**

Stay proactive—getting things done ahead of deadlines allows time to ask for help if needed. Avoid leaving assignments until the night before they're due.

If you're struggling, **don't hesitate to ask for support**. Your instructors are here to help, and they're always happy to assist students who are putting in the effort.

Take the time to connect with your classmates—they're not only a great source of support throughout the program, but also an important part of your college experience. Many of the friendships you build here will last a lifetime.

We're excited to support you on your journey and help you achieve your career goals!

Barry Travolo, Coordinator  
Motive Power Techniques - Automotive



## Coordinator Contact Information

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# 1. Introduction

We want you to be successful in this program. You have chosen it for good reason, and we are excited to work with you to help you succeed.

We designed this handbook to help you understand the expectations of this program, the policies of the college, and the resources available to you.

We work hard to make sure the information in this handbook is accurate. If any changes occur through this school year, you will be notified by email. Be sure to check that you are reading the handbook for the year we are in.

This handbook is specific to your program, but there are other general college policies that you also need to be familiar with.

These can be found

- On the [College website](#)
- In the [New Student Guidebook](#)
- In the [SUCCI Student Handbook](#)

The SUCCI Student Handbook provides details regarding Student Services, Safety and Security, Student Rights and Responsibilities and more.

It is the responsibility of each student to review and comply with the content in this handbook.

If there are any questions or concerns regarding the content in this handbook, please contact:

**Program Coordinator: Barry Travolo**

Email address: [btravolo@confederationc.on.ca](mailto:btravolo@confederationc.on.ca)

**Student Success Advisor: Ashley Hancharik**

Email address: [ahancha1@confederationc.on.ca](mailto:ahancha1@confederationc.on.ca)

We wish you all the best in your studies!

## 2. Program Credential and Courses

[Motive Power Techniques – Automotive](#) (link to webpage)

### Explanation of credential and courses.

34-week Ontario College Certificate Program

The standard sequence of courses for Motive Power Techniques - Automotive are as follows:

Semester 1		Semester 2	
CS 030	Communications for Trades	ES 216	Maintenance & Body Systems
HC 116	Applied Work Practices I	ES 222	Electrical, Electronics and Fuel Systems II
HC 117	Engine Systems	ES 224	Drive Train Systems
HC 118	Welding Fundamentals	ES 225	Steering, Suspension, Brakes
HC 123	Electricity and Electronics 1	ES 227	Field Placement

**NOTE:** You must maintain a minimum 2.0 GPA in your first semester subjects to be allowed to register for the second semester. HC116, HC118, HC117 and HC123 are prerequisites for the second semester.

Degree Works is a web-based assessment tool to assist you in tracking your progress throughout your program.

**Note:** Please check [Degree Works](#) for the most recent version of your programs' courses.

## Motive Power Techniques – Automotive Certificate Planner

**Course Planner Checklist** Name: \_\_\_\_\_ Student # \_\_\_\_\_

Full-Time Program Requirements	✓ have (Grade)	X need
<b>SEMESTER 1</b>		
CS 030 Communications for Trades		
HC 116 Applied Work Practices I		
HC 117 Engine Systems		
HC 118 Welding Fundamentals		
HC 123 Electricity and Electronics 1		
<b>SEMESTER 2</b>		
ES 216 Maintenance & Body Systems		
ES 222 Electrical, Electronics and Fuel Systems II		
ES 224 Drive Train Systems		
ES 225 Steering, Suspension Brakes		
ES 227 Field Placement		

### 3. Class Guidelines

Our goal at Confederation College is to create open, inclusive, and respectful learning environments for everyone – students, professors, and staff.

In order to maintain this kind of learning environment, we have created policies and procedures that outline the rights and responsibilities of students and professors.

Policies regarding Academic and Personal conduct are on the College website ([link provided](#)) and at the end of this handbook. We expect all students to review and follow these policies.

Policies below are specific to the **Motive Power Techniques – Automotive** program.

#### General Class Structure

On the first day or two of a class your professors will inform you of specific class rules and provide you with a course outline. This outline will describe the course, outline your assignments, explain the grading system, and provide a class schedule with important dates and deadlines. Usually, this information is posted in Blackboard, so refer to it often to avoid missing any deadlines.

Professors will use your college email address and/or Blackboard as a means of communication.

It is your responsibility to check your college email regularly.

### 4. Program Expectations

#### Attendance / Participation / Missed Tests & Assignments

- Success is directly related to attendance. It is expected that you will attend all classes.
- Absences for legitimate and documentable reasons do occur BUT **your professors need to be made aware – either prior to, or immediately following the absence.** Waiting to contact a professor for multiple weeks or months is not acceptable.
- If you are absent from class, you must find out what you missed from your classmates or professor. Your professor will not come to you or re-teach the material.
- Legitimate and documentable reasons for missing class need to be discussed in advance with your professor. Examples include the following:
  - Illness or Medical Emergency:  
If you are sick or experience a medical emergency, you should inform your professor as soon as possible, preferably before the class.
  - Court summons, jury duty:  
A court summons or jury duty notice serves as documentation.
  - Death of family member:  
Documented through discussion with your Professor

- Unacceptable reasons for missing class include the following:
  - Procrastination or poor time management
  - Sleeping in
  - Trips
  - Work
- If you miss a test/exam/quiz without a legitimate reason, you will receive a grade of zero (0).
- If you miss an in-class assignment or activity (ones that are given and completed within the scheduled class time) without a legitimate reason, you will receive a grade of zero (0).
- Assignments, projects, essays, etc. (given as "homework" with a due date) are due on the assigned date. Acceptance of late submissions will be at the instructor's discretion. Any work that is accepted will receive a late penalty designated by the instructor.
- You CANNOT submit a semester's worth of work at the end of the semester. Assessments are continuous throughout the semester.
- All work will not be accepted after the last day of class unless other arrangements have been made with the professor.
- Assignments are to be submitted in the manner prescribed by your professor. For example, some Professors require assignments to be submitted via hard copy while others will accept electronic attachments. Follow the submission instructions provided by your professor. Professors are NOT required to print off your papers or projects, etc. This is YOUR responsibility.
- Some courses require safety training before you are allowed to run hazardous equipment. The instructor has the right to remove you from the class if the safety training has not been attended or completed. The instructor will not run a special training session just for you.

## **Teamwork**

A significant amount of group work is required in this program. Individual students are expected to be full participants in, and contributors to, each group-based project/assignment within the program coursework.

Guidelines will be provided outlining the requirements of group work by individual faculty members. Expectations will vary among faculty and students are expected to ask questions if they are not clear. Instructors have the right to adjust individual marks during group work should an individual not be doing their share.

## Grading

For mark grading and breakdown refer to each course outline. Note that 50% is required to pass a course. However, a GPA of 2.0 must be attained to graduate. Therefore, it is possible to pass all your classes and still not graduate (a GPA average of 2.0 is approximately a 63% average in this program).

Banner will give you your GPA average at the end of each semester and a running total as you complete each semester.

Course Evaluation and Grading Policy Ch5-s1-01 can be found on the [Academic Policies webpage](#).

## Professionalism and In-class Behaviour

- **Conduct yourself as a professional.** This includes your emails and interactions in the classroom and labs with faculty and classmates. Address your colleagues and teachers with respect both online and in-person.
- **Bring a drink or small snack to class if you need.** (Certain lab/shop environments prohibit this, so ask your professor if you are unsure). Dispose of your own garbage.
- **Turn off your cell phone in class.** If you must answer a call, leave the classroom quietly so you do not disturb the class. Tell your professor before class if you are expecting a call that you will have to answer.
- **Focus on what's happening in class.** Talking to classmates while the professor is speaking is considered disrespectful and disruptive.
- **Arrive on time to class.** If you are late, enter the classroom as quietly and discreetly as possible. Some teachers require students to wait for a break to enter the class if they are late. If you need to leave the class early, try to leave at a break and explain to your professor why you need to leave.
- **Ask for help when you need it.** We have many supports available to all students to help them be successful.
- **Participate during the class.** Students are encouraged to pay attention, take notes, participate in classroom
- **Ask for permission before recording lectures.** Because of the disclosures that occur in many class discussions, professors have the ability to deny this request.

### **Additional expectations:**

- **Have reasonable expectations regarding email/telephone response times.** Messages sent at late hours or on weekends will not be responded to until appropriate working hours.
- **Leave clear messages.** When leaving messages for professors, always (and clearly) include your full name, contact information, and specific class, as well as your question or concern.
- **Keep track of appointments.** If you schedule a meeting outside of class time with your professor, be sure to add it to your calendar and attend. If you cannot make an appointment, contact your professor beforehand to let him/her know you will not be showing up.
- **Know the start date and end date of each semester, as well as dates for any holidays or breaks.** (All relevant dates are identified in your SUCCI Student Handbook.) Early departure at the semester's end, early departure or late return at Student Success Week, or other scheduled vacation during the academic semester is not considered as an 'extraordinary circumstance.' You will NOT be granted permission to write tests or exams earlier or later to accommodate this.
- **Labs and classroom spaces.** Are to be kept cleaner than you found it. If something was left behind from the previous class put it away. All tools and equipment should be put back where you found it. Clean up after yourself. It is not the instructor's responsibility and cleaners do not clean the labs and equipment. Instructors have the right to adjust lab marks for not cleaning up after yourself. Cleaning up is part of the job on the worksite as it is here.

## 5. Academic Policies

Students should familiarize themselves with the following College policies:

Charter of Students' Rights & Responsibilities: Ch5-s5-03

Course Evaluation and Grading Policy: Ch5-s1-01

Student Code of Conduct: Ch5-s5-02

Academic Integrity: Ch5-s5-01 (Sign-off Required, see page 19)

Use of Electronic Devices in Class: Ch5-s5-06

Academic Appeal Policy: Ch5-s1-02

**A complete list of Confederation College Policies and Procedures** can be found on the website, or accessed through the link below:

[Link to main Academic Policies and Procedures webpage](#)

# Academic Integrity

**Purpose:** Academic integrity is central to the mission of Confederation College. Commitment to academic integrity supports the mutual respect and learning that our community values. The Academic Integrity Policy and Procedure reflect these values.

**Scope:** Applies to all students and staff to guide behavior and support learning.

**Academic Integrity:** Having academic integrity means acting fairly and honestly when engaging in academic activities. By having and applying an Academic Integrity Policy and Procedure, Confederation College ensures graduates complete their studies fairly and honestly through hard work and dedication, and thus are well-prepared for their future careers.

**Definition of Academic Dishonesty:** A violation of academic integrity. Academic dishonesty takes the form of any kind of cheating in academic work, including taking credit for the work of others without crediting them, misrepresenting one's own work, fabricating information, and facilitating academic dishonesty by others.

Examples of academic dishonesty include, but are not limited to, the following:

- Plagiarism: representing the words or ideas of someone else as one's own including copy and pasting from internet, as well as failing to attribute any of the following: quotations, paraphrases, or borrowed information.
- Unauthorized use of artificial intelligence: utilizing AI and specifically foundational models to create writing, computer code, or images from minimal human prompting and presenting that work as one's own is an academic offense. There will be times when you are able to utilize generative artificial intelligence for productive and ethical academic use, but these instances will be guided and introduced by your faculty as part of your learning.
- Cheating: using or attempting to use unauthorized information or materials in any academic exercise; copying from one's own or someone else's work; representing someone else's work as one's own; or violating rules and policies governing examinations, such as bringing pre-written work into an in-class examination or talking during examination or accessing information via the internet.
- Fabrication: inventing or falsifying data, citations, or information.
- Facilitating academic dishonesty: intentionally helping or trying to help someone else commit an act of academic dishonesty.

**Consequences:** Violations will result in failing grades, suspension, or expulsion. Violation will also entail being recorded in the online tracking tool. The school has the right to make note of cheating on your permanent transcript which employers may see.

**Procedure for Students:**

- Read and become familiar with College policy and faculty expectations regarding academic integrity, as stated in the course outline.
- Seek clarification of principles and practices of academic integrity from the faculty and/or other academic resources, such as librarians, tutors, or the writing center, before completing assignments or attempting examinations.
- Cooperate with faculty if issues of Academic Dishonesty arise.

## **Academic Integrity Sign-off**

Sign-off shows acknowledgment of your commitment to uphold academic integrity and understanding of the consequences for academic dishonesty, including specific examples provided.

I, \_\_\_\_\_ (print name) have read and understand the Academic Integrity information and policy contained in the **Motive Power Techniques – Automotive** program handbook.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 6. Resources and Support Services

### Writing Centre

<https://www.confederationcollege.ca/department/tutoring/writing-centre>

### Student Success Centre

<https://www.confederationcollege.ca/department/student-success-centre>

### Degree Works

<https://www.confederationcollege.ca/department/registration/degreeworks>

### Academic Date Calendar

<https://www.confederationcollege.ca/department/admissions/registration-services>

## 7. Contact Information

Program Coordinator:

**Barry Travolo**

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Email: [btravolo@confederationc.on.ca](mailto:btravolo@confederationc.on.ca)

Please refer to your timetable & Blackboard course sites for additional faculty and their contact information.

Student Success Advisor:

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