

AUSTIN COMMUNITY COLLEGE  
AUTO COLLISION REPAIR & REFINISHING TECHNOLOGY

**ABDR 2453 - Color Analysis and Paint Matching**

(ABDR 2453-001)  
Synonym # \_\_\_\_\_

5:00pm – 10:20pm

Instructor: **JOSEPH BARRON**

OFFICE HOURS: BY APPOINTMENT

(Conferences outside of office hours can be arranged by emailing professor)

CROCKETT HIGH SCHOOL, (ACC) AUTO SHOP

Room #21

PHONE NUMBER CHS OFFICE (512) 383-0638

E-Mail Address: [jbarron@austincc.edu](mailto:jbarron@austincc.edu)

**ABDR 2453 COLOR ANALYSIS AND PAINT MATCHING:** (Credit Hours: 4, Classroom Hours: 3, Laboratory Hours: 3) Advanced course in color theory, color analysis, tinting, and advanced blending techniques for acceptable paint matching.

This is a workforce (WECM) course rather than a transfer (ACGM) course. 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.

**Course Rational:** 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 repair.

**Prerequisites:** ABDR 1431 Basic Refinishing

**Course Student Learning Outcomes:** Analyze dimensions of color and theory; Apply theory by tinting automotive paints; blend paint using proper spray gun techniques; perform final detailing procedures

**Required I-CAR CD:** I-CAR (REF09) Refinishing Program 3  
Available on Blackboard

**Instructional Methodology:** **Hybrid**-Using a combination of computer-based instruction, lecture. **Face-to-Face** lab, and faculty demonstration, students will practice towards mastery of all required NATEF tasks, I-CAR components and ASE Test prep.

**DISTANCE EDUCATION** (*for online or hybrid courses only*)

*Students new to distance education should review the ACC Distance Education General Information available at <https://online.austincc.edu/faq/>*

**Distance education students will need access to a computer with a reliable internet connection to review course material, turn in assignments, and communicate with your instructor and classmates. This course requires additional computer equipment such as a webcam, headset, or microphone.**

“Students will use the Blackboard learning management system for assignment instructions, submitting assignments, and collaboration.”

[Blackboard available here](#)

ACC distance education courses are interactive, web-based classes designed for students who desire flexibility in their studies. You can take courses at your convenience and study at the times and places that fit into your busy lifestyle. If work or family schedules conflict with on-campus classes, you don't have to give up your important responsibilities to pursue your education.

Successful online students actively participate in class on a regular basis just like in an on-campus class and avoid putting off classwork until the last minute. This includes reading assignments, taking quizzes and tests, and any other activities assigned by your professor. You will need to stay motivated and routinely log in to your classes in order to keep on top of your assignments.

Students should have a basic knowledge of computer and internet skills in order to be successful in an online course. Computer literacy includes:

- Knowledge of common terminology (examples: browser, application, software, plug-in, etc.)
- Internet skills (examples: connect to the internet, use and update browsers, adjust browser settings)
- Ability to send and receive emails and download attachments
- Familiarity with other online communication tools (examples: discussion boards, chats, messengers)
- Ability to use common software applications (examples: Word, PowerPoint, Excel)
- Word-processing skills (examples: copy/paste, spell-check)
- Ability to perform computer operations (examples: manage files and folders, open and save files in different formats)
- Ability to conduct research online using search engines and library databases
- Installing browser plug-ins (examples: Adobe Reader, Adobe Flash, Java)
- Installing and uninstalling software
- Awareness of Internet privacy and security issues, virus protection

To find out if your technical skills and experience meet the needs of Distance Education courses at ACC, take the “[Technical Skills Checklist](#)” survey.

Every distance education course at ACC is evaluated at the end of the semester. Read the [ACC Online Faculty Evaluation](#) page for how to submit your course evaluation.

### **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 <https://www.austincc.edu/sts>.

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 <http://www.austincc.edu/sts>.

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: <http://www.austincc.edu/sts>.

### **Detailed Grading Formula:**

**Module Quizzes/Worksheets:** Upon completion of each module, quizzes will be challenged by the student & upon completion of each I-CAR program, tests will be challenged by the student. Worksheets will also be completed along with any relevant homework given and count a total of **20%** of the final grade

**Test/Final:** Upon completion of the course, a hands-on final exam will be challenged by the student, and count **20%** of the final grade.

**Shop Grade:** This grade is based upon the student's willingness to participate in class and out in the shop. This grade is based upon participation in the classroom, shop, and attendance. Participation in the classroom and shop includes but is not limited to, the student bringing their textbooks and supplies every day, work completed in the shop (projects), how well you work in the shop, how well you work with others, and clean up your work area. The shop grade will count as **60%** of your final grade. There will be a shop clean-up as needed.

**Missed Exam and Late Work Policy:** No make-up work, or retakes will be given. Students may request make-up assignments from their instructor if they believe circumstances are warranted. The instructor will determine whether or not to allow make-up work on a case-by-case basis. **All assignments and exams will be due one week after being assigned. All assignments not completed by the due date will receive a grade of "0". Missed lab days are expected to be made up and is the student's responsibility to coordinate with the instructor.**

**The Grading Scale:** Current grades will be posted on Blackboard as soon as they are available.

|        |   |
|--------|---|
| 90-100 | A |
| 80-89  | B |
| 70-79  | C |
| 60-69  | D |
| 0-59   | F |

### **Clothing policy:**

**Every student must wear proper attire in the classroom or shop!**

This means wearing, jeans or pants without holes or frays, leather shoes or preferably boots with rubber soles, at least a t-shirt, long sleeves preferred. Along with necessary safety equipment. This includes but is not limited to, Flip Flops, shorts, tank tops, pants below the waist, capri pants, cologne, perfume, jewelry, yoga pants, shirts that don't cover your stomach are NOT permitted to be worn in the shop, also long hair must be pulled up out of way.

**If a student wears improper attire or cannot change into proper attire they will be asked to leave for the remainder of the day and receive an absence for that day.**

**Attendance / Class Participation Policy:** Regular and punctual class and laboratory attendance is expected of all students. The College System believes that regular attendance in all classes is necessary and makes no distinction between excused and unexcused absences. If attendance or

compliance with other course policies is unsatisfactory, the instructor has full authority to drop a student. The student is responsible for communicating with their professor during a closure and completing any assignments or other activities designated by their professor.

Attendance is worth 6.25 points per day. Any missed time will be taken off your final grade at the end of the semester. See scenario chart below.

**If you miss 15 min every day (16) = Missing one day (6.25 points)**

**If you miss 30 min every day (16) = Missing two days (12.5 points)**

**If your final grade is an 85 and you missed one day your new final grade is a 78.75 a (C).**

**Students who are absent for two class meetings accumulating (6 hours) of lecture and or lab, will either be dropped, or receive a grade of F for a final grade.**

**Respirator requirements:** Students must become authorized to use a respirator at ACC, EHS&I must approve a faculty, staff or student.

To become approved you must pass the following in this order:

- 1- Training in the type(s) of respirators you will use and the situations where you will be expected to use them
- 2 – A medical evaluation including a pulmonary function test
- 3 – Note from PLHPC stating you are medically cleared to wear a respirator.
- 4 – A respirator fit test

Upon successfully passing the above, EHS&I will authorize you to use respiratory protection. Failure to comply with any of the steps or failure of any one step will not grant you authorization to use a respirator at ACC and you will be dropped from the class.

**Withdrawal Policy:** It is the responsibility of each student to ensure that his or her name is removed from the roll should he or she 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 submitted before the Final Withdrawal Date. Failure to withdraw yourself officially may result in a grade of **F** in the course. Students who enroll for the third or subsequent time in a course taken since Fall, 2002, may be charged a higher tuition rate, for that course. State law permits students to withdraw from no more than six courses during their entire undergraduate career at Texas public colleges or universities. With certain exceptions, all course withdrawals automatically count towards this limit. Details regarding this policy can be found in the ACC college catalog. The college defines withdrawals as occurring after the official reporting date of the semester, typically the 12<sup>th</sup> class day. 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 W) from more than six courses during their undergraduate college education. Some exceptions 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.

**The instructor expects you to:**

- Be in class 100% of the time. If you are absent more than 6 hours of the class due to absence, or lateness, you may be dropped from the class.
- Find out about work you have missed. Keep a copy of the course syllabus. Arrange to make up work missed, if possible.
- Behave appropriately in class.
- Purchase required textbooks and other equipment during the first week of class.
- Discuss with the instructor problems that you are having with the class before asking others for help in resolving the situation.
- Check on your grades often and discuss concerns early -- do not wait until the last week of the semester.
- Treat the instructor with courtesy, even when there is disagreement. Also, treat other students with courtesy.
- \*\*\*Not speaking with other students while the instructor is lecturing
- \*\*\*Not leaving the classroom during class except when absolutely necessary
- \*\*\*Not entering class late or leaving early, except in emergencies
- \*\*\*Not working on other class work during class lecture or discussion time
- \*\*\*Not bringing children to class
- \*\*\*Not bringing food or drinks into areas where they are forbidden
- \*\*\*No cussing or throwing of objects
- \*\*\*Treating other students and their property with respect
- \*\*\* No talking out of turn
- \*\*\* The unlawful use of alcohol, illicit drugs, other substances, and weapons, or being under the influence of
- \*\*\* No smoking of any product including e-cigs
- \*\*\* No smokeless tobacco

**Incompletes:** An instructor may award a grade of “I” (Incomplete) if a student was unable to complete all of the objectives for the passing grade in a course. An incomplete grade cannot be carried beyond the established date in the following semester. The completion date is determined by the instructor but may not be later than the final deadline for withdrawal in the subsequent semester.

Students may request an Incomplete from their faculty member if they believe circumstances warrant. The faculty member will determine whether the Incomplete is appropriate to award or not. The following processes must be followed when awarding a student an I grade.

1. Prior to the end of the semester in which the “I” is to be awarded, the student must meet with the instructor to determine the assignments and exams that must be completed prior to the deadline date. This meeting can occur virtually or in person. The instructor should complete the Report of Incomplete Grade form.
2. The faculty member will complete the form, including all requirements to complete the course and the due date, sign (by typing in name) and then email it to the student. The student will then complete his/her section, sign (by typing in name), and return the

completed form to the faculty member to complete the agreement. A copy of the fully completed form can then be emailed by the faculty member to the student and the department chair for each grade of Incomplete that the faculty member submits at the end of the semester.

3. The student must complete all remaining work by the date specified on the form above. This date is determined by the instructor in collaboration with the student, but it may not be later than the final withdrawal deadline in the subsequent long semester.
4. Students will retain access to the course Blackboard page through the subsequent semester in order to submit work and complete the course. Students will be able to log on to Blackboard and have access to the course section materials, assignments, and grades from the course and semester in which the Incomplete was awarded.
5. When the student completes the required work by the Incomplete deadline, the instructor will submit an electronic Grade Change Form to change the student's performance grade from an "I" to the earned grade of A, B, C, D, or F.

If an Incomplete is not resolved by the deadline, the grade automatically converts to an "F." Approval to carry an Incomplete for longer than the following semester or session deadline is not frequently granted."

#### **Course Outline:**

DAY 1 – (F2F) Introductions / Expectations/ Syllabus  
DAY 2 – (ONL) (REF09) Module 1-3  
DAY 3 – (F2F) Lab Work / (ONL) REF09) Module 1-3 Quiz  
DAY 4 – (F2F) Lab Work / (ONL) (REF09) TEST / Color Map & Worksheets Due  
DAY 5 – (F2F) Lab Work  
DAY 6 – (F2F) Lab Work  
DAY 7 – (F2F) Lab Work  
DAY 8 – (F2F) Lab Work  
DAY 9 – (F2F) Lab Work  
DAY 10 – (F2F) Lab Work  
DAY 11 – (F2F) Lab Work  
DAY 12 – (F2F) Lab Work  
DAY 13 – (F2F) Lab Work  
DAY 14 – (F2F) Lab Work  
DAY 15 – (F2F) Lab Work  
DAY 16 – (F2F) Final Exam (Hands-On)

**(F2F) FACE TO FACE**

**(ONL) ONLINE**

**This is a suggestive guideline and is subject to change.** “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).”

**Required Supplies/Tool Policy:**

After the first day of class, students must bring their tools / supplies to class every day. Students must bring all the tools listed on the tool lists every day to class. Borrowing of tools is discouraged. The departmental tool list is on the next page.

**If you fail to bring your tools/ supplies, safety equipment you cannot complete the shop tasks, and will be asked to leave for the remainder of the day and will receive an absence for that day.**

**ACC Autobody Dept. Tool List**

**ABDR 1431/1458 / 2449/ 2453**

- Safety glasses/ goggles
- Earplugs
- Organic cartridge respirator (3M PAINT)
- Disposable medium weight nitrile gloves
- Paint suit (breathable)
- 4” squeegee (3M# 05517)
- Air regulator and high flow coupler
- Paint gun lube
- 3M PPS liners/ lids (ABDR 2453)

Supplies can be found at the following locations:

**English Color and Supply**

9800 Gray Blvd  
Austin, TX 78758  
(512) 339-8447

**Hoffmann’s Supply**

440 S. Guadalupe St  
San Marcos, TX 78666  
(512) 396-8606

**Finishmaster**

8305 Springdale  
Austin, TX 78724  
(512) 420-9400

**Tasco Auto Color #7**

4903 S. Congress Ave  
Austin, TX 78745  
(512) 441-4774



Discounts from:

**Snap-on Tools** (Student Excellence Program)

<http://www1.snapon.com/SEP>

**Matco Tools**

<http://www.matcotools.com/TechEd/>

**College Expectations:** At Austin Community College, we work to provide good educational opportunities for all students. To help you in your class this semester, please read these paragraphs to understand what you can expect from your instructor, and what your instructor expects from you.

You can expect the instructor to:

- Inform you in the first week of class of course content and grading procedures through the course syllabus. The course syllabus will contain information about dates of tests and assignments; make-up policies; late policies; the instructors office hours; the instructor's telephone number; and the method of determining the course grade.
- Meet with you, either before class or after class, or by appointment.
- Discuss with you any problems that you have that relate to the class.
- Treat you with courtesy, even when there is disagreement.

**Statement on Student Discipline:** Classroom behavior should support and enhance learning.

**Behavior that disrupts the learning process will be dealt with appropriately, which may include having the student leave class for the rest of that day.** In serious cases, disruptive behavior may lead to a student being withdrawn from the class. ACC's policy on student discipline can be found in the Student Handbook under Policies and Procedures or on the web at:

<http://www.austincc.edu/handbook>

1. Horseplay in this class will not be tolerated.
2. Wearing your safety glasses at all times while in the shop is a must.
3. Unsafe work practices will not be tolerated.
4. Students that disrupt class will not be tolerated.
5. No Cussing
6. Treat other students and their possessions with respect
7. Treat the instructor and their possessions with respect

A violation of any of the above mentioned or unmentioned disruptive and inappropriate actions will negatively affect your grade and lead to disciplinary action, up to, and possibly include withdrawal from this class.

**Disruptive behavior will result in Student leaving class for the rest of the day, and or Security being called. Disruptive students will be removed from class and result in the student being dropped from the course. Any violation of the above will could include disciplinary action and being dropped from the course.**

**The college expects you to:** Read the catalog and handbook to stay abreast of all policies.

If you experience any problems with your class, please discuss the problem with your instructor, Thomas Bragg, at (512) 383-0638.

**Religious Holidays:** If you observe a religious holiday and miss class, you must notify your instructor in writing two weeks in advance to arrange to take a test or make up an assignment. A religious holiday is a holy day observed by a religion whose place of worship is exempt from property taxation under Section 11.20, Tax Code.

### **Health and Safety Protocols**

Operational areas of ACC campuses and centers are fully open and accessible through all public entrances. While some health & safety protocols are no longer mandatory, 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 <http://www.vaccines.gov> to find a vaccine location near you.

📺 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.

📺 If you test positive, please report it on the [ACC self-reporting tool located here](#).

📺 **Effective August 20, 2021**, anyone who is 2 years of age or older, will be required to wear a facemask in all ACC buildings.

📺 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 at <https://www.austincc.edu/coronavirus?ref=audiencemenu> 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

<https://www.austincc.edu/about-acc/academic-integrity-and-disciplinary-process>

**Students Rights and Responsibilities:** Academic freedom is a foundation and hallmark of higher education. In the context of college-level courses, it specifically refers to the rights of free expression and respect for other with differing opinions. Students at the college have the rights accorded by the U.S. Constitution to freedom of speech, peaceful assembly, petition, and association. This concept is accompanied by an equally demanding concept of responsibility on the part of the student. Just as you are expected to exercise these rights with respect for state and federal law in the larger world, you are expected to exercise these rights as a student with respect for the college's standard of conduct. These rights carry with them the responsibility to accord the same rights to others in the college community and not to interfere with or disrupt the educational process. Students and faculty alike should enable a climate of mutual respect and civility while fostering the freedom to debate and discuss the merits of competing ideas.

Enrollment in the college indicates acceptance of the rules set forth in the student standards of conduct policy, which is administered through the office of the campus dean of student services. Due process, through an investigation and appeal process, is assured to any student involved in disciplinary action.

### **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: <https://www.austincc.edu/students/counseling>. 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](mailto: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 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: <https://www.austincc.edu/report-an-incident>.

### **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 Collaborate 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. All incidents (injuries/illness/fire/property damage/near miss) should be immediately reported to the course instructor. Additional information about emergency procedures and how to sign up for ACC Emergency Alerts to be notified in the event of a serious emergency can be found at <http://www.austincc.edu/emergency/>.

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 will be 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 illness outbreak, 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.

**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 e-mail, or to a fellow student.**

**Statement on Academic Freedom:** Institutions of higher education are conducted for the common good. The common good depends upon a search for truth and upon free expression. In this course the professor and students shall strive to protect free inquiry and the open exchange of facts, ideas, and opinions. Students are free to take exception to views offered in this course and to reserve judgment about debatable issues. Grades will not be affected by personal views. With this freedom comes the responsibility of civility and a respect for a diversity of ideas and opinions. This means that students must take turns speaking, listen to others speak without interruption, and refrain from name-calling or other personal attacks.

**Campus Carry:**

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.

***IMPORTANT: (Automotive Collision Repair & Refinishing) classes are held in an area designated as an exclusion zone as defined by state law or the college's concealed handgun policy. Concealed carry is prohibited in exclusion zones. Concealed weapons must 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](http://austincc.edu/campuscarry).***

**Discrimination Prohibited:** The College seeks to maintain an educational environment free from any form of discrimination or harassment including but not limited to discrimination or harassment on the basis of race, color, national origin, religion, age, sex, gender, sexual orientation, gender identity, or disability.

Faculties, at the college, are required to report concerns regarding sexual misconduct (including all forms of sexual harassment and sex and gender-based discrimination) to the Manager of Title IX/Title VI/ADA Compliance. Licensed clinical counselors are available across the District and serve as confidential resources for students.

Additional information about Title VI, Title IX, and ADA compliance can be found in the ACC Compliance Resource Guide available at:  
<https://www.austincc.edu/report-an-incident>

**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 you 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. Instructions for activating an ACCmail account can be found at <https://www.austincc.edu/help/accmail>.

**Testing Center Policy:** Under certain circumstances, examinations may have to be taken in a testing center. The Testing Center follows standard procedures so students know what to expect when they arrive to take their tests. Students should familiarize themselves with the **student guidelines**.

Students must present an **ACC student ID card** or government issued ID and know their ACC ID number before they can test.

It is necessary to check in at the Testing Center kiosk before taking a test. To check in, one must know the following information:

- Student ID number
- Course prefix and number (e.g., ABDR 1301)
- Course Synonym (e.g., 10123)
- Course Section (e.g., 005)
- Test number
- Instructor's Name

Personal belongings such as backpacks, books, and electronic devices (including, but not limited to, cell phones and smart watches) are NOT allowed in the Testing Center. Possession of prohibited items or accessing unapproved resources in the testing room will result in the immediate termination of the exam and **possible disciplinary action**.

For additional information on using the Testing Center, please go to:  
<http://www.austincc.edu/students>.

### **Use of the Testing Center**

For Fall, 2021, 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.

## **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 <http://www.austincc.edu/students>. A comprehensive array of student support services is available online at: <https://www.austincc.edu/coronavirus/remote-student-support>

### **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 when they register for courses or at least three weeks before the start of each semester they are enrolled, otherwise the provision of accommodations may be delayed. Students who have received approval for accommodations from SAS for this course must provide the instructor with the legal document titled “Notice of Approved Accommodations (NAA)” from SAS.

Until the instructor receives the NAA from the student accommodations should not be provided. Once the NAA is received, accommodations must be provided. Accommodations are not retroactive, so it is in the student’s best interest to deliver the NAA on the first day of class.

Please contact [SAS@austincc.edu](mailto: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:

<https://de.austincc.edu/bbsupport/online-tutoring-request/>

Additional tutoring information can be found here:

[www.austincc.edu/onlinetutoring](http://www.austincc.edu/onlinetutoring)

### **Library Services:**

ACC Library Services will be offering both in-person and extensive online services for Fall 2021, with research and assignment assistance available in-person during limited hours of



service. Although all college services are subject to change this fall, 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: <http://library.austincc.edu>

📖 Library Information & Services during COVID-19:  
<https://researchguides.austincc.edu/LSinfoCOVID19>

📖 Ask a Librarian 24/7 chat and form: <https://library.austincc.edu/help/ask.php>

📖 Library Hours of Operation by Location: <https://library.austincc.edu/loc/>

📖 Email: [library@austincc.edu](mailto:library@austincc.edu)

### **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 <http://sites.austincc.edu/sl/>.

### **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: <https://www.centraltexasfoodbank.org/food-assistance/get-food-now>

📖 Assistance with childcare or utility bills is available at any campus Support Center: <http://www.austincc.edu/students/support-center>.

📖 The Student Emergency Fund can help with unexpected expenses that may cause you to withdraw from one or more classes: <http://www.austincc.edu/SEF>.

📖 Help with budgeting for college and family life is available through the Student Money Management Office: <http://sites.austincc.edu/money/>.

A full listing of services for student parents is available at: <https://www.austincc.edu/students/child-care>



🏠 The CARES Act Student Aid will help eligible students pay expenses related to COVID-19:

<https://www.austincc.edu/coronavirus/cares-act-student-aid>.

Mental health counseling services are available throughout the ACC Student Services District to address personal and or mental health concerns:

<http://www.austincc.edu/students/counseling>.

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: **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)**

## ABDR 2453 Color Analysis and Paint Matching Projects for Lab Grade

1. Find the color code, name and variant of colors
2. Document the amount of each Toner used in mix
3. Mix 6oz of ready to spray color/ label
4. Make spray-out cards with primer
5. Spray Solids, Metallic, and Tri coats on cards
6. Clear w/ one coat
7. Match to fender / document findings
8. Adjust the color mix according to findings
9. Repeat spray and documentation until a bendable match is made

Every color will get a grade separately and will be graded upon completeness of all steps

Grades include but are not limited to

- Safety procedures followed
- Proper repair procedures followed

- Proper usage of time
- Prepared for class (bringing your tools)
- Cleanliness
- Final product

## **ABDR 2453 Color Analysis and Paint Matching**

I have read, understand and agree with the guidelines that are outlined in this syllabus.

\_\_\_\_\_  
Student Name – Print

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Every twelve months while taking classes in the Auto Collision Repair & Refinishing program every student must:

1. Pass a respirator medical fitness evaluation including a pulmonary function test.
2. Present their instructor with a letter from a PLHCP stating they have been medically cleared to wear the required type of respirator before being allowed to fit test or use a respirator for class activities.
3. Pass a respirator fit test given in class by a certified instructor.

**I certify I am medically cleared by a PLHCP within the last 12 months and have received the proper training to use a respirator for classes.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Respirator requirements:** Students must become authorized to use a respirator at ACC, EHS&I must approve a faculty, staff or student.

To become approved you must pass the following in this order:

- 1 – A medical evaluation including a pulmonary function test
- 2 – A respirator fit test
- 3 – Training in the type(s) of respirators you will use and the situations where you will be expected to use them

Upon successfully passing the above, EHS&I will authorize you to use respiratory protection.

Failure to comply with any of the steps or failure of any one step will not grant you authorization to use a respirator at ACC and you will be dropped from the class.



## Summary of Respirator Medical Evaluation

In connection with records associated with my Respiratory Protection Medical Surveillance Physical, I authorize the health care provider to use such information collected during this respirator physical to complete this form for use by Austin Community College's, Auto Collision Repair and Refinishing Department, EHS&I Department representatives enabling them to make a determination as to whether or not I will be authorized for using respiratory protection as a student at Austin Community College.

This authorization is specifically limited to a simple statement from a physician or other licensed health care provider noting either that I have been medically approved for personal respiratory protection use, or that I have not been medically approved for personal respiratory protection.

- ☐ Medically approved for personal respiratory protection use
- ☐ **Not** medically approved for personal respiratory protection use.

Clinic Name and Location: \_\_\_\_\_

Clinician's Signature: \_\_\_\_\_

Date evaluation completed: \_\_\_\_\_

### Sections below to be completed by ACC Employee/Student:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Department/Class: \_\_\_\_\_ Supervisor/Instructor: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ACC ID#: \_\_\_\_\_