

December 9, 2014

Dear Accepted Student,

As part of the automotive technology program at VTC you are required to possess a set of tools sufficient to perform your lab responsibilities and your work duties during the internship experience.

Attached you will find a list of the tools that you are required to purchase before classes begin in the fall and spring semesters of your first year here at VTC. The list is divided into a semester one and semester two set to ease the financial burden on you when entering college. In addition there are a number of items that are recommended but not required of you to purchase. At the end of the list you will find a group of items listed as special suggestions. Again these items are not required but highly suggested to enhance your ability to perform the work required of you while at VTC and for years to come. Tool storage is another issue that raises a lot of questions from students. We require that you possess a roll cab or tool cart to hold all of your tools. The size specification is listed on the attached tool list. We prefer that you do not have a top chest so that you can utilize the work space on top of your box. Lastly, you must wear black jeans or black work pants, and steel/safety toe leather boots/shoes during all labs, or any time you are working in the lab facility. We will provide you with green VTC auto tech t-shirts to wear during the labs as well. The t-shirts, black pants, and leather steel toe foot wear are required to be worn during all labs and anytime you are working in the shop facility. Generally students will have three labs per week, therefore I suggest purchasing three pairs of pants and we will provide you with three shirts. Cleanliness is a must! Please feel free to contact me with any questions about the tools, storage, clothing or the program in general. Thank you for choosing VTC and I look forward to seeing you in the fall.

Robert Palmer

Assistant Professor
Program Director
Department of Automotive Technology
802-728-7003
rpalmer@vtc.edu