 Nashua Community College	Basic Automotive Refinishing CRTN105 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 and Wednesday 1:00pm-1:50pm Lab: Thursday 8:00-11:50am
Class Location	Lecture Rm. 9; Lab Rm. 6

Rationale:

This course will develop the skills and theory to select the proper tools, equipment and supplies to prepare a vehicle for refinishing. It will also help students gain the skills to operate a spray gun which will carry into the Intermediate and Advanced Automotive Refinishing courses. Students will learn about safety in handling hazardous materials in a safe environment.

Course Description:

The theory and development of skills required to properly prepare an automobile for refinishing. Topics include the selection of abrasives, primers, sealers and other refinishing materials. The proper use of painting equipment such as compressed air systems, respirators, spray guns, paint booths, and drying systems will be covered. Spray gun handling and technique will be covered.

Laws, regulations and safety regarding the handling of paint and hazardous materials will be emphasized.

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:	
Practice paint shop safety	Application
Choose hand and power tools used in the refinishing of automobiles	Application
Use various materials to prepare automobiles for refinishing	Application
Describe and operate the various paint shop equipment used in the automotive refinish trade	Knowledge and Application
Practice spray gun handling and techniques	Application
Choose correct primer or sealer for substrate	Application
Apply primers and sealer to substrates	Application
Practice block sanding techniques	Application
Final cleaning of prepared panels	Application

Essential Questions:

How do I safely operate refinishing equipment such as spray guns and paint booths? What materials should I use to prepare a vehicle for paint? What personal protection do I need and why? How do I dispose of the hazardous waste I create?

Required Textbook(s):

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

Supplemental Materials:

Notebook, pencils and pens, 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-

Grading Weights:

20% Quizzes
20% Lab performance
20% Midterm exam
20% Final exam
20% Lab exam

69-67: D+
66-64: D
63-60: D-
Below 60: F

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.nhcadsv.org/Catchment%20map\(1\).pdf](http://www.nhcadsv.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.

Required Tools:

All Collision students are required to possess hand tools per the *Required Tool List*. Each student is expected to have the tools available for each lab session. The instructor reserves the right to refuse admission to (or dismiss from) lab any student who is not regularly prepared with the required tools. All tools should be at the college no later than the first Monday in October.

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.

Course Calendar

Week	Begins Monday:	LECTURE/DISCUSSION	LAB	ASSIGNMENT DUE
1	Aug 26	Introduction and Welcome Safety in the paint shop	Paint shop safety	Read chapter 9
2	Sept 2	Safety	Protective gear Respirators, gloves, eye protection	Read chapter 9
3	Sept 9	Refinishing Tools and Equipment	Paint shop tools and spray guns	Read chapter 24.1, 24.2
4	Sept 16	Refinishing Tools and Equipment	Spray gun set up and maintenance	Read chapter 24.3, 24.5
5	Sept 23	Spray gun Techniques	Spray gun techniques and troubleshooting	Read chapter 24.4, 24.6 Homework will be assigned (see canvas for assignment)
6	Sept 30	Spray gun techniques continued	Continued	Continued In class quiz
7	Oct 7	Review for Mid-term Exam	Continued	Review reading assignments
8	Oct 14	MIDTERM EXAM	Continued	Review for midterm
9	Oct 21	Refinishing materials	Identifying and using materials for preparation in refinishing	Read chapter 25.1, 25.2, 25.3, 25.5, 25.7
10	Oct 28	Preparing panels for refinishing	Practice preparing panels for refinishing	Continued
11	Nov 4	Primers and sealers	Choosing the correct primer	Read chapter 25.4
12	Nov 11	Continued	Applying primers and sealers	Continued
13	Nov 18	Block Sanding Techniques	Practicing block sanding techniques	Continued
14	Nov 25	Final Cleaning and Preparation	Practicing final preparation for refinishing	Continued
15	Dec 2	Review for Exams Final Written Exam Dec 6th	Practice for lab exams	Review all reading assignments

16	Monday Dec 9-12	Final Lab Exams	LAB EXAM Date TBA	Bring Tools and Personal Protective Gear 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.