

COURSE SYLLABUS

ABDR 1315 (3:2:4)

Course Title: Interior Trim
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Automotive Collision Repair Program

Industrial Technology Department

Technical Education Division

Levelland Campus

SOUTH PLAINS COLLEGE      Fall 2022

## SCANS COMPETENCIES

### **RESOURCES: Identifies, organizes, plans and allocates resources.**

- C-1 **TIME**--Selects goal--relevant activities, ranks them, allocates time, and prepares and follows schedules.
- C-2 **MONEY**--Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives
- C-3 **MATERIALS & FACILITIES**-Acquires, stores, allocates, and uses materials or space efficiently.
- C-4 **HUMAN RESOURCES**--Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

### **INFORMATION--Acquires and Uses Information** C-5

- Acquires and evaluates information.
- C-6 Organizes and maintains information.
- C-7 Interprets and communicates information. C-8 Use computers to Process information.

### **INTERPERSONAL--Works With Others**

- C-9 Participates as members of a team and contributes to group effort.
- C-10 Teaches others new skills.
- C-11 Serves clients/customers--works to satisfy customer's expectations.
- C-12 Exercises leadership--communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.
- C-13 Negotiates-Works toward agreements involving exchanges of resources resolves divergent interests.
- C-14 Works with Diversity-Works well with men and women from diverse backgrounds.

### **SYSTEMS--Understands Complex Interrelationships**

- C-15 Understands Systems--Knows how social, organizational, and technological systems work and operates effectively with them
- C-16 Monitors and Correct Performance-Distinguishes trends, predicts impacts on system operations, diagnoses systems' performance and corrects malfunctions.
- C-17 Improves or Designs Systems-Suggests modifications to existing systems and develops new or alternative systems to improve performance.

### **TECHNOLOGY--Works with a variety of technologies**

- C-18 Selects Technology--Chooses procedures, tools, or equipment including computers and related technologies.
- C-19 Apply Technology to Task-Understand overall intent and proper procedures for setup and operation of equipment.
- C-20 Maintains and Troubleshoots Equipment-Prevents, identifies, or solves problems with equipment, including computers and other technologies.

## FOUNDATION SKILLS

### **BASIC SKILLS--Reads, writes, performs arithmetic and mathematical operations, listens and speaks**

- F-1 Reading--locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.
- F-2 Writing-Communicates thoughts, ideas, information and messages in writing, and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.
- F-3 Arithmetic--Performs basic computations; uses basic numerical concepts such as whole numbers, etc.
- F-4 Mathematic --Approaches practical problems by choosing appropriately from a variety of mathematic techniques.
- F-5 Listening--Receives, attends to, interprets, and responds to verbal messages and other cues.
- F-6 Speaking--Organizes ideas and communicates orally.

### **THINKING SKILLS--Thinks creatively, makes decisions, solves problems, visualizes, and knows how to learn and reason**

- F-7 Creative Thinking--Generates new ideas.
- F-8 Decision-Making--Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative.
- F-9 Problem Solving--Recognizes problems and devises and implements plan of action.
- F-10 Seeing Things in the Mind's Eye--Organizes and processes symbols, pictures, graphs, objects, and other information.
- F-11 Knowing How to Learn--Uses efficient learning techniques to acquire and apply new knowledge and skills.

F-12 Reasoning--Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

**PERSONAL QUALITIES--Displays responsibility, self-esteem, sociability, self-management, integrity and honesty**

F-13 Responsibility--Exerts a high level of effort and preservers towards goal attainment.

F-14 Self-Esteem--Believes in own self-worth and maintains a positive view of self.

F-15 Sociability--Demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings.

F-16 Self-Management--Assesses self accurately, sets personal goals, monitors progress, and exhibits self-control.

F-17 Integrity/Honesty--Chooses ethical courses of action.

COURSE SYLLABUS

COURSE TITLE: ABDR 1315: INTERIOR TRIM

INSTUCTOR: Jimmie Wisian

OFFICE LOCATION MT OFFICE #3

PHONE/E-MAIL (806) 716-2286 jwisian@southplainscollege.edu

OFFICE HOURS: By appointment

I. GENERAL COURSE INFORMATION

- A. 1315 Course Description: An overview of glass removal and replacement and interior panel replacement. Introduction to interior and exterior trim removal and replacement. Special emphasis on padded and non-padded vinyl tops. This class must be taken concurrently with all ABDR classes unless other arrangements have been approved.
- B. Course Goals/Objectives: The student will utilize tools and procedures for removing and replacing interior and exterior trim and removing and installing glass.
- C. Course Competencies: Upon successful completion of this course, the student will be able to demonstrate knowledge of general shop safety, personal and equipment safety, including HAZMAT and Right to Know training; his/her ability to identify appropriate repair methods used to remove and install automotive glass, interior and exterior trim. Specifically the student will be able to:
1. Complete Right to Know work sheets 100% correctly.
  2. Complete Personal and Equipment Safety test 100% correctly.'
  3. Identify structural and non-structural glass.
  4. Complete Right to Know work sheets 100% correctly.
  5. Complete Personal and Equipment Safety test 100% correctly.'
  6. Identify structural and non-structural glass.
  7. Determine the need for either a full-cut-out or partial cut-out.
  8. Describe how to replace a bumper.
  9. Locate and correct wind and water leaks.
  10. Install body accessories such as seats, moldings, interior trim.
- D. Academic Integrity: It is the aim of the Faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.
1. Cheating: Dishonesty of any kind of examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating.
  2. Plagiarism: Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of a fellow student, is guilty of plagiarism.
- E. SCANS and Foundation Skills: Appropriate competencies and foundation skills set forth by the Secretary's Commission on Achieving Necessary Skills (SCANS) have been integrated into the ACR 161-264 Training program. Specifically, they are C1, C3, C5, C6, C7, C8, C9, C11, C14, C15, C16, C18, C19, C20, and F1-F17. References and methods are detailed in the SCANS document filed in the office of coordinator of the Automotive Collision Repair Program.
- F. Verification of Workplace Competencies: see Student Competency Task List

## II. SPECIFIC CORUSE/INSTRUCTOR REQUIREMENTS

### A. TEXTBOOKS & OTHER MATERIALS

- Textbook: Auto Collision Repair Refinishing Michael Crandell  
Notebook: Must contain all required course text including handout material.  
Hand tools: Required Tool List. (INSTRUCTOR WILL HAND OUT) Safety  
Equip.: see attached/Required Safety Equipment

### B. ATTENDANCE POLICY

Punctual and regular attendance is required. (PUNCTUAL)

After five absences the student is required to come in on Friday to make up any missed lab work or class assignments

No sandals, tank tops or shorts. ( full closed shoe only )

Cell phone needs to be on vibrate while in classroom.

No texting and no games while in classroom.

**Facial hair is to be mustache only.**

## III.

### A. ASSIGNMENT POLICY

1. All required work must be turned in on time. Work turned in late will be assessed penalty point of 5 pts. per day. After two days, late work is not accepted.
2. There will be no excused late assignments after the second day.
3. Chapter assignments will be given by the instructor. Questions may be given at the end of the chapter as well as others.

### B. GRADING POLICY

1. Tests will be given by the instructor on all chapter assignments once that unit has been reviewed.
2. Prior notification of quizzes may or may not be given.
3. Final exams will be given to all students covering lectures and instruction for the entire semester.
4. Tutoring-Students who do not pass their first exam will be required to attend three hours of tutoring each week until they pass their next exam. This is a course requirement and will be reflected in the course grade.  
*Classroom (40% of final grade)*
  - a. Results of daily or unit test, ICAR test, or homework will be given a percent grade. (20% of final grade)
  - b. The final exam will be a percent grade. (20% of final grade)  
*Lab (60% of Final Grade)- Assesses on a basis of:*
    - a. Safety Procedures
    - b. Proper use of machine and hand tools
    - c. Quality of workmanship, skill
    - d. **Attitude and cooperation**
    - e. Attendance
5. *Final Grade Computation*
  - a. 40% of final grade-classroom
  - b. 60% of final grade-lab
6. *Daily /Weekly*
  - a. A weekly grade will be given for all labs, which will include safety, attendance, attitude and cooperation, proper use of machine tools, and quality of workmanship on projects.
  - a. Minimum grade required to remain in class is 70%. Any student who drops below this level without recognizable effort to improve will be dropped from all ABDR classes.

- b. Contents and Organization of student notebook will be averaged into this grade.

#### C. SPECIAL REQUIREMENTS

1. Students must complete Personal & Equipment Safety Test and Right to Know worksheets 100% correctly before participating in lab activities.( 5 attempts only)
2. The instructor will appoint a student foreman on a rotation basis.
3. All students will be responsible for the tool lock up and shop clean up.
4. Each student is required to have a locker and keep it clean and organized.
5. There will be a basic set of hand tools and safety equipment required for the course. A suggested tool list will be available to the students. (see attached)
6. Students must agree to the rules and regulations set forth by the program administrators. Signed copies of the rules and regulations form will be kept on file in the office of the program coordinator. Violations deemed harmful or negligent are grounds for immediate dismissal from the program. By signing, students agree to be dropped from class if violations occur.

## **2022-2023 FACULTY HANDBOOK COURSE SYLLABI STATEMENTS**

### **4.0 INSTRUCTIONAL POLICIES AND RESPONSIBILITIES**

#### **4.1 Course Syllabi**

The syllabus for each course should be reviewed annually and revised as appropriate by the faculty. Instructors are encouraged to think and plan course and units of instruction, i.e., content, methods of presentation, teaching aids, student roles and tests in terms of student behavioral objectives. Student participation in planning, where practical, and their orientation about course plans tend to enhance course relevancy. Copies of syllabi should be filed with the department chairperson and the appropriate dean.

#### **4.1.1 Syllabus Statements**

Each syllabus should include the following Diversity Statement, Disabilities Statement, Non-Discrimination Statement and Title IX Pregnancy Accommodations Statement appropriate to the location of the course.

##### **4.1.1.1. Diversity Statement**

In this class, the teacher will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

##### **4.1.1.2. Disabilities Statement**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

##### **4.1.1.3 Non-Discrimination Statement**

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

#### **4.1.1.4 Title IX Pregnancy Accommodations Statement**

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student. If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376. Proof of a positive test is required. A home test is sufficient but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu).

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication.

Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

and instructors. It is the student's