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## Motorcycle Mechanic Apprenticeship Orientation

December 11, 2020

Good Morning,

The Department of Automotive, Motorcycle and Motor Sports 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 to ensure your 2020/21 GPRC experience is a successful one.

These are the Winter Semester intake dates:

Period	Class Date	Class Code
Period 1	February 22, 2021 - April 16, 2021	115724
Period 2	February 22, 2021 - April 16, 2021	115725
Period 4	January 4, 2021- February 12, 2021	115730

### Course Materials and Textbooks:

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 ILM 1<sup>st</sup> Year (**GPRC Bookstore**)
- 2 HB pencils, white eraser
- Calculator non programable
- Note Paper
- Notes packages/ ILM's
- Binder for ILM's and notes

### Shop Supplies and Apparel:

- Certified Safety Glasses (CSA standard 294.3)
- Closed Toe Certified Safety Footwear Recommended
- Welding Gloves
- Certified Coveralls or work clothes suitable for shop work (Optional)
- Face Shield (MANDATORY)
- Face Mask (MANDATORY)

### Faculty & Staff Introductions:



#### **Tony Shmyruk, Chair of the Automotive, Motorcycle, and Powersports Dept.**

Tony is the recipient of the 2019 Alberta Apprenticeship and Industry Awards of Excellence, Top Instructor Award for the north region.

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.

**Craig French, Motorcycle Apprenticeship Instructor.**

Craig has been involved in the motorcycle industry in western Canada for 40 years. He was a student in the very first intake in the Motorcycle Mechanic Program at Fairview College in 1980-81. Craig worked in the motorcycle industry in Alberta and B.C. as a Mechanic, Service Manager and Shop Owner for 24 years. He's instructed at the Fairview campus for the last 16 years. He would like to welcome you to the Motorcycle Apprenticeship Program and looks forward to helping you on your path to success.

**Dan McRann, Motorcycle Apprenticeship Instructor.**

Dan has been working in the motorcycle and marine industry since 1985. He started at the Fairview College Teaching in 1998. Dan has taught many programs from Motorcycle, marine, OPET and many factory courses. Dan is passionate about anything mechanical. He is looking forward to helping the student become successful in the industry.

For apprenticeship information:

<https://www.gprc.ab.ca/programs/apprenticeship.html>

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

### **Remote Delivery**

Within the Motorcycle Mechanic Department, the 2021 Winter Semester all theory will be conducted through remote delivery. Remote delivery refers to synchronous learning following the published timetable. For example, theory classes are scheduled Monday/Friday 8:30 am - 4:30 pm and the instructor will be lecturing at this time through Zoom. Please ensure you are available for all the scheduled classes as your attendance will be recorded.

### **Shop Delivery**

Within the Motorcycle Mechanic Department, the 2021 Winter Semester shop classes will be conducted through on site shop delivery. Shop delivery refers to on-site 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 righthand corner. Alternatively, you can utilize outlook to access your account.

## **Student Advocacy**

Throughout the semester if you have any questions or concerns, please reach out to your instructors as they will provide you with guidance, grades rational

## **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 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/>