COURSE NUMBER & TITLE: AUBR 1975–01 Independent Study – Auto Body Repair
SEMESTER: Spring 2019

LECTURE HOURS: 0          LABORATORY HOURS:              CREDITS:  1 – 3
CLASS TIME:  TBA          DAYS:  TBA                       ROOM:  TBA

INSTRUCTOR’S CONTACT INFORMATION: Emil Williams
OFFICE:  WT 145
PHONE:  268-2411
EMAIL: ewilliams@caspercollege.edu

OFFICE HOURS: As posted on office door

COURSE DESCRIPTION: This course provides an option for students with sufficient background to pursue special interests in the auto body lab under contract with the instructor.

STATEMENT OF PREREQUISITE: Instructor approval
GOAL: Student will pursue special interests in the auto body lab. The student will develop an understanding of time management and select an area or areas of specialized interest in the auto body trade and to learn or practice these skills in a more in-depth manner.

OUTCOMES: Upon completion of this course the student will:
1. Show competency in work order completion
2. Show ability to complete a damage estimate
3. Show ability to complete a vehicle repair
4. Demonstrate effective oral and written communication
5. Solve problems using critical thinking and creativity
6. Use appropriate technology and information to conduct research

METHODOLOGY: Signed contract with the instructor.

EVALUATION CRITERIA: The student will be evaluated for the time successfully completed in the area of specialized interest. There will be at least one repair order per job, and student will be graded upon completion of each job. There will also be a final examination using the skill or skills the student has studied.

GRADING SCALE
100 – 90 = A  
89 - 80 = B  
79 - 70 = C  
69 - 60 = D  
59 – Below = F

1 credit = 32 hours
2 hours per week = 1 credit

Attendance Policy: Attendance is of utmost importance. Unexcused absences in the excess of 4 will result in the loss of one letter grade. Due to the consideration of the instructor and students, you must be present at the designated starting class time or you will not be allowed to participate unless prior arrangements with the instructor have been made.

Tool Use: Misuse of shop tools will result in the loss of tool privileges.

REQUIRED TEXT, READINGS, MATERIALS: None
CLASS POLICIES:

Last Date to Change to Audit Status: See current Casper College catalog.

Last Date to Withdraw With a W Grade: See current Casper College catalog.

No cell phones or other electronic devices are allowed in the classroom or laboratories.

NO TOBACCO/“SPITTERS” will be allowed in the classroom or laboratories at any time. Students who use tobacco products, to include cigarettes, cigars (or any variation), chewing tobacco, vapor pens, and e-cigarettes, will not be allowed to use these products in either the classroom or labs. These products may be used before or after class periods, or during instructor authorized break times, in designated areas only.

SAFETY: Personal and equipment safety standards will be strictly enforced. It is the individual’s responsibility to develop and use a safe work attitude.

STUDENT’S 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 in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command starting with the department head/Program Director, the Academic Dean, and lastly the vice president for academic affairs.

Academic Code Violations: (Cheating and Plagiarism) Casper College demands academic honesty. Academic code violations focus on academic dishonesty, which includes but is not limited to, cheating, plagiarizing, buying, selling, or stealing exams; substituting for another person, collusion when collaboration is not approved; knowingly furnishing false information; and copyright violations. Violations of the college's academic code can result in a range of negative consequences from failing a graded assignment to expulsion from the college. See the 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.

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.

Harassment and discrimination: Casper College seeks to provide an environment that is free of bias, discrimination and harassment. If you have been the victim of sexual harassment/gender or sex discrimination/sexual misconduct/assault, we encourage you to report this. If you report this to an employee, she or he must notify our college’s Title IX Coordinator, Linda Toohey, Associate Vice President for Student Services, 125 College Drive, GW 412, Casper, WY 82601; (307) 268-2667; linda.toohey@caspercollege.edu about the basic facts of the incident. Employee concerns should be directed to the Human Resources Director. For more information about your options, please go to: caspercollege.edu/nondiscrimination
1. Choose subject matter and discuss it with instructors.
2. Completed collision repair estimate.
3. The estimate will contain three (3) parts: Vehicle ID, Damage Estimate, and Repair Summary.
4. The basic rule to follow is: Identify the vehicle you’re going to repair, estimate repair cost, summarize repair procedure.