 Nashua Community College	Intro to Collision Repair CRTN102 Fall 2019
Department	Industry and Technology
Instructor	K. Wunderlich
NCC Email	kwunderlich@ccsnh.edu
Telephone Number	603-578-8977
Office Hours	By Appointment
Office Location	Automotive Building Room 7
Class Days/Meeting Time	Lecture: Monday 10:00am-10:50am Wednesday 10:00am-11:50am
Class Location	Lecture Rm. 9

Rationale:

This course is designed to develop an understanding of the collision industry. It will also prepare students for all of the Collision Repair courses by learning about government regulations regarding the environment, OSHA and company policies.

Course Description:

This course covers the following: The Auto Body Industry, shop operations, OSHA and EPA Regulations, hand and power tools, shop equipment, service procedures, fasteners and hardware. Students will explore various opportunities in the Auto Body Repair Industry.

A minimum grade of C is required for progression in Collision Repair Courses.

Course Competencies:

Competency (Knowledge and Skills)	Critical Thinking Level
Students will be able to:	
Describe industry and shop operations	Comprehension
Identify OSHA and EPA regulations	Knowledge
Describe the proper use of hand and power tools used in the industry	Comprehension
Explain the proper use of shop equipment	Comprehension
Interpret service information	Application
Identify fasteners and hardware used in automobiles	Knowledge

Essential Questions:

What is it like to work in a shop? How do I follow rules and regulations related to the industry? How do I find repair information?

Required Textbook(s):

Auto Body Repair Technology 6th Edition, James E. Duffy
Cengage Learning ISBN 978-1-133-70285-6

Supplemental Materials:

Notebook, pencils, erasers, required tools for program.

Course Expectations:

All assignments must be handed in on time. In the event of extenuating circumstances, the student will make arrangements with the instructor to hand in late work or make up a missed quiz by the next scheduled lecture. There are no provisions for makeup of Final Written Exams or Lab Exams. In addition, students should be prepared for unannounced quizzes throughout the semester.

Students are expected to have respect for the instructor and other students.

Should a student find it necessary to miss a class, they should contact the instructor via email prior to the start of class.

Students are expected to take notes. Not all covered material is in the book.

Students are expected to be professional and courteous.

Students are expected to arrive on time for classes/labs.

Students must maintain appropriate personal hygiene

Protective eyewear is required in any lab (shop).

Food is prohibited in all labs and classrooms during classes.

Shop area must be cleaned and/or washed at the end of each lab session.

All students must contribute to the clean-up process.

No students will be dismissed from lab session until shop is clean.

Grading:

Point/letter grade equivalents:

100-94: A
93-90: A-
89-87: B+
86-84: B
83-80: B-
79-77: C+
76-74: C
73-70: C-
69-67: D+
66-64: D
63-60: D-
Below 60: F

Grading Weights:

25% Quizzes
25% Midterm exam
25% Final exam
25% Homework

Available Support Services

Tutoring, The Writing Center, Available Academic Services: The Academic Success Center, located in the library, offers academic support services which are open to all NCC students looking for additional help with their college assignments. Math tutoring and writing assistance are available. The Writing Center is for any student seeking assistance with the writing process for any class, not just College Composition. For more information and to view the tutoring schedules view here: <http://www.nashuacc.edu/student-services/academic-success-center>

Classroom Accommodations: Students who have a documented disability (physical, learning, or mental health) and require reasonable classroom accommodations must meet with the Disabilities Support Coordinator to set up a NCC Reasonable Accommodation Plan (RAP). If you had an IEP or 504 in high school, you may qualify for a plan. If you would like more information or if you are not sure if you qualify for a plan, please contact Jodi Quinn, Disabilities Support Coordinator, located in The Academic Success Center in the library, 603-578-8900 ext. 1451. View additional information and the application here: <http://www.nashuacc.edu/student-services/academic-success-center/disability-services> In order to receive classroom accommodations, it is the student's responsibility to meet with his/her instructor privately and provide a hard copy of the signed Reasonable Accommodation Plan (RAP) each term the student wants to utilize classroom accommodations even if the student has had that instructor in a previous term.

Audio Record Classroom Lecture: Please note that as a student in this class, you may have a classmate who by permission can audio record class lectures for his/her learning purposes. **Only students with prior written permission** from the instructor or the Disabilities Support Coordinator may audio record class lectures - *for educational purposes only*. Students who audio record class lectures are prohibited from selling, transcribing, or distributing the recordings in *any manner* and are asked to delete the recordings when it is no longer essential for their learning purposes.

Title IX Statement: Classroom instructors at Nashua Community College are encouraged to create and maintain a safe learning environment in which students feel able to share opinions and related life experiences in classroom discussions, in written work, and in meetings with professors. To the greatest extent possible, this information will be kept private. However, staff and faculty have a legal obligation to report information concerning sexual misconduct, violence and exploitation of individuals per federal statute and in compliance

with established policies and procedures at Nashua Community College. If you have been subjected to sexual misconduct, violence or exploitation, we encourage you to contact your Title IX representative Lizbeth Gonzalez, 603-578-8900 x1528_ or lgonzalez@ccsnh.edu for support and assistance.

Additional information including resources can be found at: New Hampshire Coalition Against Domestic and Sexual Violence:
[http://www.nhcadv.org/Catchment%20map\(1\).pdf](http://www.nhcadv.org/Catchment%20map(1).pdf)

Department Policies

Cellphones, laptops, tablets and other electronic equipment should be shut off during class unless previously approved by instructor.

College Policies


AF Policy: If a student misses more than the number of hours the course meets during a two-week period (e.g. six hours for a three credit course), the faculty may withdraw a student from the course with an "AF" grade. Please note that absences, tardies, and leaving class early all count towards "missed class time."

Students should also understand an AF grade can be assigned by an instructor or an administrator at any time for reasons other than poor grade performance or failure to meet attendance requirements e.g., violation of the Student Code of Conduct, disruptive behavior, etc.

Please be advised that if the behavior of any student (or students) continually disrupts the learning of his/her classmates, the following steps will be taken 1) verbal warning; 2) meeting with instructor and department chair; 3) referral to Vice President of Academic Affairs and/or removal from the course with AF grade.

An "AF" grade is calculated in the GPA as an "F". Students should refer to the student handbook for additional information about the AF policy.

Canvas: All instructors at NCC will be using Canvas. Canvas is the online learning management system used by instructors and learners at Nashua Community College. Instructors may post syllabi, course related documents and grades in Canvas. Students may be required to submit assignments and/or take assessments through Canvas and/or participate in discussion boards.

24/7 Canvas Support: To access support through email, phone or chat click on the  icon. Students can also find guides, videos, and a Canvas community by clicking on the *CCSNH Resources* icon on the tool bar at the left of the Canvas screen then choosing Canvas Resources.

To directly link to Canvas On Demand tutorials, please visit the following link:

https://community.canvaslms.com/community/answers/guides/video-guide#jive_content_id_Students

If you have forgotten your Easy Login Password information, please visit the following link: <https://password.ccsnh.edu/accounts/Reset>

If class is ever cancelled because of instructor illness or inclement weather, students will need to check Canvas for their assignment.

College Email System: Nashua Community College has established a College electronic mail ("email") system as a means of the College sending official information to enrolled students, and for students to send communication to their instructors and College personnel. All students registered at NCC will be assigned a College email account/address to be used as the only email address for all email communication: 1) sent to the students from their instructors and from all College personnel; and, 2) sent by the students to their instructors and to all College personnel.

In addition:

- Students should check their College email account regularly to ensure they are staying current with all official communications. Official communication includes, but is not limited to, policy announcements, registration and billing information, schedule changes, emergency notifications and other critical and time sensitive information.
- Students should also check their college email account to be sure that they are current with all email communication from their faculty.
- The student email account/address should be the only e-mail address students use to send email to faculty and College personnel so that student email is recognized and opened.
- This service is provided exclusively to the students of NCC. Accounts are for individual use only, and are not transferable or to be used by any other individual.

- Students using their College email account do so under the policies set forth in the Student Handbook under "Student Computer Conduct Code".

Sensitive Materials Policy: During the semester, in order to cover certain academic topics, there may be occasions to view or discuss material which may not meet the student's own personal definition of appropriateness. At such times, every student has the right to decide not to participate. Every effort will be made by the instructor to notify students in advance of when such sensitive material will be used so that students can make alternative arrangements. Faculty will guide students in the identification of alternate learning opportunities consistent with relevant course objectives so that students opting out of scheduled "sensitive" learning experiences will not be penalized academically in any way. Please note the opportunity to leave the classroom discretely is always available to each student when such sensitive material is being discussed. The student then has the responsibility before the next class meeting to inform the instructor as to the reason for leaving.

Plagiarism Policy: Plagiarism is a serious violation of a student's academic integrity and the trust between a student and his or her teachers. Plagiarism is the act of a person presenting another person's work as if it were his or her own original work. Such acts of plagiarism include, but are not limited to:

1. A student submitting as his or her own work an entire essay or other assignment written by another person.
2. A student taking word for word a section or sections of another person's work without proper acknowledgment of the source and that the material is quoted.
3. A student using statistics or other such facts or insights as if these were the result of the student's efforts and thus lacking proper acknowledgment of the original source.
4. The paraphrasing of another person's unique work with no acknowledgment of the original source.
5. Copying another student's work on a quiz or test.

When a student is found to have plagiarized an academic assignment, it will be up to each instructor to determine the penalty. Depending on the severity of the incident, this could range from a warning to a loss of credit for the assignment. In all cases of plagiarism, the student's program coordinator will automatically be notified and the incident will be documented. If any further incidents of plagiarism are reported to the student's program coordinator, additional sanctions will be imposed. These may include notification of the Vice President of Academic Affairs; loss of credit for the course; suspension or dismissal from a department program; academic probation; and/or expulsion from the College.

Credit Hour Guidelines

1. A credit hour shall be the equivalent of one (1) hour of classroom or direct faculty instruction and a minimum of two (2) hours of out-of-class student work each week for 15 or 16 weeks.

2. A credit hour shall be allocated based on the following:

Category	Contact Hours per Week	Contact Hours per Sem. (based on minimum 15 week semester)
Class	1	15
Laboratory	2 or 3	30-45
Clinical	3 to 5	45-75
Practicum, Fieldwork	3	45
Internship	3 to 6	45-90
Co-op	Variable by Dept.	Variable by Dept.

*Targeted competencies refer to the established course competencies listed above.

Course Calendar

Week	Begins Monday:	LECTURE/DISCUSSION	LAB	ASSIGNMENT DUE
1	Aug 26	Intro to Collision Repair Types of shops and jobs in the industry The repair process	N/A	Read chapter 1 ASE Style Review Questions 1-12 pg. 21-22
2	Sept 2* Holiday	Shop and Personal Safety	N/A	Read chapter 9 Enroll in SP2 and start modules in Collision Repair and Refinish Safety
3	Sept 9	Shop and Personal Safety in the Industry	N/A	Read chapter 9 Answer ASE Style Review Questions 1-15 Pg. 298-299 Completion of all SP2 modules for Collision Repair and Refinish Safety
4	Sept 16	Industry Regulations State and federal agencies	N/A	Chapter 9 Start modules for SP2 Pollution Prevention
5	Sept 23	Industry Regulations OSHA rules and regulations	N/A	Read chapter 9 Hand outs I-CAR Curriculum
6	Sept 30	Industry Regulations EPA rules and regulations 6H Rule	N/A	Continued
7	Oct 7	Industry Regulations continued	N/A	Continued Completion of Pollution and Prevention modules
8	Oct 14	Industry Regulations	N/A	Continued Review for Midterm Exam
9	Oct 21	Review for Midterm Exam Midterm Exam	N/A	Review Reading
10	Oct 28	Soft skills in the workplace Attitudes, teamwork, compensation, resumes, job seeking skills	N/A	Chapter 29 Handouts SP2 PowerPoint
11	Nov 4	Fasteners and Hardware Identification of hardware used in collision repair	N/A	Chapter 7 I-CAR Module in class
12	Nov 11* Holiday	Fasteners and Hardware Damaged hardware Corrosion Removing and repairing threaded fasteners	N/A	Chapter 7 Homework assignment to be determined

13	Nov 18	Shop Equipment Identifying shop equipment found in collision repair facilities	N/A	Chapter 5 ASE Style Review Questions 1- 11 pg. 160
14	Nov 25	Service Information Identify industry service providers Utilize service providers information for repairs	N/A	Chapter 3 Handouts ASE Style Review Questions 1- 11 pg. 89
15	Dec 2	Finish Discussions Review for Final Written Exam		Review all reading assignments
16	Dec 9-12	Final Exam Week	N/A	Make sure all assignments are completed and bring black or blue pen Date of exam TBA

This calendar is subject to change

Please note: The intention of this syllabus is to identify essential categories, not to dictate format or to limit content.