



COURSE SYLLABUS
DEMR 1401-00x (synonym)

Instructor:

Location/Classroom: RVSB 4201

Section: 00x

Email:

Office Hours:

Class Times:

COURSE DESCRIPTION: Shop safety Procedures

Classes Start: Classes End:

COURSE DESCRIPTION:

A study of shop safety, rules, basic shop tools, and test equipment. An Introduction to the OPE, motorcycle, and marine technology. Emphasis will be on safety practices, tools used in the industry, shop management, service publications, and workplace responsibilities in the industry areas. Students should be able to use basic hand tools, PPE, correctly dispose of hazardous materials, as well as utilize appropriate safety procedures, describe tools used, read relevant service publications, and understand proper shop layout and operations. Students should be able to list both professional and workplace responsibilities and practices.

PREREQUISITES: None

REQUIRED TEXTS:

No specific textbook is required. Videos, reading, and other materials from various sources will be assigned and provided throughout the class.

REFERENCES USED:

Numerous paper copy and online references may be used and may include austincc.edu/autotech, 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. Automotive students work towards mastery of all required NATEF tasks.

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. Automotive courses additionally seek to prepare students for certification through ASE.

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)."

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](https://online.austincc.edu/faq/) 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."

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](#).

STUDENT LEARNING OUTCOMES & GENERAL EDUCATION COMPETENCIES

This is the section in which the student learning outcomes for the course and program are listed. Departments have identified student learning outcomes for every course and for every discipline/program for which they offer an award. In addition, all Core Curriculum courses should list the general education outcomes that they address. If instructors have additional student learning outcomes, they should list them here as well. The [Master Syllabi Repository](#) serves as the primary, publicly available source of what learning outcomes are addressed in each course.

GENERAL COURSE RULES AND POLICIES:

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 and that 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). 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 ACC employee and/or any owner or the employee of any ACC partner or location teaching.

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. A student may be dropped from 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. Coming to class late disrupts the other students' learning and causes numerous problems. Repeatedly being late may cause your daily grade to be severely reduced or result in a daily grade of zero.
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 for any behavior the instructor deems inappropriate.
7. 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. Proper shop attire is required during class.
9. Repeat offenders 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 assigned. 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. 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.
11. 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.
12. 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.

13. 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.
14. 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.
15. 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.
16. 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.
17. 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.
18. 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 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 earning 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.
19. 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 the student or owner. If it is 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 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.

20. 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.
21. 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.
22. 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 of 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 Grade: 20%

Participation/attendance/attitude/etc. Your attendance, attitude and your constructive participation in class are all part of this grade. Bringing books and supplies to every class/lab and participation 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.

Shop/Lab Grade: 20%

Your attendance, attitude, and properly completed work orders/job sheets and your constructive participation in the lab are all part of this grade. Bringing tools, books/manuals, and supplies to every class/lab and constructive participation in the shop will all be used to determine your final Lab grade. The terms work order and job sheet mean the same thing in the context of this syllabus and may be used interchangeably. 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. You will not be allowed to leave the shop until all bays/areas worked in are cleaned up and approved by the instructor. Any one 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 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. A work order/job sheet is required for every vehicle/piece of equipment you work on individually or as part of a designated team that the instructor assigns for a lab. The work order/job sheet must have the instructor's signature to be considered valid. All work orders/job sheets must be presented to the instructor by the student to receive a signature. Signatures for work orders/job sheets are given on the day the work is performed. At the discretion of the instructor, a signature may not be given on a work order/job sheet if the work order/job sheet is not presented the day the work is performed and/or the student did not significantly contribute to the project/work/repair they were assigned. A minimum of 12 signed work orders/job sheets are required to receive full credit on your lab grade, unless the instructor allows a specific variance per occurrence. Work orders are only accepted for grading purposes as part of a completed folder. For each missing work order your overall grade will be reduced by $\frac{1}{2}$ of a point per work order. Points will be deducted off of your lab grade for every missing work order/job sheet that has not had a variance per occurrence. If you receive a work order/job sheet variance from the instructor, you must put a page in your folder immediately following all of the regular work orders/job sheets stating that the instructor gave you a variance and all related details to that variance. The student is responsible for making good copies of the work order to be used for the folder, only 1 will be provided by the instructor. Poor quality copies will not be accepted. You must bring your tools to every lab or you may receive a "0" for a daily lab grade. Tool Lists for each class can be found at: www.austincc.edu/autotech. 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. You will not be allowed into the lab on the 3rd or any subsequent lab time until you have all 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.

Tests: 20%

I give one major exam at the end of the semester which will total out to 20% 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. Your final exam 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.

Homework: 20%

This grade is based upon homework assigned and completed during the semester. The homework is to answer the questions assigned in the various chapters in the classroom manual and/or the shop manual as assigned. Homework is due at the beginning of the class after it was assigned or according to the syllabus if the instructor has not made a variance to the syllabus. Occasionally, homework will be assigned that is not in the book. Homework is your connection to what is being covered in class and will reflect what is performed in the lab. Automotive & outdoor powered equipment technology are ever growing fields that you have to keep up with or you will be behind. Make-up work may or may not be allowed at the discretion of the instructor. Unless a specific variance is given by the instructor per occurrence, In order to receive credit for a homework or any other assignment due in a class in which you missed, and are granted an excused absence for, that class you must provide that homework/assignment or a picture of that homework/assignment via a text, an email or possibly some other pre-approved manner to the instructor before the beginning of the class in which it is due. Failure to provide proof acceptable to the instructor that your assignment was done before the beginning of the class in which it is due may result in a lowered Grade or a zero for the grade on that assignment at the discretion of the instructor.

Quizzes: 20%

Occasionally a quiz or pop quiz will be given in class. There are usually 5-6 pop quizzes throughout the semester. 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 pop

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 grade or a "0" for a class/lab daily grade. If there are repeat and/or a 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.

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](#)

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 topic, discussion, 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. Recording of the class, lecture, lab and/or instructor in any way or form must be approved by the instructor prior to the occurrence and approved per each occurrence.

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.

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.

COURSE 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 4 required SP2.ORG quiz Grades are:

- 1) Auto service safety
- 2) Auto pollution prevention
- 3) Ethics and you in the automotive industry
- 4) Land that job: interview skills for automotive students

You will receive a “0” for your Lab grade for each day you miss lab due to not having all 4 certificates finished and presented to the instructor and properly filed in your notebook.

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.

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](#).

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.

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 512-223-1231. Please refer to the concealed handgun policy online at the [Campus Carry website](#).

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. Faculty 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](#).

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](#).

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.

Course Agreement, Contract & Student Data Sheet Write Print Clearly & Legibly

This form is required to be signed & turned in by the beginning of the beginning 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 you 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 Email

(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:

Course: DEMR 1401-01

Semester: Summer 24

Instructor: Jimmy Godfrey