
Motorcycle Mechanic Certificate Orientation

September 26, 2020

Good Morning,

The Department of Automotive, Motorcycle and Powersports is excited to welcome you to the 2020/21 Academic Year. This year we face unique circumstances with Covid-19 and the transition to remote delivery but our faculty has been working diligently since March to ensure your 2020/21 GPRC experience is a successful one.

It is our understanding that you have enrolled in the August 31 – March 26, 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 come to the campus on the first day, with the following materials:

Motorcycle Mechanic Certificate

Course Materials and Textbooks:

- AST Motorcycle Package -\$55.50 (purchase from bookstore)
- Modern Motorcycle Technology 3rd Edition -\$165.25 (purchase from bookstore)
- Modern Motorcycle Technology Workbook-\$77.75 (purchase from bookstore) HB pencils, white eraser

Shop Supplies and Apparel:

- Steel Toed Safety approved footwear (Recommended)
- Cotton coveralls or shop smock -Approx. \$90.00
- Welding gloves and welding beanie
- Safety glasses (mandatory)
- Clipboard and basic calculator (mandatory)
- Miscellaneous shop supplies (acquired on campus)
- Metal project (acquired on campus)
- Parts for personal shop projects
- Permanent Black Marker
- Pencil, Pen
- Notepad (for Shop use)
- 3-Ring Binder (1 ")
- Face Shield (MANDATORY)
- Face Mask (MANDATORY)

Faculty & Staff Introductions:**Tony Shmyruk, Chair of the Automotive, Motorcycle, and Powersports Dept.**

Tony has been employed with GPRC for the past 10 years. He is a Red Seal Journeyman Welding Instructor in the Construction and Fabrication Department.

In 2018 Tony became Chair of the AMP Automotive, Motorcycle, and Powersports Dept. He would like to welcome all students arriving to GPRC.

**Dan Bruce, Motorcycle Apprenticeship Instructor.**

Dan Bruce Instructor Motorcycle Mechanics Certificate Program. I took the original Motorcycle Mechanics course here in Fairview in 1981 and passed with Distinction. I have been in the Motorcycle industry since 1976 and have worked in the Motorcycle Department here since 1984. I am a Journeyman Motorcycle Mechanic with my Red Seal. I have technical training from Harley-Davidson, Suzuki, Yamaha, Honda, and Kawasaki.

We are looking forward to the start of your Fall 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. This includes the program orientation that you will receive communication about directly from your department.

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. Complete the myClass Orientation course. At the end of this course you will learn how you can enter to win a new laptop! The website above will have information regarding how to register for the course. This course should take about 2-3 hours to complete.
3. 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.

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. If you cannot find the answer to your question, please email experience@gprc.ab.ca

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

Remote Delivery

Within the Motorcycle Mechanic Department, the 2020 Fall Semester all theory will be conducted through remote delivery. Remote delivery refers to synchronous learning following the published timetable. For

example, MCM100 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 Motorcycle Mechanic 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

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 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.

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, widemouth 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/>