COURSE SYLLABUS

AUMT 2428 AUTOMOTIVE SERVICE

Course Description: A 16-week course that offers 4 credit hours per semester. The instruction will be 6 hours and 40 minutes per class meeting. Emphasis is placed on mastery of automotive vehicle service and component systems repair. Specific attention is placed on mastering current automotive competencies covered in related theory courses in specialized areas previously obtained by the student. The course will enhance the student's competency of ASEEF task listings and give additional preparation for ASE testing and employment.

End-of-Course Outcomes: Demonstrate automotive shop safety, use tools and equipment properly; demonstrate proper handling of hazardous materials; and service, diagnose, and repair related vehicle systems.

PREREQUISITES: Any automotive course, automotive background

INSTRUCTOR SPECIFIC INFORMATION

The following instructor information should be on the syllabus:

- instructor's name
- phone number(s) (instructor's office phone or Voice Box for adjunct instructors)
- office hours and location of office or means of accessing virtual office hours
- information on how conferences outside of office hours can be arranged
- ACC email address
- other avenues for contacting the professor, as appropriate (through BlackBoard, e.g.)

As a general rule, instructors should avoid interacting with students through social media or providing personal phone numbers.

COURSE DESCRIPTION

- **Credit Hours: 4**
- **Classroom Contact Hours per week: 3 (for a 16-week class)**
- **Laboratory Contact Hours per week: 3 (for a 16-week class)***

For clarity and alignment with SACS-COC expectations, the credit and contact hours should be explicitly stated. An example for a 16-week lab science class is given. Other non-classroom activity hours should be used as appropriate (e.g., clinical, internship, etc.) The description from the college catalog should also go here and can be added to as needed. If there is a required field activity, service-learning, or other activity outside of class, that should be mentioned, as well other general information that seems appropriate. If it is a workforce (WECM) course rather than a transfer (ACGM) course, some language about transferability should also be added, such as: "Transferability of workforce courses varies. Students interested in transferring courses to another college should speak with their Area of Study (AoS) advisor, Department Chair, and/or Program Director."

REQUIRED TEXTS/MATERIALS/SOFTWARE

Any required textbooks, readings, laboratory manuals, or software should be listed here. One may also list optional texts, such as study guides.

DISTANCE EDUCATION (for online or hybrid courses only)

Advise students, many of whom may be new to online learning, about the differences between online and traditional face-to-face learning. In particular, advise students of the time management and study skills required to be a successful online student. Encourage students new to distance education to review the ACC Distance Education General Information available at https://online.austincc.edu/faq/ Likewise, use of the college approved learning management system should be clearly stated for hybrid and online courses. Some suggested wording might be: "Students will use the Blackboard learning management system for assignment instructions, submitting assignments, and collaboration."

STUDENT TECHNOLOGY SUPPORT

Austin Community College provides free, secure drive-up WiFi to students and employees in the parking lots of all campus locations. WiFi can be accessed seven days a week, 7 am to 11 pm. Additional details are available at Student Technology Access. Students who do not have the necessary technology to complete their ACC courses can request to borrow devices from Student Technology Services. Available devices include iPads, webcams, headsets, calculators, etc. Students must be registered for a credit course, Adult Education, or Continuing Education course to be eligible. For more information, including how to request a device, visit Student Technology Access. Student Technology Services offers phone, live-chat, and email-based technical support for students and can provide support on topics such as password resets, accessing or

using Blackboard, access to technology, etc. To view hours of operation and ways to request support, visit Student Technology Access

COURSE POLICIES

Faculty should detail their course policies. Many of these policies are defined by departments and will therefore be the same across all courses of that discipline.

Attendance/Class Participation

Each instructor should clearly express their attendance and class participation policies. The instructor also needs to be explicit about whether the class is synchronous or asynchronous, and what activities, e.g., discussion boards, have mandatory participation. If the course has a laboratory component, clear guidance is needed on how the laboratory activities will be conducted. If there are specific policies for field or laboratory activities, they could be included here. Some suggested wording is: "Regular and punctual class and laboratory attendance is expected of all students. If attendance or compliance with other course policies is unsatisfactory, the instructor may withdraw students from the class." For online courses: "Regular and timely class participation in discussions and completion of work is expected of all students. If attendance or compliance with other course policies is unsatisfactory, the instructor may withdraw students from the class." To cover situations where classes are canceled because of weather, pandemic, or other emergencies: "The student is responsible for communicating with their professor during the closure and completing any assignments or other activities designated by their professor."

Withdrawal Policy

This should be clearly stated. The College defines withdrawals as occurring after the official reporting date of the semester, typically the 12th class day. In addition, the Legislature has mandated the Rule of Six (see below). There may also be financial aid issues. Some possible wording might be: "It is the responsibility of each student to ensure that his or her name is removed from the rolls should they decide to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feel it is necessary. If a student decides to withdraw, he or she should also verify that the withdrawal is recorded before the Final Withdrawal Date. The Final Withdrawal Date for this semester is [insert date here]. The student is also strongly encouraged to keep any paperwork in case a problem arises. Students are responsible for understanding the impact that withdrawal from a course may have on their financial aid, veterans' benefits, and international student status. Per state law, students enrolling for the first time in Fall 2007 or later at any public Texas college or university may not withdraw (receive a "W") from more than six courses during their undergraduate college education. Some exemptions for good cause could allow a student to withdraw from a course without having it count toward this limit. Students are strongly encouraged to meet with an advisor when making decisions about course selection, course loads, and course withdrawals."

Missed Exam and Late Work Policies

Each instructor should clearly express their policies with regard to missed exams, late homework or laboratory exercises, etc. Again, this helps immensely when dealing with student grade disputes.

COURSE OUTLINE/CALENDAR

The syllabus should contain a course outline for the lecture (and laboratory), outlining what students will be doing on what days, identifying test dates and other due dates. Instructors are encouraged to add a statement of variance, such as: "Please note that schedule changes may occur during the semester. Any changes will be announced in class and posted as a Blackboard Announcement (or other resource faculty is using to communicate)."

COLLEGE POLICIES

These are statements of which all students should be aware and which are consistent across the institution**.** The wording of these statements should not be changed by instructors.

Health & Safety Protocols

Operational areas of ACC campuses and centers are fully open and accessible through all public entrances. The college encourages its staff, faculty, and students to be mindful of the well-being of all individuals on campus. If you feel sick, feverish, or unwell, please do not come to campus.

Some important things to remember:

- If you have not done so, ACC encourages all students, faculty, and staff to get vaccinated. COVID-19 vaccines are now widely available throughout the community. Visit Vaccines.gov to find a vaccine location near you.

- Campuses are open to faculty, staff, and students. The college and its departments and offices may invite internal and external guests to their events and activities, though access is still restricted for external parties seeking to host activities at ACC. The college's Appian Health Screening App remains available to everyone who visits campus. This continues to be a good way to check your own health before coming to class or work.

- If you are experiencing COVID-19-related symptoms, please get a COVID-19 test as soon as possible before returning to an ACC facility. Testing is now widely available. To find testing locations near you, click this link.

- If you test positive, please report it on the ACC self-reporting tool located here.

- ACC continues to welcome face masks on campus. Per CDC guidelines, face masks remain a good way to protect yourself from COVID-19.

- The college asks that we all continue to respect the personal space of others. We are encouraging 3 feet of social distancing.

- Please be sure to carry your student, faculty, or staff ID badge at all times while on campus.

Because of the ever changing situation, please go to ACC's Covid website for the latest updates and guidance.

Statement on Academic Integrity

Austin Community College values academic integrity in the educational process. Acts of academic dishonesty/misconduct undermine the learning process, present a disadvantage to students who earn credit honestly, and subvert the academic mission of the institution. The potential consequences of fraudulent credentials raise additional concerns for individuals and communities beyond campus who rely on institutions of higher learning to certify students' academic achievements and expect to benefit from the claimed knowledge and skills of their graduates. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, falsifying documents, or the inappropriate use of the college's information technology resources. Further information is available at the Academic Integrity website. Any course specific policies, expectations, or procedures could be included here.

Student Rights & Responsibilities

Students at ACC have the same rights and protections under the Constitution of the United States. These rights include freedom of speech, peaceful assembly, petition and association. As members of the community, students have the right to express their own views, but must also take responsibility for giving the same rights to others and not interfere or disrupt the learning environment. Students are entitled to fair treatment, are expected to act consistently with the values of the college, and obey local, state, and federal laws. Student Rights & Responsibilities. As a student of Austin Community College you are expected to abide by the Student Standards of Conduct.

Senate Bill 212 and Title IX Reporting Requirements

Under Senate Bill 212 (SB 212), the faculty and all College employees are required to report any information concerning incidents of sexual harassment, sexual assault, dating violence, and stalking committed by or against an ACC student or employee. Federal Title IX law and College policy also require reporting incidents of sex- and

gender-based discrimination and sexual misconduct. This means faculty and non-clinical counseling staff cannot keep confidential information about any such incidents that you share with them. If you would like to talk with someone confidentiality, please contact the District Clinical Counseling Team who can connect you with a clinical counselor on any ACC campus: (512) 223-2616, or to schedule online, go to the Counseling website. While students are not required to report, they are encouraged to contact the Compliance Office for resources and options: Charlene Buckley, District Title IX Officer, (512) 223-7964; compliance@austincc.edu. If a student makes a report to a faculty member, the faculty member will contact the District Title IX Officer for follow-up.

Student Complaints

A defined process applies to complaints about an instructor or other college employee. You are encouraged to discuss concerns and complaints with college personnel and should expect a timely and appropriate response. When possible, students should first address their concerns through informal conferences with those immediately involved; formal due process is available when informal resolution cannot be achieved. Student complaints may include (but are not limited to) issues regarding classroom instruction, college services and offices on the basis of actual or perceived race, color, national origin, religion, age, gender, gender identity, sexual orientation, political affiliation, or disability. Further information about the complaints process, including the form used to submit complaints, is available at the Student Complaint Procedures website.

Statement on Privacy

The Family Educational Rights and Privacy Act (FERPA) protects confidentiality of students' educational records. Grades cannot be provided by faculty over the phone, by email, or to a fellow student. Class grades should be posted in Blackboard, and this could be mentioned here.

Recording Policy

To ensure compliance with the Family Education Rights and Privacy Act (FERPA), student recording of class lectures or other activities is generally prohibited without the explicit written permission of the instructor and notification of other students enrolled in the class section. Exceptions are made for approved accommodations under the Americans with Disabilities Act. Recording of lectures and other class activities may be made by faculty to facilitate instruction, especially for classes taught remotely through BlackBoard or another platform. Participation in such activities implies consent for the student to be recorded during the instructional activity. Such recordings are intended for educational and academic purposes only.

Safety Statement

Health and safety are of paramount importance in classrooms, laboratories, and field activities. Students are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Emergency Procedures posters and Campus Safety Plans are posted in each classroom and should be

reviewed at the beginning of each semester. All incidents (injuries/illness/fire/property damage/near miss) should be immediately reported to the course instructor. Additional information about safety procedures and how to sign up to be notified in case of an emergency can be found at the Emergency Management website.Everyone is expected to conduct themselves professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual may be immediately dismissed from the day's activity and will be referred to the Dean of Student Services for disciplinary action.In the event of disruption of normal classroom activities due to an emergency situation or an outbreak of illness, the format for this course may be modified to enable completion of the course. In that event, students will be provided an addendum to the class syllabus that will supersede the original version.

Use of ACC email

All College e-mail communication to students will be sent solely to the student's ACCmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify students of any college- related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACCmail account when communicating with instructors and staff. Information about ACC email accounts, including instructions for accessing it, are available at the ACC Email Q&A website.

TEXTS AND REFERENCES USED:

1. Assignments and Lab projects prescribed by the Instructor
2. Manufacturer's service manuals, either in book form or computer based
3. Selected films and charts from various sources

INSTRUCTIONAL METHODOLOGY:

Using a combination of computer based instruction, lecture, and faculty demonstrations, students will practice towards mastery of all required NATEF tasks.

COURSE RATIONALE:

Utilizing appropriate safety procedures demonstrate familiarity with historical development and career information on the automotive industry; demonstrate safe, professional, and responsible work practices; identify and demonstrate the proper use of shop equipment and tools; identify and describe functions of vehicle subsystems;

demonstrate the use of service publications; identify various automotive fasteners used in industry; and perform automotive maintenance.

Use of the Testing Center

The Testing Centers will allow only limited in person testing and testing time will be limited to the standard class time, typically one and one-half hours. Specifically, only the following will be allowed in the Testing Centers:

- Student Accessibility Services (SAS) Testing: All approved SAS testing
- Assessments Tests: Institutionally approved assessment tests (e.g., TSIA or TABE)
- Placement Tests: Placement tests (e.g., ALEKS)
- Make-Up Exams (for students who missed the original test): Make-up testing is available for all lecture courses but will be limited to no more than 25% of students enrolled in each section for each of four tests
- Programs incorporating industry certification exams: Such programs (e.g., Microsoft, Adobe, etc.) may utilize the ACC Business Assessment Center for the industry certification exams (BACT) at HLC or RRC

The instructor should provide additional information about how they will conduct examinations and other assessments here.

STUDENT SUPPORT SERVICES

The success of our students is paramount, and ACC offers a variety of support services to help, as well as providing numerous opportunities for community engagement and personal growth.

Student Support

ACC strives to provide exemplary support to its students and offers a broad variety of opportunities and services. Information on these campus services and resources is available at the Student Resources website. A comprehensive array of student support services is available online at the Student Support website.

Student Accessibility Services

Austin Community College (ACC) is committed to providing a supportive, accessible, and inclusive learning environment for all students. Each campus offers support services for students with documented disabilities. Students with disabilities who need classroom, academic or other accommodations must request them through Student Accessibility Services (SAS). Students are encouraged to request accommodations prior to the beginning of the semester, otherwise the provision of accommodations may be delayed. Students who have received accommodations from SAS for this course will provide the instructor with the legal document titled “Faculty Notification Letter” (FNL) through the Accessible Information Management (AIM) portal.Until the instructor receives the FNL, accommodations should not be provided. Once the FNL is received, accommodations must be provided. Accommodations are not retroactive, so it is in the

student's best interest to request their accommodations as soon as possible prior to the beginning of the semester. Please contact SAS@austincc.edu for more information.

Academic Support

ACC offers academic support services on all of its campuses. These services, which include online tutoring, academic coaching, and supplemental instruction, are free to enrolled ACC students. Tutors are available in a variety of subjects ranging from accounting to pharmacology. Students may receive these services on both a drop-in and referral basis. An online tutor request can be made here: Online Tutoring Request. Additional tutoring information can be found here: Online Tutoring.

Library Services

ACC Library Services offers both in-person and extensive online services, with research and assignment assistance available in-person during limited hours of service. Although all college services are subject to change, plans include ACC students signing up for study space and use of computers at open libraries, extensive online instruction in classes, online reference assistance 24/7 and reference with ACC faculty librarians. In addition, currently enrolled students, faculty and staff can access Library Services online (also 24/7) via the ACC Library website and by using their ACCeID to access all online materials (ebooks, articles from library databases, and streaming videos). ACC Libraries offer these services in numerous ways such as: "Get Help from a Faculty Librarian: the 24/7 Ask a Librarian chat service," an online form for in-depth research Q and A sessions, one-on-one video appointments, email, and phone (voicemail is monitored regularly).

- Library Website
- Library Information & Services during COVID-19
- Ask a Librarian 24/7 chat and form
- Library Hours of Operation by Location
- Email: library@austincc.edu

Parent and Family Engagement Services

ACC understands how important parent and family support is to every student's college journey. From parents and siblings to stepparents, grandparents, partners, and loved ones, the Parent and Family Engagement Office at ACC is committed to empowering families to support student success. The office provides a family orientation to ACC, free workshops explaining the world of higher education (financial aid, student resources, career and transfer services, etc.), a monthly newsletter full of student success tips, and a website designed to answer family members' frequently asked questions. All students, especially first-generation students, are encouraged to share these resources with their families and invite them to be part of the Riverbat experience. Contact familyengagement@austincc.edu or visit the Parent & Family Engagement website for more information.

Student Organizations

ACC has over seventy student organizations, offering a variety of cultural, academic, vocational, and social opportunities. They provide a chance to meet with other students who have the same interests, engage in service-learning, participate in intramural sports, gain valuable field experience related to career goals, and much else. Student Life coordinates many of these activities, and additional information is available at the Student Life website.

Personal Support

Resources to support students are available at every campus. To learn more, ask your professor or visit the campus Support Center. All resources and services are free and confidential. Some examples include, among others:

- Food resources including community pantries and bank drives can be found here at the Central Texas Food Bank website.
- Assistance with childcare or utility bills is available at any campus Support Center
- The Student Emergency Fund can help with unexpected expenses that may cause you to withdraw from one or more classes
- Help with budgeting for college and family life is available through the Student Money Management Office.
- A full listing of services for student parents is available at the Child Care website.

Mental health counseling services are available throughout the ACC Student Services District to address personal and or mental health concerns at the Counseling website.

If you are struggling with a mental health or personal crisis, call one of the following numbers to connect with resources for help. However, if you are afraid that you might hurt yourself or someone else, call 911 immediately.
Free Crisis Hotline Numbers:

- Austin / Travis County 24-hour Crisis & Suicide hotline: 512-472-HELP (4357)
- The Williamson County 24-hour Crisis hotline: 1-800-841-1255
- Bastrop County Family Crisis Center hotline: 1-888-311-7755
- Hays County 24 Hour Crisis Hotline: 1-877-466-0660
- National Suicide Prevention Lifeline: 988 or 1-800-273-TALK (8255)
- Crisis Text Line: Text “home” to 741741
- Substance Abuse and Mental Health Services Administration (SAMHSA) National Helpline: 1-800-662-HELP (4357)
- National Alliance on Mental Illness (NAMI) Helpline:1-800-950-NAMI (6264)

Some faculty may consider adding a student sign-off page at the end of the syllabus to be removed and handed back to the instructor providing evidence that the student received a copy of the syllabus and had an opportunity to ask questions, but such a page is optional.

CLASS AND LAB REQUIREMENTS:

1. Regular attendance is required. Only limited absences and tardies will be accepted if a grade better than a "D" is expected. Students will be dropped, or receive a grade of “F”, for absences of 10 hours of class time or more. All time missed from class for being tardy, leaving early, if you disappear during class time or are absent for the entire class period, will count toward the 10-hour absence maximum. Any student who misses 10 hours of class time, will either be dropped, or receive a grade of “F” for this course.

I deduct 5 points off of your final grade for each hour that you are absent from class without approval.

2. Students are required to maintain a "C**"** average, or a grade point average of 2.00. This means that the average of all classes must be a "C" in order to obtain either a certificate of completion, or degree. Students who either arrive late for class, leave early, and/or bring no tools cannot expect to complete lab assignments in a timely manner and will not

receive a grade better than "D". For further information, see the sections on "graduation" and "Academic Suspension” in the Administration Information area of the current ACC Catalog.

3**.** Each student will have their tools available for shop work at the beginning of each class meeting. If you do not bring your tools, 15 points will be deducted from your final grade each day you do not have tools. Loaning or borrowing of tools between students is discouraged. Specialty tools, tools not on the student tool list, are available from the Tool Room.

4. Safety is always first. Common sense and our certifying agency, NATEF, require that all students must wear safety glasses in the shop and follow all COVID Protocols. Students without safety glasses will be prohibited from any shop activities. Violations of safety rules and/or COVID Protocols may result in the student being dropped from the class. You must wear attire similar to that found in a professional automotive repair shop. Flip flops, loose baggy clothing or clothing that is too revealing in nature, or is distracting to other students, are all unsafe for the shop environment and may not be worn. Students that habitually or continue to violate shop safety practices will be dropped from this course, or receive an “F” for the course. Students that are a danger to themselves, or others, will be dropped from the class. If the same safety issue/item, or COVID Protocol is addressed with a student three times, it will then be

considered a habitual safety violation and the student will be eligible to be dropped from this course for habitual safety/COVID protocol violations.

INCOMPLETE

A grade of incomplete may be given for a student with excessive absences only under the most extreme circumstances. It will require documented excused absences from a doctor, hospital, police report, attorney, etc…..

GRADING:

AUMT 2428 Grading Practices:

1. This class meets 7 hours each week (once per week) for sixteen weeks (Fall and Spring Semesters), or 9 weeks, twice per week (Summer).

2. Work will be performed during class time only. The only exception to this will be in the event that you begin work on a vehicle and it is not finished when the class has ended for the day and the vehicle must leave that day, within reason and at the discretion of the instructor. The instructor reserves the right to stop work on any vehicle at any time for any reason.

3. The class will be broken up into several groups (teams) of up to three students each. All repair work will be scheduled and performed by the students on the team. The instructor will only be involved, and must approve, any work that may/will take longer than one class period. Each group will have One assigned stall, in which ALL work will be performed. Exchanging phone numbers is encouraged in order to properly schedule work within individual teams. For every customer vehicle brought into the shop, there must be a customer and student work order filled out. For every ACC Automotive student vehicle brought into the shop, there must be at least a student work order filled out for the vehicle. The owner of the vehicle must sign the customer work-order. Students will document all repairs on a student work order as a portion of the grade for this class. For any vehicle that is not owned by an ACC automotive student, faculty or staff, there will be a $45 fee plus a 25% mark-up on parts. ACC Automotive Students- you must have a current valid driver's license and insurance (on the vehicle being worked on) in order to bring your vehicle into the shop.

4. The group (team) will schedule all of its own work. The first student to arrive will begin working on their vehicle/project. Once the other team members arrive, they will help the first person until the job is completed. Once the first project/job is finished, the group will start on the project/job that the second person to arrive brought. Once that project is finished, the group can move on to the third group member's project/job. Once all of the group's projects are finished, the group will print their DirectHit timesheets, complete the work order(s) for all vehicles repaired that day, clean-up and then finish for the day. The purpose of this class is to help you practice all of the tasks that you have learned in all of the previous automotive classes you have completed. Additionally, the shop work performed in this class should closely simulate that of a regular working repair shop. With that said, your personal vehicle may make up no more than 5 labor hours or 5 clock hours of repairs for the first 8 weeks of class (first 4 weeks in the summer semester). The second 8 weeks of class (second 4 weeks in the summer), your personal vehicle may make up no more than 10 labor hours or 10 clock hours of class. You may have your personal vehicle repaired by other teams if you need additional repairs on your personal vehicle, but you are not allowed to help. Each team will be assigned an ACC vehicle in order to help them complete their flag hours, see your instructor for an assigned vehicle.

5. Each group will be responsible for using DirectHit to look up, print and document the number of flag hours for each job performed on a student work order. The student work order will show: student names, date, vehicle year, make, model, complaint, cause and correction & amount of time, in hours & tenths of hour, flagged for the job finished. Each DirectHit timesheet and student work order will be kept neatly in a 3-ring binder in order by date, to be turned in for the final grade on the last day of class. Binders are due the last day of class. The notebook + 4 SP/2 certificates will count as 20% of your final grade. See list of SP2 certificates below in notebook requirements.

6. For each person on a team, the team will be required to flag at least 30 hours, in order to receive an A, 25 – 29.9 flag hours per person in order to receive a B, 20 – 24.9 flag hours per person to receive a C, 15 – 19.9 flag hours per person to receive a D, 14.9 flag hours or less per person will receive an F. Flag time will count as 80% of your final grade.

7. DirectHit timesheets and student work orders will be kept in order by date, have each member's printed name at the top & kept neatly in a 3-ring binder (1 binder for the team). I do not accept anything other than 3-ring binders for your notebook. This binder is due to be turned in on the last day of

class. I have samples of notebooks for your review if you would like to see samples of what I am looking for.

8. Cleaning up is a part of this class. Each person on a team will clean their work area upon completion of all of their work for the day. Clean up includes everything used by the team, including the assigned area shop floor, bench(es), vise(es), air hoses, lift, all tools and equipment used, etc. Anything you use must be cleaned when you are finished with it. I will deduct 5 points from your final grade for not cleaning up after yourself, for each occurrence.

9. Work in the shop will cease at least 20 minutes prior to the end of class in order to give ample time for clean-up and document time flagged.

10. Lab activities (flag hours) will constitute 80% of your overall grade and your notebook (including the 4 SP2 certificates) will make up 20% of your overall grade.

11. Homework assignments and pop quizzes may be given. A student will not be given a passing grade, "D" or higher, without 100 percent participation in shop, shop clean-up, working with others, pop quizzes and completion of any homework assignments.

13. A positive constructive attitude also plays an important part in the overall evaluation of the shop work and will be directly related to the lab and participation grade.

14. Any withdrawals are the responsibility of the student. If the student fails to withdraw by the drop date, a grade of "F" may be awarded.

15. Students may be dropped for any of the following reasons from this course: excessive absences, lacks course prerequisite, lack of progress, missed tests/assignments, negligence that results in injury to anyone or damage to a customer vehicle or ACC property, failure to comply with course/department safety policies, failure to comply with COVID protocols, or absent the first day of class. Attending the first day of class is mandatory. Students that are habitually tardy may be dropped from this class.

CAMPUS CARRY:

Statement for classroom courses with physical activity (non-exclusion zone)

The Austin Community College District concealed handgun policy ensures compliance with Section 411.2031 of the Texas Government Code (also known as the Campus

Carry Law), while maintaining ACC's commitment to provide a safe environment for its students, faculty, staff, and visitors. Beginning August 1, 2017, individuals who are licensed to carry (LTC) may do so on campus premises except in locations and at activities prohibited by state or federal law, or the college's concealed handgun policy. It is the responsibility of license holders to conceal their handguns at all times. Persons who see a handgun on campus are asked to contact the ACC Police Department by dialing 222 from a campus phone or 512-223-7999. Automotive classes may involve considerable physical activity. Bending, stretching, lifting, and other rigorous activities associated with (class name) occur regularly in class. Such activities may expose concealed weapons and place the license holder in violation of state law. Therefore, it is recommended that concealed weapons be stored in a secure place as defined by college policy prior to entering the classroom, studio, or learning space. Refer to the concealed handgun policy online at austincc.edu/campuscarry.

NOTEBOOK REQUIREMENTS & ORDER

1. 1st Section COVER SHEET **10 points**

2. 2ND Section SYLLABUS **10 points**

3. 3RD Section Work Orders **30 points**

4. 4th DirectHit Timesheets **30 points**

5. 5th SP2 Safety Certificates (4 total) – See list below **20 points**

The cover sheet will have the following items to receive all points:

1. Your name

2. Class name

3. Class number; ex. AUMT 1445

4. Instructor name

5. Time and days of class. Ex. Tuesday, 8:00 a.m. - 1:00 p.m.

DirectHit timesheets and work orders will be as complete as possible. I will be looking for DirectHit timesheets and work orders taken from every class meeting. To earn all possible points in this area, students must print neatly; all documentation MUST be legible, use correct spelling and proper grammar. All notebooks must be neat and in the order as stated above and in chronological order. Use dividers to identify and separate each of the five areas mentioned above. You also need to highlight the specific job performed on the DirectHit labor time sheets. SP2 Certificates: Automotive Service Safety, Automotive Service Pollution Prevention, Ethics and You in the Automotive Industry and Preparing a Vehicle for Service and Working with Customers. Do not use the first page of this syllabus as your cover sheet. It is advisable that you purchase a 2" – 3", 3 ring binder as a notebook. Your notebook is due on the last day of class.

PERSONAL DATA SHEET

Please print the following information:

This course name & number: Automotive Service AUMT 2428

Name, First, last, Mi.

Nickname:

Social Security Number:

OR

ACC Student I.D. #:

Your email address:

Emergency Contact Name:

Emergency Contact Phone Number:

Your phone #'s, home, cell and work:

Employer Name:

Employer Phone Number:

Supervisor Name:

I have read, understand and agree with the guidelines set forth in this AUMT 2428 syllabus.

_____
_____

Student Signature Date

My instructor gave me a physical copy of the syllabus for this class.

_____
_____

Student Printed Name Date

_____

Student Signature

Rev. March 2023