



Special Topics – Custom Fab and Paint- ABDR 1391

Course Syllabus: Spring-2017

“Northeast Texas Community College exists to provide responsible, exemplary learning opportunities.”

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	8:00-12:00 1:00-3:45 5:30-8:30	8:00-12:00 1:00-3:45	8:00-12:00 1:00-3:45 5:30-8:30	8:00-12:00 1:00-3:45	None	rroach@ntcc.edu

The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.

Course Number: ABDR 1391

Course Title: Special Topics – Custom Fab and Paint

Course Credit Hours: 3 **Lecture Hours** 2 **Lab Hours** 2

Textbook(s): Collision Repair and refinishing (Thomas/Jund) 2nd Edition

Supplies: Spiral notebook and pen.

Course Description: Three hours credit. Demonstrate sheet metal repair skills using mechanical and hydraulic equipment. Emphasis on attachment devices used to straighten and align exterior body panels.

Student Learning Outcomes:

- Rough-out contours of damaged panels
- Prepare for body filling or metal finishing
- Apply personal and environmental safety practices
- Demonstrate proper use of hand tools

Course Requirements:

 Students must do the following

1. Attend class regularly and on time
2. Demonstrate knowledge of all learning objectives and competencies
3. Take responsibility for learning process
4. Complete all exams and coursework

Course Format: The course will be presented with lectures including text and technique. A majority of the instruction will be in the lab with hands on experience.

Method of Evaluation: Students will be evaluated on their mastery of course competencies, the number of competency hours completed, attendance and test performance.

Evaluation/Grading Policy:

Grading will be represented by a Grade Value Points System. 500 points is the target goal for the course and would be equal to a 100% or an “A” grade. The course calendar will display point’s assignments.

Grades of A, B, C, D, and F will be determined by the student’s achievement of a total number of possible points based on the below listed categories.

<u>Assignments</u>	<u>Quantity</u>	<u>Pts. Per Assign.</u>	<u>Total Pts. Possible</u>
Syllabus Quiz	1	25	25
Toolbox Test	1	25	25
Attendance	1	100	100
Semester Project			350
A = 350 Points			
B = 250 Points			
C = 150 Points			
D = 50 Points			
Total			500

Essential Elements may be held to either a Pass/Fail standard or a deduction of grade points at the discretion of the course Instructor.

The Essential Elements of this ABDR class are as follows:

- On Time Physically/Mentally
- Assignments Completed On Time
- Exhibit Safety
- Exhibit Positive Attitude
- Display Self-Responsibility
- Display of Positive Ethics
- Other specific assignment (such as a research paper/report) as the instructor may assign.

Standard Grades:

A=	Superior	(90-100)
B=	Above Average	(80-89)
C=	Average	(70-79)
D=	Below Average	(60-69) (May not be suitable for advancement)
F=	Failing	(59-00) (Not suitable for advancement)

Note: A "C" or better is required in your declared major.

Note: A Work Ethics standard is based on the characteristics listed below under Professionalism. The instructor may grade on a weekly or daily basis depending on their preference. If you are absent you will receive a zero for the day for all daily criteria. 3 tardies of less than 14 minutes can equal an absence. To exceed 10% total course time with absenteeism may result in course failure and dismissal at the discretion of the Instructor and the Program Director.

Note: The following are several examples of objectives that may be used to satisfy demonstration of positive attitudes.

- Use safe work habits
- Demonstrate positive personal habits including personal hygiene
- Display good judgment
- Demonstrate productivity
- Demonstrate quality work
- Prepared for class
- Manage time

Note: The following attitudes can result in a loss of points for the day.

- **Not properly dressed.**
- **No safety glasses.**
- **Sleeping during class or lab.**
- **Using cell phones/texting during class or lab.**
- **Disagreeable behavior**

Lectures & Discussions, Tests/Exams and Assignments:

See: Course Calendar

Other Course Requirements:

Type or insert other important components of your syllabus here: For example: Supplies or Calendar

Student Responsibilities/Expectations:

Attendance Policy

Regular and punctual attendance at all scheduled classes is expected. Attendance is necessary for successful completion of course work. If you are absent, you are responsible for initiating procedures for make-up work. All course work missed, regardless of cause, is to be completed to the satisfaction of the instructor. Please see the schedule of classes for the last day to withdraw. Religious Holy Days: please refer to the current Northeast Texas Community College Student Handbook

The Auto Body Program has **90% required attendance policy** for all courses. After exceeding the allowed absences you will receive either an F or Incomplete for the course. It is up to you to initiate a drop in the Office of Admissions and Records. (At the discretion of the instructor, a student with no more than one absence and with an "A" average will be exempt from the final exam.)

Note: Coming to class late three times will be considered an absent.

Professionalism

The Auto Body Repair program, like most other vocational programs, has policies that must be followed. These policies will give you, the student, a better opportunity to learn the Auto Body Repair trade. *The general classroom and lab policies are listed in this syllabus and are to be abided by.* The instructor may have additional policies for their class. If required the instructor will choose partners for assignments as required.

General Safety Rules

The instructor may have additional safety policies for their class.

1. Make sure all hand tools are in good condition. Using a damaged hand tool or the incorrect tool for the job may result in injury.
2. When lifting a car by using a jack, always make sure the jack is centered. When the vehicle is raised always use safety jack stands. Never go under a car without safety jack stands.
3. Never wear jewelry such as rings, bracelets, necklaces, watches, or ear rings when working on a car.
4. Long hair should be tied back.
5. Never use compressed air to remove dirt from your clothing. Also, never spin bearings with compressed air.
6. When using any machines, such as presses, hoists, drill presses, or special equipment, make absolutely certain that all operational procedures are followed and all safety tests have been passed.
7. Always wear safety glasses in shop areas.
8. Always use exhaust fans/evacuation system when running a car in the shop.
9. Use proper lifting procedures when lifting heavy objects.
10. Make sure you know the shop layout.
 - a. Fire extinguisher locations
 - b. Emergency fire exits
 - c. Eyewash station
 - d. First-aid kit
 - e. Fire blanket
11. Dispose of all hazardous waste in appropriate containers.
12. Horseplay physical or verbal is not allowed at any time. **THINK BEFORE YOU ACT!**
13. Report all injuries to the Instructor immediately.

14. Wear proper work clothes in the shop area. (See: Dress Code.)
15. Students are not permitted to use instructor's tools at any time.
16. Students are not permitted to enter any instructor's offices unless accompanied by an Auto Body Repair faculty member. **NO EXCEPTIONS!**
17. Any personal emergencies will be handled through the switchboard and security.
18. Any printing must have the instructor's approval.

Good Housekeeping (Daily)

1. Clean up all spills immediately.
2. Make sure all tools and toolboxes are returned to their proper place.
3. Store oily rags in proper containers.
4. Clean all tools before returning to tool room or assigned toolbox.
5. Sweep shop areas after each class.
6. Clean all equipment after use.
7. Keep benches clean and free of trash.
8. Make sure tools are in proper working order. Report any broken tools to the instructor immediately.
9. Do not leave creepers and tools on floors unless in use.
10. Empty shop garbage cans.

Vehicle Rules

1. Do not sit on cars.
2. Do not sit in cars unless you need to be in the car.
3. When pushing cars always push from the back never from the side.
4. Always use floor mats and seat covers.
5. Always use fender covers when working under the hood.
6. When moving vehicle always make sure your hands, shoes and clothing are clean, in order to avoid getting the interior dirty.
7. Be sure to clean greasy handprints off fenders and hoods when work is completed.
8. Do not play car radios.
9. Do not write on dirty cars (i.e. Wash me)
10. Never ever mess with any car that comes into the shop.
11. Treat every vehicle better than you would treat your own.

Class Rules

1. When asking questions please raise your hand and wait to be called on.
2. Sunglasses may not be worn in class.
3. No aggressive body contact.
4. No cheating. Do your own work. See Cheating Policy
5. Food, Drink & Gum are not allowed during the instructional periods.
6. Profanity is not allowed.
7. All telephones, pagers and beepers are to be turned off before class and lab. If class is interrupted due to personal communication devices you will receive a 0 for the day.
8. The teacher is always right.
9. If the teacher is wrong refer to rule number 8.
10. If you have any problems ask to talk to the teacher in private and any problem can be worked out.
11. Smoking is allowed only in designated areas.
12. The Internet will be used only with the approval of the Auto Body Repair Faculty.

Live Work

1. All live work is at the discretion of the instructor and department chair.
2. All live work must have training value to the student and be part of or consistent with the requirements of the course of study.
3. No live work will be allowed unless student has completed related tasks or units.
4. All vehicles must have a signed work request completed, approved and filed in the office before any work may begin. Note: if a signed work request is not completed it will be assumed that the work was not approved and the program has no responsibility for the vehicle or work being done.

5. A copy of the work request will be left on the vehicle's dash while the vehicle is in the shop.
6. A copy of the work request will be left on the vehicle's dash while the vehicle is in the shop.
7. Students and outside customers are responsible for paying for any materials used in the repair of vehicles.
8. All property belonging to students or customers to be worked on is brought into the school and left in the school at the owner's risk.

Code of Ethics

1. Treat people with respect.
2. Exhibit positive behavior.
3. Wear proper dress and exhibit a professional appearance.
4. Follow rules, regulations and policies as established.
5. Maintain regular attendance.
6. Assume responsibility for decisions and actions.
7. Demonstrate willingness to learn.
8. Practice time management.
9. Practice cost effectiveness.
10. Apply ethical reasoning.
11. Display initiative.
12. Display assertiveness.
13. Exhibit pride.
14. Exhibit the following characteristics:
 - a. Honesty
 - b. Reliability
 - c. Diligence
 - d. Enthusiasm
 - e. Cooperativeness
 - f. Loyalty

Dress Code

Student Responsibilities/Expectations:

It is important to present a professional image in the work place. Auto body is a dirty profession, so wear clothing that you can afford to ruin. **Shorts and sandals are not allowed and you will be sent home to change. Professional appearance is part of your grade**

Safety Glasses

Safety glasses are required. Prescription glasses are okay if confirmed by a statement from your optometrist and are fitted with side shields. Bring this statement at the start of school.

Driver's License

Auto Body students are required to have a valid driver's license. Without this students cannot drive vehicles to complete the required tasks. Students' are responsible for providing vehicles for many of the tasks they are required to complete.

NTCC Academic Honesty Statement:

"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

Academic Ethics:

The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Academic

dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the NTCC Catalog or Student Handbook.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Other Course Policies:

I HAVE READ THE SYLLABUS FOR THIS COURSE AND UNDERSTAND WHAT IS REQUIRED TO PASS.

I UNDERSTAND THE EVALUATION AND GRADING POLICIES IN THIS COURSE.

I WILL FOLLOW ALL SAFETY AND CLASSROOM POLICIES BOTH WRITTEN AND VERBAL.

ALL QUESTIONS I HAD WERE ANSWERED BY THE INSTRUCTOR TO MY SATISFACTION.

COURSE ABDR 1391.

Student Signature

Date