



My name is Tim McLaughlin I am your child's Automotive Technology Instructor. I have 25 year of experience in the Automotive Technology field. I want to take this opportunity to welcome you and your student to the Automotive Technology program here at Butler County Area Vocational-Technical School. I have designed our program so that your student will be able to enter into the industry a step ahead of their peers.

The objectives for the students in Automotive Technology are as follows:

- To develop professionalism and work ethic in all assigned tasks
- To gain entry-level knowledge and understanding of equipment operations and systems
- To develop safe working habits and to work cooperatively with fellow classmates
- To acquire dependable and employable qualities for future employment
- To maintain professional presentation with a clean uniform and work area

In order to have your child remain safe in the shop area, I require the student to be prepared with the following items:

1. Information on student uniform shirts will be provided the first week of school.
2. Leather work boots with laces are necessary.
3. Black work pants or black jeans **with no holes or frays** in them.  
*I find that black pants are better to mask grease stains that can be hard to remove.*
4. A keyed lock with two keys for your child's locker to secure their work attire in.  
*Work attire **must be kept a BCAVTS**. Work clothing **cannot be worn** to and from BCAVTS.  
These clothing requirements along with safety glasses are a **daily requirement** of class.  
Failure to comply jeopardizes your child's safety. Choosing to disregard these procedures will impact his/her grade.*
5. Safety glasses
  - **Safety glass must be worn at all times in the shop area.** Students will be provided with their first set of safety glasses.

Students will also need:

1. 3" binder
2. 1" binder w/clear front and side for portfolio
3. Standard notebook

The breakdown of the overall grade in Automotive Technology is as follows. Daily Participation 30% Shop Work Grade 35% and Theory 35% (Homework, Test and Notes).

If you have any questions or concerns now or in the future, please contact me at (724)282-0735 EXT. 216 or through e-mail at [mclaughlint@butlertec.us](mailto:mclaughlint@butlertec.us) I look forward to working with your child and hope they find my class to be a rewarding experience.

Sincerely,

Tim McLaughlin  
Automotive Technology Instructor