CASPER COLLEGE COURSE SYLLABUS
AUTO 2800 Problems in Automotive Technology

Semester/Year: Fall 2015
Lecture Hours: 1 Credit Hours: 1-3
Lab Hours: 2-6

Class Time: TBA Days: TBA Room: 111

Instructor’s Name: Chris Raymond
Instructor's Contact Information: Office 118
Office Phone: 268 2386 Email: christopher.raymond@caspercollege.edu
Office Hours: See current schedules posted on office door.

Course Description: Designed to provide the opportunity for advanced automotive students to pursue an independent problem in the areas of automotive electronics, fuel economy and emission standards. Students electing this course will develop, under the supervision of an instructor, a problem which is of specific interest to them.

Statement of Prerequisites: Advanced standing in the automotive program and approval of the automotive department chairman.

Goal: Provide additional study and hands-on time in automotive repair areas.

Outcomes: Allow students an opportunity to concentrate on a specific area of interest.

Course Objectives:
Methodology: Class is primarily hands-on learning; Reports and documentation of progress and findings are required.

Evaluation Criteria: Attendance and satisfactory completion of project within agreed upon time frame.

Required Text, Readings, and Materials: None required other than those needed for project.

Class Policies: Last Date to Change to Audit Status or to Withdraw with a W Grade:
See Casper College catalog
Only officially registered students are allowed to participate in classroom or laboratory activities.
See attached automotive policy statement.

Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.
**Academic Dishonesty:** (Cheating & Plagiarism) Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct for more information on this topic.

**Official Means of Communication:** Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly. This is also, where you will find course evaluation links during course evaluation periods.

**ADA Accommodations Policy:** If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college’s Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

**Calendar or schedule indicating course content:**

REQUIREMENTS FOR AUTO 2800

2 Lab Hrs. Per Week = 1 Cr.

All work must be approved by the instructor and an independent study proposal must be on file.

All work will be compared to the flat-rate manual, up to 100% above flat-rate will be allowed, except electrical and fuel injection work, which will be at actual time spent.

All jobs, which take longer than flat rate + 100%, will show a reduction in lab hrs. spent.

Students will keep a log of all hrs. spent in the lab, plus a detailed description of all work performed. Logs have to be turned in every Friday to the instructor.
AUTOMOTIVE DEPARTMENT
POLICY STATEMENT

Attendance Students are expected to attend all classes for which they are registered and are accountable for all class work during an absence.

Work Ethics are used as part of the rating/grading function. Shop cleanup, poor job attitude, and poor work habits, deliberate misuse of tools and equipment, horseplay and safety violations will result in a lowered grade or failure in the class. Disregard for the safety of yourself and/or others will result in dismissal from the program especially regarding grinding and sanding tools, stones and brushes on the grinders.

SAFETY: Personal and equipment safety standards will be strictly enforced. It is the individual’s responsibility to develop and use a safe work attitude. For every task students will comply with personal and environmental safety practices associated with clothing, eye protection, hand tools, power equipment, proper ventilation, and the handling, storage, and disposal of chemicals/materials in accordance with local, state, and federal safety and environmental regulations.

Students are expected to look presentable. You should have several pair of coveralls or shop work shirts, and leather work shoes. Steel toes are recommended. It is your responsibility to keep them clean.

Tools will be issued to each student and the student will be responsible for any loss. Breakage of tools will not be charged to the student if the broken tool is reported to the Instructor and is not the result of misuse.

Exams are pre-scheduled for each class. Tests and quizzes are given at random. Make-up exams, tests, and quizzes may be allowed at the instructor's discretion. A failing grade will be given for any test missed.

Grades will be given for each class. Any grade lower than a C is considered failing for an automotive student. A grade of C or better is required for a certificate in Automotive Technology. Grades of D will receive college credit but are not considered adequate for job recommendation or referrals.

Test-driving vehicles will be allowed with the instructor's permission. Part chasing is allowed by instructor's permission only. Any student leaving the shop without the instructor's permission will receive an absence.

Each student has been shown the location and demonstrated the use of the emergency electrical shut-off equipment.

Suspension from any automotive class will result in a failing grade and the student will not be allowed to re-enroll in any automotive class at Casper College.

Due to safety regulations, no student will be permitted to wear headphones in the shop or classroom. Loud, vulgar, and/or obscene language will not be permitted.

Removal from any automotive class will result in a failing grade. Removal can result from poor attendance - low ability and poor attitude - disrespect for college property or automotive instructors - failing and poor grades. Theft will NOT be tolerated and immediate suspension will result and possible criminal charges will be filed.