



## **COURSE SYLLABUS**

### **MTRC 1422**

### **Motorcycle Electrical Systems**

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**Office Hours:** By Appointment

**Class Times:** Monday 9:00am – 2:20pm

**Location/Classroom:** RVSB 4201.2

**Section:** 001

**Synonym:** 76875

**Class Start:** Jan 22, 2024

**Class End:** May 12, 2024

### **COURSE DESCRIPTION:**

Theory of operation and test procedures and equipment used in the diagnosis and repair of different circuits which make up a motorcycle electrical system.

### **PREREQUISITES:**

- Agreement with and Adherence to ALL terms and Conditions of this Syllabus
- Agreement that Ignorance of the Rules &/or of this Syllabus is NOT an Excuse for Not Following the Syllabus/Rules. Each Student is Responsible for Understanding & Following the Intent of Every Rule
- By remaining in this class after the first class meeting all attending students consent to the terms of this syllabus Whether They have signed and turned in the contract page of this Syllabus or not!
- Student Agrees that knowing and abiding by all rules of ACC & This Course is Solely the Students Responsibility
- Agreement that any Typos in or Misinterpreted Items/Portions of this Syllabus Does NOT Negate the Rule(s).

### **REQUIRED TEXTS:**

**[Motorcycles: Fundamentals, Service, Repair](#)**

By Grissom, Chris

Edition : 5TH 24

Publisher : G/W

ISBN 13 : 9781685844486

## **REFERENCES USED:**

Numerous paper copy and Online references may be used and may include

<http://www.austincc.edu/autotech>, <http://www.austincc.edu/ope>, YouTube, Google, Etc.

Selected powerpoint presentations, films and charts from the textbook as well as various other sources may be used. Automotive, Marine, Motorcycle & Small Engines books found in the campus bookstore, library and from various Manufacturers and sources may be used. Automotive Courses may also use Library Resources such as “Understanding Automotive Technology & Repair Video” & “Automotive Technician Certification Test Preparation Manual” as well as Manufacturers' service manuals and online information such as Alldata, Identifix, Mitchell-On-Demand & Others.

## **INSTRUCTIONAL METHODOLOGY:**

The instructional methodology used is a combination of computer based instruction, live lectures, faculty demonstrations and supervised student work to allow students to practice towards mastery of skills and tasks needed to perform technician level repairs on common vehicles and equipment operating in today's world. Classroom lectures, shop work, labs and any other instructional times may be taught by the instructor, a substitute, a lab assistant, a lab technician, a specialist, a guest speaker or any other person deemed qualified by the instructor.

## **COURSE RATIONALE:**

Utilizing appropriate safety procedures, demonstrate proper system diagnostic procedures as well as repairs using industry standard tools and equipment. Demonstrate safe,

professional, and responsible workplace practices, identify and demonstrate the proper use of shop equipment and tools, identify and describe functions of vehicle and/or equipment subsystems, demonstrate the use of service publications and perform automotive and/or equipment maintenance and repairs.

### **COMMON COURSE OBJECTIVES:**

The objective of this course is to prepare students for entry-level employment. If a student does the assigned homework on time, reads the text book(s) on time, reads all additional required and/or suggested materials as needed, uses online resources, comes to every lecture and every lab, participates in every lecture and lab by asking questions and engaging in constructive conversation with the instructor and other students, asks for clarification for any subject or area in which they do not fully understand the concept or principle being taught, works diligently in labs and tries their best to learn the materials being presented then by the end of this course you, the student, should have a thorough grasp of the subject matter being studied. The student should understand and be able to diagnose problems with components, subsystems and systems and should be able to use the appropriate tools and equipment to facilitate the proper repairs.

### **HEALTH & SAFETY PROTOCOLS:**

All ACC campuses and centers have one entrance for students and employees. The college is limiting facility access to faculty, essential staff, and students who are enrolled in Career and Technical Education courses. Each person is required to take the following steps:

1. Self-screen for COVID-19 symptoms using the ACC Health Screening App. There are three secure ways to use the app – 1) download it on your phone (recommended), 2) download the web link, or 3) you may use an iPad that is available at the door. It is easy to download and use. Answer a series of quick questions and the app will give you results. Save the results to show at the door upon entry. Get the app [here](https://www.austincc.edu/coronavirus/acc-health-screening-app) at:

<https://www.austincc.edu/coronavirus/acc-health-screening-app>

2. ACC ID badges or Student ID cards will be required for all employees and students upon entry. Employees and students must display their I.D. at all times.

3. Temperature checks will be conducted with a no-touch thermometer. If you have a fever 100 degrees Fahrenheit or greater, you will not be admitted to the building.

4. ACC Health Screen App results will be requested at the door. If you are unable to download the app, an iPad will be provided at the door so that you may answer a series of questions to determine if you have COVID-19 symptoms which include: cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, or fever. Have you come into contact with anyone who tested positive for COVID-19 within 14 days? If you do not pass the pre-screening, you will receive specific information on healthcare procedures and instructions for what you need to know to be able to return to campus.

5. Facial coverings/masks are required for anyone entering an ACC building. You must wear a facial covering/mask at all times. In private spaces such as an individual office, your facial covering may be removed if you are alone. These guidelines are consistent with [guidance from the Centers for Disease Control and Prevention](#), which makes clear that facial coverings and social distancing are among the most effective measures for limiting the spread of COVID-19.

*TIP—Students should arrive on campus early to ensure enough time to get through the screening line.*

#### **On-Campus Protocols:**

- Wash and sanitize your hands prior to entering a classroom, office, or facility. Hand sanitizing stations, disinfecting wipes, soap, and water are readily available.
- Continue to practice good hygiene by washing your hands frequently for 20 seconds.
- Practice social distancing with all individuals by maintaining at least six feet of separation.
- Follow floor stickers that are placed throughout the campus to help guide social distancing in high traffic areas.
- A maximum of two people at a time will be allowed in elevators.
- Facial coverings/masks must remain on at all times. A facial covering may only be removed as allowed by the course safety plan (i.e., when alone in private spaces such as an individual office).
- For the safety of all who are on-campus, water fountains will be turned off, vending machines will have limited services, all food services will be suspended, and common area furniture will be removed. Please plan accordingly.

#### **Classroom Protocols:**

- Schedules are staggered and courses have been divided into smaller sections to minimize contact with individuals.
- Seating for standard classrooms is limited to nine students and one instructor unless the classroom is deemed large enough to handle more by the Safety & Operations Office.
- Faculty will assign seats to students to keep them at a safe distance from one another. It's imperative that students follow seat assignments in order to track any contamination or the possible spread of COVID-19.
- Plexi Guards are installed on faculty desks if there is not at least nine-feet between the desk and the first row of students.
- Once inside the classroom, facial coverings must continue to be worn.
- ACC encourages students to wipe down their desks before class begins. Supplies will be provided in each classroom.

### **Deep Cleaning Protocols**

- ACC's Campus Operations Quality Control staff will regularly and frequently disinfect any and all high touch surfaces such as door knobs, tables, chairs, and restrooms.
- Staff will disinfect classrooms as soon as classes are over.
- Students and employees will be reminded to disinfect personal electronics on a regular basis.
- Hand sanitizer will be available in or near every classroom.
- Sufficient disinfecting supplies are available to maintain hygienic standards throughout the day.
- These disinfectant procedures will occur after each class and at the end of every day.

### **Illness & Travel Protocols**

- If you feel sick, feverish, or unwell, please do *not* come to campus or office.
- You will need to get tested for COVID-19 and report the results (positive or negative) to ACC's COVID-19 Liaison (see below).
- If you become ill in the classroom or inside an ACC facility, you will be asked to go into an isolation room to take the state's online self-assessment.
- Isolation rooms are available on each campus and center with resources and information to help you learn about the next steps and where to go for a COVID-19 test.
- All areas used by anyone who is sick or tests positive for COVID-19 will be immediately closed, waiting for the appropriate period of time before it is thoroughly deep cleaned, disinfected, and deemed safe to reopen.

- If you have been in contact with someone who tested positive for COVID-19 within the last 14 days, you must self-report. ACC's [Self-Report form is available online](#).
- ACC has identified a primary COVID-19 Liaison responsible for communicating and coordinating with local health departments. Our liaison is Michael Garcia, Executive Director of Regulatory Affairs, [sem-helpdesk@austincc.edu](mailto:sem-helpdesk@austincc.edu).

A training video is available [here](#) at:

<https://www.austincc.edu/coronavirus/health-and-safety-protocols>

### **GENERAL COURSE RULES AND POLICIES:**

- The rules presented in this syllabus apply at all times while being present in class, lab/shop and/or under the supervision of the course instructor, any substitute instructor, any of the tool room staff, any of the ACC employees and/or any owner or employee of any ACC partner or teaching location. Due to the important nature of the material covered during the first day of class, Any student who misses the first day of class may be dropped from the class at the discretion of the instructor.
- The student is responsible for getting the books and any other required course materials in time to have all homework and assignments turned in on time. Late work due to not getting materials in a timely manner may not be accepted at the discretion of the instructor.
- Uniform shirts are required and a student may be dropped from the course for not wearing the required uniform shirt and a student may be kicked out of class on any given day for not wearing the required uniform shirt, at the discretion of the instructor.

1. Students must apply for graduation in order to receive a diploma or certificate.

2. On Time & Regular attendance is required. If a student misses a total of 2 classes/labs or accumulates a total of 10 hours of missed time from the course regardless if it is excused or unexcused missed time they may be dropped from the class at the discretion of the instructor. The instructor may deduct points off of your daily grade for showing up late, being absent and/or leaving early. You can't learn if you're not in the class and lab. Coming late disrupts the other students' learning and therefore causes numerous problems, repeatedly being late may cause your daily grade to be severely reduced or result in a daily grade of Zero (0).

3. Each student is strongly encouraged to participate in class and lab discussions. In any classroom or lab situation that includes discussion and critical thinking, there are bound to be many differing viewpoints. These differences enhance the learning experience and create an atmosphere where students and instructors alike will be encouraged to think and learn. On sensitive and volatile topics, students may sometimes disagree not only with each other but also with the instructor. It is expected that faculty and students will respect the views of others when expressed in classroom and lab/shop discussions.

4. Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office for Student Accessibility Services and Assistive Technology on the campus where they expect to take the majority of their classes. Students are encouraged to request assistance at least three weeks before the start of the semester. If you need any type of special assistance for classroom and/or lab work, you must notify the instructor according to the rules set forth by the Office for Student Accessibility Services and Assistive Technology so that arrangements can be made. All special assistance must meet the rules set forth by the Office for Student Accessibility Services and Assistive Technology. Students with disabilities can go through the ACC Office for Student Accessibility Services and Assistive Technology to get accommodations or variances to the necessary areas of this syllabus.

5. Warnings before disciplinary action is taken by the instructor for any infraction of the rules may or may not be given to student(s); it is the student's responsibility to know all of the rules and to follow them on their own at all times. Points taken off for any infraction of the rules may or may not be discussed with the student at the time of the incident. A student may set up an appointment with the instructor to discuss any infraction, suspected infraction of the rules or other concerns.

6. You may be dropped from the course and/or receive a grade of "F" for any of the following: having a bad attitude, being belligerent, being disruptive to the shop/lab, classroom and/or learning environment, bullying, refusing to follow the rules given in this syllabus, refusing to follow the instructions given by the instructor, any substitute instructor, any ACC employee and or tool room staff. This same rule applies and extends to any shop, business owner, representative and/or employee of any location in which ACC classes are taught or students are at during any ACC related activity. If any action by a student is severe enough, as determined by the instructor, the student may have the campus or local police called to deal with them and if applicable charges may be filed on the student.

7. Any student showing aggression and/or inappropriate behavior/conduct and/or has a provocative or threatening manner, as determined by the instructor or any ACC employee, towards anyone while in class, lab/shop or under the supervision of any ACC faculty or staff, may have the campus or local police called to have them removed from the premises and may receive an "F" for a class grade and may have criminal charges filed against them. Any incident severe enough to have the police called may result in the student(s) being dropped from the course at the discretion of the instructor.

8. Any one who is wearing provocative clothing, as determined by the instructor, may be asked to leave the class/lab and may receive a lowered daily grade or a zero (0) for the class/lab daily grades.

9. If there are repeat and/or severe offenses of breaking any of the rules in this syllabus or the rules of any ACC facility or teaching location, as determined by the instructor, a student may be dropped from the course at the discretion of the instructor.

10. Students must work on the vehicle/job/equipment/item they are assigned and only on that vehicle/job/equipment/item unless the instructor re-assigns them to another vehicle/job/equipment/item. If a student is asked to help another student by anyone other than the instructor, that student must first get permission to help the other student before doing so. Each Student is responsible for the specific part of the job they were told to do and/or that they started doing. Each Student is responsible for completing the portion of the job they were assigned and/or started unless moved to another job by the instructor. If a student is moved to another job by the instructor, the student is responsible for giving all needed information to the person/student who takes over the job or portion of the job still remaining to be finished. Any student who takes over a job from another student or the instructor is responsible for completing that job properly.

11. Each Student is responsible for getting All of their work and their team's work verified by the instructor. All work must be verified and approved by the instructor before a vehicle is allowed to be released from the shop. Failure to get your and/or your teams work verified and approved for release from the shop by the instructor may result in your and/or your team's daily grade lowered or result in a "0" for the daily grade, at the discretion of the instructor. At the discretion of the instructor, Repeat offenses of not getting your or your team's work approved for release from the course may result in a student or team being dropped from the course due to non compliance to the rules.

12. All left over parts, core parts, unnecessary or extra pieces and parts, good and bad, from a vehicle/job/equipment go into the vehicle in a manner such that it/they will not damage the vehicle or get it dirty/oily and/or in a storage bin, box, container or a specific

location identified by the instructor for that vehicle/job/equipment. No parts or pieces are thrown away until the job is complete and the customer picks up the vehicle. The only exception to this is if the instructor directs or gives permission to the student to do differently.

13. Students are required to earn a "C" or better in all courses in order to obtain either a certificate of completion or degree. Students who either arrive late for class, don't participate in classes and labs, leave early and/or do not bring textbooks and tools cannot expect to complete lab assignments in a timely manner and/or 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.

14. Safety is always first. Common sense and our certifying agency require that all students wear safety glasses in the shop. Students without safety glasses will be prohibited from any shop/lab activities and may have their grade lowered because of missing lab.

15. By applying to and registering at Austin Community College, students agree to abide by the Student Discipline Policy and Student Rights and Responsibilities regulations published in the ACC College Catalog and the Student Handbook. Acts prohibited by the college for which discipline may be administered include scholastic dishonesty, including but not limited to cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research and self expression. Academic work is defined as, but not limited to tests, quizzes (whether taken orally, electronically or on paper), projects (either individual or group); classroom presentations and homework. Student profit associated with any lab or class project/work is prohibited. Prohibited acts include disruptive conduct of any kind. Disruptive conduct is defined as, but not limited to: Behavior that significantly interferes with or disrupts any ACC teaching, research, administrative, disciplinary, public service or other authorized activity. Behavior that threatens the health or safety of members of the ACC community, visitors to ACC, or participants at ACC-sponsored events, or willful negligence in the performance of lab projects. The minimum penalty for violation of these policies is a grade of "F" for the course.

16. All forms and types of tobacco and vapor products are prohibited on any ACC campus. Use of any type or amount of tobacco or vapor may result in you being dropped from the course for not adhering to ACC policy.

17. Any use of alcohol, mind altering substances, physical capability altering substances and/or illegal drugs is strictly prohibited and will result in a student being removed from a class on the 1st offense, at the discretion of the instructor. Any student under the influence or suspected to be under the influence of mind altering substances, drugs and/or alcohol may be asked to leave class, may have the local or campus police called to investigate and/or have charges filed on them and it may be recommended that they are removed from the course and possibly the entire ACC academic program.

18. Any student or person causing or instigating any type of dangerous situation due to drugs, alcohol or any other inappropriate activity or behavior may have the police called on them, charges filed and/or full prosecution under the law recommended or attempted.

19. Students are not allowed to get any equipment out or put any equipment away that is stored in any shop area, separated area or any buildings or room(s) without express permission from your instructor per occurrence. This applies every time you deal with ACC equipment or any equipment in any location in which ACC classes are taught. Permission given one time does not give permission to get that equipment or any other equipment out at any future timeframe. Violations may result in You and/or Your Team Getting a "0" for that day's lab grade. Multiple and/or repeat offenses may cause you and/or your team to be dropped from the class.

20. Don't beat on or apply excessive force to anything unless approved by the instructor first. If you don't know how to do something, ask your instructor, there may be a tool or procedure to do what you are trying to accomplish.

21. Unauthorized parking of a vehicle by a student in the automotive/OPE shop area Or anywhere inside the fenced in areas near the automotive building may result in the vehicle being towed with no notice given to student or owner and if towed all fees associated with the removal of the vehicle will be at the expense & Resolution of the Student. If class is being held in a satellite location or any location that is not a "regular" ACC campus, all students must ask the instructor where they can park and get express permission by the instructor to park in any given location. Parking in any area not approved by the instructor may result in a student having their vehicle towed off at the expense of the student and/or the student being dropped from the class if repeat offenses occur and/or the student's grade may be reduced at the discretion of the instructor.

22. If any student does not help clean the bay/area worked in or does not clean the bay/area worked in properly based on the discretion of the Instructor, they may receive points off of their daily grade and/or their team's daily grade and repeat or multiple offenses may result in a student or team being dropped from the course.

23. If a student damages any vehicle(s), shop item, door, lift, building, equipment, item or device not owned by them then at the discretion of the instructor, discretion of an ACC employee or discretion of any person whose equipment or item is damaged or any entity who experiences a financial loss or reduction of value in any way associated with the Students actions may result in the student being held financially responsible for any and all damage their actions are involved in causing. Any entity who experiences a monetary loss of any type due to any action of a student and/or a team of students has the right to hold that student and/or the team or any subset of that team of students legally and/or financially responsible for their actions in order to receive any necessary resolution in recovering and restoring all value of their loss. ACC and/or any person or entity experiencing a monetary loss due to a student's actions may file On that students and/or that student's parents' Vehicle, home owners and/or other Insurance or require that student and/or their parent/guardian to pay for the monetary loss.

24. Students must properly and legibly fill out work orders, job sheets and any other vehicle/equipment and shop related documents. Students must provide their name, the date, a description what was done to the vehicle or piece of equipment, the names of everyone who worked on the vehicle or piece of equipment, what parts were replaced, what is still left to do to finish the vehicle or piece of equipment and any additional recommendations to improve or repair the vehicle or piece of equipment.

#### **CARE & CLEANING OF TOOLS, EQUIPMENT, VEHICLES, CLASS ROOM AREA & THE SHOP AREA:**

- All students are required to participate in shop and classroom cleanup at the end of each class/lab period. All tools will be cleaned and put in the proper place before class will be dismissed. All trash and any other items designated by the Instructor will be cleaned up from the class and lab environment before students are allowed to leave.
- Failure to clean up after yourself and/or your team will affect your grade, possibly affect your team member's grades and may result in a class/lab grade of "0" for that day. Excessive or Repeat offenses may result in a student being dropped from the course.
- The lab must be clean before anyone is allowed to leave, whether it is your mess or not, you cannot leave until it is cleaned up unless the instructor specifically tells you different at each and every lab/shop time.

## **VEHICLES AND/OR EQUIPMENT/ITEMS FOR SHOP WORK:**

- Automobiles and/or equipment/items for shop work are an important part of the course and although vehicles and equipment are always needed for shop work, whose vehicle/equipment and which vehicle/equipment is worked on first is not considered an important part of the course.
- All vehicles/equipment being worked on in the shop must first be approved by the Instructor.
- Even though emergencies occur with vehicle/equipment breaking down, we are not here to schedule work as a garage would. Time schedules, Who owns a vehicle or piece of equipment and/or any hardship related to not getting a vehicle or piece of equipment fixed in any given timeframe will not be considered as related to repair work of any given vehicle/equipment.
- Only work related to the course will be considered unless there is a very compelling reason to deviate as determined by the Instructor. No work will be performed on a vehicle/equipment if the subject has not first been covered in the classroom or by the instructor in the lab unless there is a very compelling reason to deviate as determined by the Instructor.

**THE GRADING SCALE & FORMULA:** A = 90-100, B = 80-89, C = 70-79, D = 60-69, F = 0-59

**Class and Shop Participation:** 40% = Participation/Attitude/Etc.

- Your attitude and your constructive participation in class are all part of this grade. Bringing books and supplies to every class/lab and participating in discussions and demonstrations is a large part of this grade.
- If you miss 2 classes/labs or accumulate a total of 10 or more hours total of missed class and lab time regardless if it is excused or unexcused via tardiness, leaving early, taking excessive breaks, being absent, etc. you can and may be dropped from the class at the discretion of the instructor. If you are late and/or leave early then for every one half ( $\frac{1}{2}$ ) hour that is totaled you may lose up to 5 points off of your final grade.
- Failure to bring your tools, books, safety glasses, & any other required items to each and every class/lab may result in you being dropped from the course and/or having your overall and/or daily grade lowered significantly at the discretion of the instructor. Poor quality of workmanship will result in a lowered or "0" daily shop grade. Repeated

low-quality workmanship and/or repair comebacks will result in a lowered or "0" total shop grade.

### **Attendance 20%**

- You will not be allowed to leave the shop until all bays/areas worked in are cleaned up and approved by the Instructor. Anyone that leaves a bay/area dirty may have up to 10 points per incident deducted from their final grade. A positive constructive attitude also plays an important part. The overall evaluation of your shop work will be directly related to the shop grade. You are not allowed to leave a class or lab until released by the instructor.
- If you miss 2 classes/labs or accumulate a total of 10 or more hours total of the missed class and/or lab time regardless if it is excused or unexcused due to tardiness, leaving early, taking excessive breaks, being absent, etc. you may be dropped from the class at the discretion of the instructor. If you are late or leave early, then for every one half ( $\frac{1}{2}$ ) hour that is cumulatively totaled you may lose up to 5 points off of your final grade at the discretion of the instructor. If you take frequent, excessive or inappropriately timed breaks, your shop grade will suffer.
- Five (5) required safety certificates: You must have all 4 sp2.org final exams done and the certificates presented to the instructor before the beginning of lab on the 3rd class meeting.
- Read this: you will not be allowed into the lab on the 3rd or any subsequent lab time until you have all 5 SP2.org certificates done. You will receive a "0" for your Lab grade for each day you miss lab due to not having all 5 SP2.org certificates finished and presented to your instructor unless the instructor allows a specific variance.

### **Final Exam: 20%**

- You will receive a final exam at the end of the semester which will total out to 30% of your grade.
- In order to take the final exam or any other test, quiz or exam - you must arrive on time and be ready to take the exam/quiz/test before it is handed out/verbally started. Failure to be in the classroom and ready to take the test once they are handed out or started verbally will cause you to not be able to take the final exam or any other test, quiz or exam unless there are extenuating circumstances that you have discussed with the instructor ahead of time or as soon as you are able and the instructor has agreed to let you take or make up the exam/quiz/test.
- Failure to take an exam/quiz/test will result in a 0 as your grade for that exam/quiz/test.

- Any exams may consist of a paper/written portion and a hands-on portion. The paper/written portion will constitute 60% - 70% of your overall final exam grade and the hands-on portion will constitute 30% - 40% of your overall final exam grade. The weighted average of the two portions of the final exam will constitute your final exam grade.

### **Tests: 20%**

A test will be presented after completing each chapter. This grade is based upon the average of all quizzes during the semester. In order to take the final exam or any other test, quiz or exam - you must arrive on time. Failure to be in the classroom and ready to take the test once they are handed out or started verbally will cause you to not be able to take the exam or any other test, quiz or exam unless there are extenuating circumstances that you have discussed with the instructor ahead of time or as soon as you are able and the instructor has agreed to let you make up the exam/quiz/test. Failure to take an exam/quiz/test will result in a 0 as your grade for that exam/quiz/test. Some or possibly all quizzes may have a time limit and failure to finish the quiz before the time limit has expired will cause all remaining unanswered questions to receive a 0. Make-up work may or may not be allowed at the discretion of the instructor. If you get all FIVE (5) SP2.org certificates done on time and presented to the instructor on time, you will receive a 100 for the 1st quiz grade. If you do not get them done on time, you will receive 20 points off for each late certificate unless the instructor allows a variance due to extenuating circumstances.

### **DRESS CODE:**

ACC/OPE uniform shirts are required to be worn during all class and lab times beginning with the second week of class, failure to do so may result in points off of your daily grade per occurrence. Automotive shirts are available from the tool rooms at riverside (RVS) and Round Rock (RRC) Campuses. OPE shirts are available at RVS in OPE main office. No bare feet, open toed shoes, loose/hanging clothing, loose long/hanging hair (hair must be worn so that it is safe) or any other dangerous, provocative or inappropriate clothing, jewelry or personal styling are allowed. Inappropriate class or shop attire or personal styling, as determined by the instructor, may result in points off of your daily grade and/or your removal from the class/lab/shop with a resulting daily grade of 0. Repeated offenses may result in a student being dropped from the course, at the discretion of the instructor. Any one who is wearing provocative clothing, as determined by the instructor, may be asked to cover it up, cover themselves up appropriately, leave the class/lab and/or may receive a lowered daily grade or a "0" for a class/lab daily grade. If there are repeat and/or severe offense(s), as

determined by the instructor, of any of the rules, a student may be dropped from the course at the discretion of the instructor.

**ABSENCES/TARDINESS/BEING LATE/LEAVING EARLY/TAKING BREAKS/LEAVING THE CLASS OR LAB AREA POLICY:**

- In order to receive an excused absence or excused tardy from the instructor, you must contact the instructor directly before class begins to let the instructor know you will be absent or late and why you will be absent or late, contacting any other person or office will not be sufficient, you must use the phone number and/or email address contained in this syllabus to contact the instructor or talk directly with the instructor. Students who are not present when the role is taken will be marked tardy or as "left early" if they leave before being released by the instructor. Roles may be taken more than one time per class/lab period. Tardiness and/or leaving early and/or taking excessive/inappropriately timed breaks will adversely affect your grade. There are very few acceptable excuses for being tardy or absent, only legitimate situations will be allowed to have an excused absence or tardy. Traffic, work, weather and any Other regularly occurring situation does not count as an excused tardy or absence. Sending/leaving a text, email, phone call/voice mail or any other type of communication to the Instructor stating you will be late or absent does not make it excused, you will still have points deducted from your grade for being late or missing class. All excused absences and tardies are at the discretion of the Instructor and any work or information a student missed due to being absent, tardy or out of the class/lab while it is presented, whether the missed time is excused or unexcused, is the responsibility of the student to get and be prepared to be tested on. Documentation may be required by the Instructor to allow for any absence or tardy to be excused. Excused tardies and absences still count, just like unexcused time missed, against your accumulation of a maximum of 10 hours of total allowed missed class/lab time. An excused absence or tardy only allows the option for a student to submit or receive work/assignments/quizzes and/or makeup items and all of these options are at the discretion of the Instructor. For every total hour that you are late to class/lab or leave early from class or lab, I may deduct up to 10 points off of your final grade. If you leave early from any class or lab without direct permission for that specific occurrence from the instructor, you may receive a 0 for your daily grade for your classroom and/or lab grade(s) and it may also result in you being dropped from the class. If you take a break or leave the class or lab to take a break without letting the instructor know, you may have your daily lab/class grade reduced or receive a daily grade of "0" for the lab and/or class. Excessive breaks as determined by the instructor will cause your grade to be lowered or even possibly

result in a "0" for your daily lab and /or class grade. If you have excess tardiness, leaving early or taking breaks as determined by the instructor, you may be dropped from the class. You are not allowed to leave a class or lab until released by the instructor.

### **MOBILE PHONE/ELECTRONIC DEVICE POLICY:**

No mobile phone/electronic device use in the shop or class room is allowed. This includes but is not limited to calls, texting, and any other type of status updates, web surfing, communications or any other type of use. Due to the disruptiveness of electronic devices, Disregard of this policy will severely affect your grade by as much as 10 points off your final grade per occurrence. It is recommended that you turn off your phone/device before entering class or lab. The only exception to this rule is if the instructor specifically tells/allows you to use a device for class or shop purposes such as electronic books or related materials in which you have asked permission before using and have received express approval to use that device(s) for that specific occurrence before you use them. Videos, pictures and all other forms of electronic conveyance of information pertaining to any specific subject matter and/or work being done must be approved by the instructor before watching/using/listing occurs during a class or lab time. Any non-automotive related videos, pictures, etc. must also be approved by the instructor before viewing/using or listening is allowed.

### **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.

### **ADMINISTRATIVE WITHDRAWALS/INSTRUCTOR DROP POLICY:**

Students may be dropped from a course for a variety of reasons including but not limited to: after accumulating excess absences/tardiness/leaving early that add up to 10 or more hours of missed class and lab time, due to a lack of progress in the course, issues/problems with working safely, endangering others, not having tools, disruptive behavior, missed tests or assignments, lack of prerequisites, creating a threatening or disruptive atmosphere in the class or lab, creating any situation that halts other students from learning or in any way threatening the instructor, other student or any person on or near campus or area in which the class/lab is being held. Administrative drops are at the discretion of the instructor. Failure of the student to withdraw officially may result in a grade of "F" in the course. Do not

expect the instructor to drop you! You must drop by the final drop date set by the school and that is usually before the end of the 12th week of class in a 16 week semester or the equivalent in a shortened semester. Any withdrawals are the responsibility of the student. If a student fails to make the withdrawal by the drop date, an automatic grade of "F" will be awarded. A grade of "D" in any subject will no longer be accepted as a passing grade towards an automotive degree or any certificate in automotive, marine, motorcycle or small engines; if a student received a "D" or "F" in any class they will have to retake the class and pass with a "C" or better to have it considered toward their degree or certificate.

### **MAKE-UP POLICY:**

All students that miss assignments/quizzes/tests/etc. must ask the instructor for make-up work. If make-up work is not asked for, it will not be given. All work/assignments with no grade at the end of that grading period will receive a grade of "F" or "0" for that particular assignment. Make-up work, if given, may not be identical to the original assignment. Make-up work may or may not be allowed at the discretion of the instructor.

### **LATE ASSIGNMENTS & POP QUIZZES & EXAMS & TESTS:**

Assignments that are turned in late may, at the Instructor's discretion, have points deducted from them or may not be accepted at all. Make up homework, work, tests, exams and/or quizzes may or may not be allowed and may be counted as full or partial credit. Any make up work is given at the discretion of the Instructor.

### **TOOL POLICY:**

After the first day of class/lab, students must bring their tools to class/lab every day. If you fail to bring your tools you cannot complete the shop tasks & up to 100 points may be deducted from your daily lab grade per occurrence. Students must bring all the tools listed on the tool lists every day to class/lab.

- Borrowing of tools is discouraged & does not count as you bringing your tools!
- Each student must have his/her own tools available for shop work at the beginning of each & every class/lab period. Loaning or borrowing of tools between students is discouraged and may result in points off of all students grades involved in the loaning of tools. Specialty tools, tools not on the student tool list, are available from the tool room or from the Instructor.

### **TESTING CENTER POLICY:**

Tests will not be given in the testing center. Each test and/or quiz will be administered in class/lab.

### **ACADEMIC DISHONESTY:**

Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. Cheating on a test, quiz or assignment includes but is not limited to:

1. Copying from another student's test, paper, electronic device or computer; using, during a test, quiz or assignment, materials not authorized by the person giving the test, quiz or assignment.
2. Collaborating with another student during a test, quiz or assignment without permission.
3. Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an un-administered test, quiz or assignment.
4. Bribing another person to obtain a test, quiz or assignment that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own work for credit. Collusion means the unauthorized collaboration with another person in preparing written work, particularly where tests, quizzes or assignments are involved. In extreme or severe cases or for repeated violations, guilty students can be assigned a failing grade in a course or recommended for probation or dismissal from the ACC College System.

### **AUTOMOTIVE CLASS SPECIFIC INFORMATION:**

NATEF: The Board of the National Institute for Automotive Service Excellence (ASE) is the responsible body for the Automobile Technician Training Certification Program. The Certification Program is under the direct supervision of the Board of Trustees of the National Automotive Technicians Education Foundation (NATEF). The purpose of the Automobile Technician Training Certification Program is to improve the Quality of training offered at the secondary and post-secondary levels. Austin Community College is currently certified in all automotive areas.

### **COURSE OUTLINE & BASIC ASSIGNMENTS:**

Class/Lab 1. ORIENTATION/WORK SAFETY

Meet/info exchange, course introduction, paperwork, syllabus presentation & shop/lab orientation, tool room orientation, work orders/job sheets & process for lab work vehicles/equipment

- If you already have a SP2.org safety test certificate, present it to the Instructor by the end of the 2nd class.
- Five (5) required safety certificates: You must have all 5 sp2.org final exams done and the certificates presented to the instructor before the beginning of lab on the 3rd class meeting or you will not be allowed into the lab on the 3rd or any subsequent lab time until you have all 5 certificates done. The 5 required SP2.ORG quiz grades are:

1) Mechanical Safety

2) Mechanical Pollution Prevention

3) Ethics and You in the Automotive Industry

4) Land that Job: Interview Skills for Automotive Students

5) Substance Abuse Awareness and Management

1. Go to <https://sp2.org> select login, then Put in the Account ID & Password for the Campus where the class is Taught & Your ACC ID# for the PIN (Numbers Only).
- Any Remote Location OPE class will use the Riverside Campus Login.

Riverside: Account ID: 55541022 Password: riverside78741 PIN: your ACC ID# (Numbers Only)

Round Rock: Account ID: 95738233 Password: rrock78665 PIN: your ACC ID# (Numbers Only)

Course Agreement, Contract & Student Data Sheet

Write or Print Clearly & Legibly

This form is required to be SIGNED & turned in by the start of the second class. It is your responsibility to get this form to the instructor & Failure to do so may result in YOU being dropped from the class.

Failure to fill out this form completely, legibly and accurately and to turn this form in on time may result in points off of your final grade and/or your being dropped from the course at the

discretion of the instructor. All students agree to the terms of this syllabus by remaining in the class after the first day, whether they have signed and turned in this sheet or not!

Legal Name (Print): \_\_\_\_\_

Preferred Name (if different) (Print): \_\_\_\_\_

Primary Phone/Text Device: \_\_\_\_\_

Primary E-mail (Print): \_\_\_\_\_

ACC ID Number: \_\_\_\_\_

\* If The Instructor cannot read the information above or reach you by using it, then finding out any information that was needed to be communicated to you is now your responsibility to find out and any negative results from not having the information is your (The Student's) responsibility to deal with.

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

By Signing Here, You Affirm that You Have Read Every Word, Completely Understand and Agree to All Terms of this Entire Syllabus/Agreement/Contract and All Terms, Intentions & Instructions contained in this Syllabus: