

April 9, 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 2 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 April 26, 2021 – June 18, 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.

Martin will follow up on Friday April 23, 2021 with your Zoom link, for theory class. Instruction are included in this letter for accessing Zoom through the Firefox browser, or it can also be accessed through the zoom tab in your GPRC myclass as well.

Please follow the instructions and call if you experience any issues..

It is advisable to have the following materials:

Automotive Service Technician Period 2

Course Materials and Textbooks:

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

You will require the following materials for the welding portion of class:

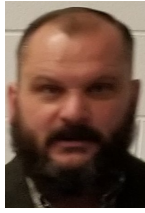
Shop Supplies and Apparel:

- Certified Safety Glasses (CSA standard Z94.3)
- Certified Safety Footwear CSA approved w/green triangle
- Fitting Gloves
- Coveralls or work clothes suitable for shop work

Staff: (Please retain this contact information for future reference)

- Martin Larsen, Instructor, 780-835-6729 mlarsen@gprc.ab.ca
- Lane Lepka, Instructor, 780-835-6725 llepka@gprc.ab.ca
- Stacey Basnett, Program Assistant, 780-835-6637 sbasnett@gprc.ab.ca
- Tony Shmyruk, Dept. Chair, 780-835-6743 tshmyruk@gprc.ab.ca

Thank you for choosing GPRC.



Martin Larsen,
Instructor, GPRC



Lane Lepka,
Instructor, GPRC

sjb/ml

To order your ILM's and have them shipped prior to class commencing:

<https://www.bkstr.com/grandeprairiestore/course-materials-results?shopBy=course&divisionDisplayName=&departmentDisplayName=AUTO%20SERVICE%20TECH&courseDisplayName=A09%20C0201§ionDisplayName=V21&programId=3405&termId=100067820>

*** Remember to watch your email! ***

You should be able to log into both webmail and mygprc 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.

How to Purchase a Parking Permit: 24-7 / 365-day Paid Parking:

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.

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
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
Hourly	Not Available

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.

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,

Do not use these web browsers:

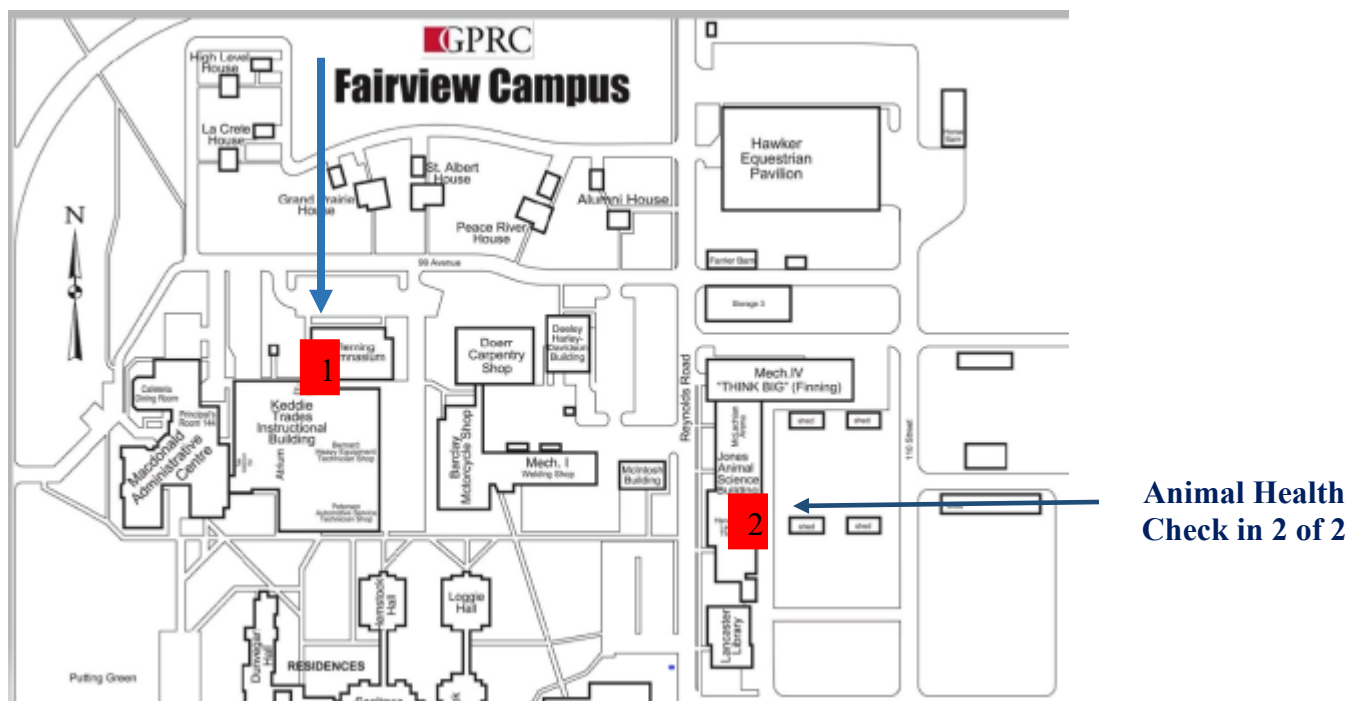
- ***Microsoft Edge and Internet Explorer will not work, and***
- ***Chrome and Safari may or may not work consistently.***

Ensure you have read everything? Check off what is completed:

- I have downloaded the FIREFOX browser ap?
- I have ordered and received by books and supplies I needed?
- I have ordered my ILM's from the bookstore in Fairview and I had them shipped to me
- When I arrive on campus for shop, I have a mask, and will sign in daily with security. Must supply govt Id or GPRC Identification.
- I am aware I must pay for parking?

If you experience any problems logging in to **mygprc** or **myClass** go to:
<https://www.gprc.ab.ca/students/techsupport/index.html>

Check in Location TIB Bldg 1 of 2



Parking Permit Availability:

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

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

GPRC has paid parking rates in effect. 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

Orientation:

We are looking forward to the start of your Spring 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.

Remote Delivery:

Within the AMP (Automotive, Motorcycle and Powersports Department), the 2020 Spring Semester Your Schedule is temporarily:

- Monday on zoom,
- Tuesday and Wednesday, in the shop
- Thursday Friday Zoom.

We will be trying to resume our usual schedule of Monday Tuesday Wednesday in the shop and Thursday Friday zoom in the weeks to follow.

Remote delivery refers to synchronous learning following the published timetable. 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. **Must attend Zoom meeting with your video on. Attendance is recorded so your video must remain on for the duration of class.**

Shop Delivery:

Within the AMP (Automotive, Motorcycle and Powersports Department), the 2021 Spring 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. If you have not received an email; call registries 780-835-6608 to ensure your email on file is correct.

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.

/sjb