

January 26, 2021

Good Afternoon,

On behalf of the Automotive Service Technician program, we would like to take this opportunity to welcome you to GPRC's Automotive Service Technician Apprenticeship Period 1 course. This year we face unique circumstances with Covid-19 and the transition to remote delivery for the theory classes. Faculty has been working diligently to ensure your 2020/21 GPRC experience is a successful one.

It is our understanding that you have enrolled in the March 1, 2021 – April 23, 2021 intake. We would like to welcome you and give you a brief overview of materials and supplies that you will need for a successfully year at GPRC.

Please ensure you come prepared the 1<sup>st</sup> day with:

**Automotive Service Technician - Period 1**

**Welding Supplies/ Shop Supplies and Apparel:**

- Certified Safety Footwear (CSA approved w/green triangle)
- welding beanie
- welding gloves (CSA standard Z94.3)
- Coveralls or work clothes suitable for shop work (CSA Approved)
- Certified Safety Glasses (CSA standard Z94.3)
- Fitted Mechanics Gloves

**Course Materials and Textbooks – Online Theory**

- Casio FX-260 calculator (no exceptions)
- Pencils
- Erasers
- Pens
- Several Large Binder for ILMs
- Highlighters multi-color
- The ILM's maybe ordered online using the link below:

<https://www.bkstr.com/grandeprairiestore/shop/textbooks-and-course-materials>

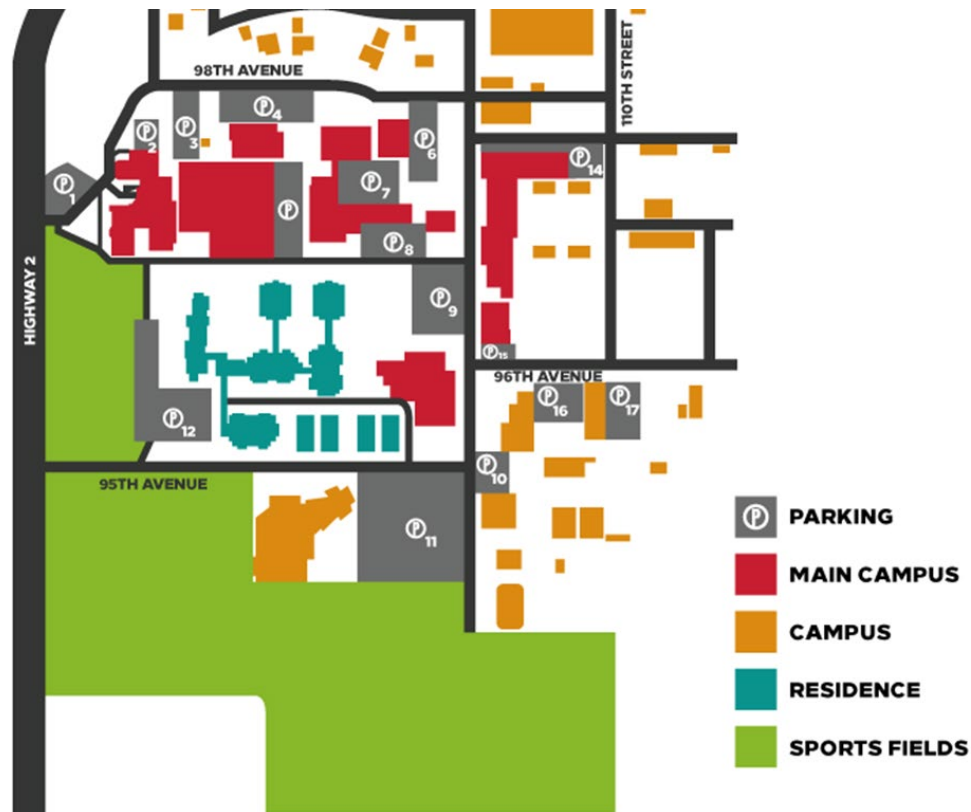
You will receive an email regarding the program schedule a couple day before your class begins. The email will specify start times and where we will meet the first day of shop.

**Attention Students:**

The GPRC Covid App *DOES NOT* replace signing in at Check In points when arriving on campus. The Check In location is in the hall inside the door closest to the gymnasium by P4 lot. The App is meant to assist with Check In Points but does not replace them. Students **MUST** sign in at a Check

In point when arriving on Campus first thing every day.

Thank you for your help on this matter,



## Parking Information — Fairview Campus

### How to Purchase a Parking Permit:

A full range of options for purchasing a parking permit is outlined below.

- **Online:** Purchase your hourly, daily, monthly, semester, and annual GPRC parking permit online by visiting the Honk Mobile website at <https://www.honkmobile.com/> or download the Honk Mobile app from an app store on your mobile device.
- **On site:** HonkTAP smart stations will be positioned throughout our parking lots to purchase hourly or daily parking permits. Tap one of these signs with your mobile device or scan the QR code and follow instructions.

An electronic kiosk will also be available on site to purchase hourly or daily permits via credit or debit card. This kiosk will be located at the Administration Centre.

To purchase a parking permit online, within the specific Fairview Campus Honk Parking Zones, follow the web links below.

| Honk Zone ID | Link to HonkMobile Zones  | Permit Purchase + Applicable Lot List   |
|--------------|---|---|
| 4109         | <a href="https://www.honkmobile.com/hourly/zones/4109">https://www.honkmobile.com/hourly/zones/4109</a>   | FV Campus <b>Hourly</b><br>Lots: All except P8, P9 West, P11, P12 South                                     |
| 4110         | <a href="https://www.honkmobile.com/hourly/zones/4110">https://www.honkmobile.com/hourly/zones/4110</a>   | FV Campus <b>Daily</b><br>Lots: All except P8, P9 West, P11, P12 South                                      |
| 4111         | <a href="https://www.honkmobile.com/monthly/zones/4111">https://www.honkmobile.com/monthly/zones/4111</a> | FV Campus <b>Non-Residence</b><br>Lots: P1, P2, P3, P4, P6, P7, P9 East, P10, P12 North, P14, P15, P16, P17 |
| 4112         | <a href="https://www.honkmobile.com/monthly/zones/4112">https://www.honkmobile.com/monthly/zones/4112</a> | FV Campus <b>Residence</b><br>Lots: P8, P9 West, P11, P12 South   |

### **Parking Permit Availability:**

Fairview campus parking permits for the 2020-21 school year are available for purchase online at <https://www.honkmobile.com/>

For daily and hourly permits only, HonkTAP smart stations and kiosks will be available for use on campus.

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### **Pricing and Parking Permit Options:**

The table below provides different options when purchasing your parking permit for the 2020-21 school year. Monthly, semester, and annual parking permits are available based on 30, 120, and 365-day durations respectively from the time of purchase.

**\*\*Important\*\*** Honk Mobile does not provide refunds for unused portions of parking permits, so please choose the parking permit that represents your expected duration on campus.

**Hourly** parking will be available for all lots except the Fairview campus residence lots. The rates posted below include GST.

| Description   | Price                      |
|---|----------------------------|
| <b>Fairview Campus: Non-Residence<br/>Lots: P1, P2, P3, P4, P6, P7, P9 East, P10, P12 North, P14, P15, P16, P17</b> |                            |
| Annual (365 days)   | \$548.20 + \$2.50 Honk fee |
| Semester (120 days)   | \$182.73 + \$2.50 Honk fee |

|   |                                   |
|---|-----------------------------------|
| Monthly (30 days)   | \$45.69 + \$2.50 Honk fee         |
| Daily   | \$9.75 + \$0.25 Honk fee          |
| Hourly  | \$1.75 per hour + \$0.25 Honk fee |
| <b>Fairview Campus: Residence<br/>Lots: P8, P9 West, P11, P12<br/>South</b> |                                   |
| Annual (365 days)   | \$548.20 + \$2.50 Honk fee        |
| Semester (120 days)   | \$182.73 + \$2.50 Honk fee        |
| Monthly (30 days)   | \$45.69 + \$2.50 Honk fee         |
| Daily   | \$9.75 + \$0.25 Honk fee          |

### **24-7 / 365-day Paid Parking:**

GPRC will have paid parking rates in effect going forward. Signage will be posted on campus informing patrons that 24-7 / 365-day paid parking is being enforced on campus.

### **Parking Stalls:**

All vehicles parked on the Fairview campus will require a valid parking permit. Parking in an area outside of the designated lots from the table above will not exempt the vehicle owner from requiring a parking permit on campus.

### **Parking Permit Sharing:**

Users can register up to two license plates per permit. Only one of your vehicles is entitled to park with the permit at any one time. Permit sharing is not allowed and both vehicles will be cited where applicable.

### **Questions:**

Please email your parking enquires to [ParkingPass@gprc.ab.ca](mailto:ParkingPass@gprc.ab.ca)

### **Faculty & Staff Introductions:**

Instructors: Contact information and Voice Mail if you are running late or are unable to make it to class

- Martin Larsen, Instructor and Dept. Chair, 780-835-6729 [mlarsen@gprc.ab.ca](mailto:mlarsen@gprc.ab.ca)
- Lane Lepka, Instructor, 780-835-6725 [llepka@gprc.ab.ca](mailto:llepka@gprc.ab.ca)
- Tony Shmyruk, Chair of the Automotive, Motorcycle, and Powersports Dept.  
[TShmyruk@gprc.ab.ca](mailto:TShmyruk@gprc.ab.ca)
- Stacey Basnett, Program Assistant, 780-835-6637 [sbasnett@gprc.ab.ca](mailto:sbasnett@gprc.ab.ca)

### **Orientation:**

We are looking forward to the start of your Winter 2020 semester and in order to allow you to prepare, we are sending out Orientation information! Whether you are a new or a returning GPRC student, we strongly encourage you to visit the orientation webpage and to complete all components of orientation.

There are three steps to completing Orientation:

1. Visit the following webpage and read through the material. If you have a parent who has questions about your schooling, please provide them with the “Parent Orientation” information located on this page.

<https://www.gprc.ab.ca/students/orientation/>

2. Follow the instructions provided by your department in order to complete your program orientation. Typically, departments communicate via email to your GPRC student email account. You should be able to log into both webmail and myClass now. Please use the following information:

Username: [your student ID number]@student.gprc.ab.ca

Password: [your birthdate in format YYYYMMDD (for example: 1674Feb09)]

For myClass, we have had best luck with using Firefox as the web browser. It is a free download from <https://www.mozilla.org/en-CA/firefox/new/> if you do not already have it installed and wish to do so. Microsoft Edge and Internet Explorer will not work, and Chrome and Safari may or may not work consistently.

If you still have questions after completing these steps, please read through the FAQ page: [https://www.gprc.ab.ca/risk\\_management/covid19/faq.html](https://www.gprc.ab.ca/risk_management/covid19/faq.html). If you cannot find the answer to your question, please email [experience@gprc.ab.ca](mailto:experience@gprc.ab.ca)

[GPRC will be using a Blended Delivery option for the 2020/2021 Academic Year:](#)

### **Remote Delivery:**

Within the Automotive Department, the 2020 Winter Semester all theory will be conducted through remote delivery. Remote delivery refers to synchronous learning following the published timetable. For example A09C0101 is scheduled Monday/Friday 8:30 am-3:30 pm and the instructor will be lecturing at this time through Zoom. Please ensure you are available for all your scheduled class times as Instructors will be reviewing attendance and may have participation marks attached to your attendance and participation in Zoom meetings.

### **Shop Delivery:**

Within the Automotive Department, the 2020 Winter Semester all shop will be conducted through on site shop delivery. Shop delivery refers to onsite hands on for all lab components. Students must adhere to all GPRC safety protocol as published on the website.

[https://www.gprc.ab.ca/risk\\_management/covid19/resources.html](https://www.gprc.ab.ca/risk_management/covid19/resources.html)

### **Technology:**

**Myclass:** Information regarding your course content, zoom meetings, and course expectations will be available on the Myclass course homepages. Ensure you log-in to <https://myclass.gprc.ab.ca/d2l/home> to access your Office Administration Courses.

**GPRC Email:**

Each student is provided with a unique GPRC email address. Please ensure you are checking your email regularly. You can check your email by visiting the GPRC website (<https://www.gprc.ab.ca/>) and clicking on the Webmail icon in the top right-hand corner. Alternatively, you can utilize Outlook to access your account.

**Zoom Etiquette 101\*:****Control video and audio quality.**

Invest in a quality webcam and speaker and microphone headset. These provide better video and audio than your computer's built-in system. Try to attend Zoom meetings in quiet, indoor locations to control ambient noise.

**Adjust your lighting.**

Don't sit directly in front or beside a bright light source, or else all the audience sees is a bright light and a shadowy figure. Experiment with moving lamps and your camera until you can see your brightly-lit face on the screen.

**Think about your background.**

Try to provide a nice, plain background. You can't control everything in a mobile environment, but you should give some thought to background prior to your meeting.

**Practice speaking to the camera and not the screen.**

Our tendency is to look at the person on the screen, but you should look at the camera when you speak so the audience feels like you're talking directly to them.

**Optimize Zoom.**

Generally, DO NOT select "Share Your Desktop" (unless you want every pop-up email and private message on display for your audience!). Instead, open any relevant documents before the call and share only those during the meeting.

**Bandwidth and signal.**

Ensure you have adequate bandwidth. If you are wireless, try to remain close to the wireless router and consider installing a signal booster in areas of low signal strength. When you have the option choose wired (instead of wireless) for video conferencing.

**During your meeting:**

Mute your microphone when necessary. Zoom has a "Mute Microphone" option that cuts down on ambient feedback for the audience. When there is a lot of back-and-forth discussion you will turn this off, but you should mute yourself when listening to an instructor.

**Use Zoom's chat function.**

You can send a question or statement to everyone or privately to a participant.

**Think about your actions on camera.**

Always remember that everyone can see you. Someone is watching as you take a big, wide mouth yawn, stretch, or wander around the room. These exaggerated movements are distracting to the audience and can be disruptive to the speaker. Try to stay still and be attentive.

\*Adapted from <https://blog.zoom.us/video-conference-etiquette/>

Thank you for choosing GPRC, we are looking forward to seeing you soon.

*Martin Larsen*

Martin Larsen  
Instructor, GPRC

*Lane Lepka*

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Instructor, GPRC

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