

January 28, 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 3 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.

It is advisable to have the following materials:

Automotive Service Technician - ~~Period 3~~

Course Materials and ILM's:

- Casio FX-260 calculator (no exceptions)
- Pencils
- Erasers
- Pens
- Several Large Binder for ILMs
- Pencil Crayons large multi-color pack
- Highlighters multi-color

Shop Supplies and Apparel:

- Face mask
- Certified Safety Glasses (CSA standard Z94.3)
- Certified Safety Footwear CSA approved w/green triangle
- Fitted Gloves (not mandatory)
- Coveralls or work clothes suitable for shop work
- The ILM's maybe ordered online using the link below:

<https://www.bkstr.com/grandeprairiestore/course-materials-results?shopBy=course&divisionDisplayName=&departmentDisplayName=AUTO%20SERVICE%20TECH&courseDisplayName=A09C0300F§ionDisplayName=v&programId=3405&termId=100067820>

Remember to watch your email! You can expect an email with further details and the Theory class ZOOM link, closer to the program start date.

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.

Attention Students:

The GPRC Covid App *DOES NOT* replace signing in at Check In points when arriving on campus. 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. The Check In is located inside the doors on the west side of the gymnasium, south of P4

Thank you for your help on this matter,

Check In Location



Parking Information – EFFECTIVE September 2020 – 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	https://www.honkmobile.com/hourly/zones/4109	FV Campus Hourly Lots: All except P8, P9 West, P11, P12 South
4110	https://www.honkmobile.com/hourly/zones/4110	FV Campus Daily Lots: All except P8, P9 West, P11, P12 South
4111	https://www.honkmobile.com/monthly/zones/4111	FV Campus Non-Residence Lots: P1, P2, P3, P4, P6, P7, P9 East, P10, P12 North, P14, P15, P16, P17
4112	https://www.honkmobile.com/monthly/zones/4112	FV Campus Residence 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.

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
Fairview Campus: Non-Residence Lots: P1, P2, P3, P4, P6, P7, P9 East, P10, P12 North, P14, P15, P16, P17	
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
Fairview Campus: Residence Lots: P8, P9 West, P11, P12 South	
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:

After September 27, 2020, 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

Faculty & Staff Introductions:

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

- Dave Hiebert, Instructor, Theory and Lab, 780-835-6732 dhiebert@gprc.ab.ca
- Jeremy Peters, Instructor, 780-835-6731 JPeters@gprc.ab.ca
- Tony Shmyruk, Chair of the Automotive, Motorcycle, and Powersports Dept.
TShmyruk@gprc.ab.ca
- Stacey Basnett, Program Assistant, 780-835-6637 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, please read this letter carefully! You can expect an email with further details, closer to the program start date.

GPRC will be using a Blended Delivery option for the 2020/2021 Academic Year:

Remote Delivery:

Within the AMP (Automotive, Motorcycle and Powersports 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, A09C0301 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 AMP (Automotive, Motorcycle and Powersports Department), the 2020 Fall 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

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 righthand 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.

Insure 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 chooses 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, widemouthed 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.

Dave Hiebert

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Automotive Instructor, GPRC

Jeremy Peters

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/sjb