

Texarkana College



Automotive Technology Handbook/Procedures

The work of automotive service technicians has evolved from mechanical repair to a high technology job. Today, integrated electronic systems and complex computers run vehicles, and technicians must have an increasingly broad base of knowledge about how vehicles; complex components work and interact, as well as the ability to work with electronic diagnostic equipment and computer-based technical reference materials.

Program Coordinator:

George “Stan” DeVore –

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Instructor:

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Emergency Contact Numbers:

TC Police—903-798-3330

Attendance Policy:

The Workforce Class attendance policy from the Texarkana College 2018 - 2019 handbook / Catalog states the following:

- Instructor may withdraw a student from a course if absences exceed 5
- Three tardies count as one absence
- You are considered tardy from 8:01 a.m. through 8:15 a.m. You will be counted absent after that.

Additional Attendance Requirements:

- Texarkana College Workforce Division allows 5 absences per semester to be used for emergency purposes. Documentation of absence may be deemed necessary in some cases.
- Students who are not actively engaged in classroom activities will be written up or counted absent and sent home for the day.
- Roll will be taken in the morning, after lunch, and any other time as deemed necessary by the instructor. Failure of the student to be at the assigned location when roll is taken will be documented as absent.
- A student leaving a classroom or lab activity without permission will be written up or counted as absent.
- After a student has reached five absences an additional absence or tardy may result in the student being dropped from all classes. A student being dropped from classes may have an impact on their financial aid. Being dropped may result in the student having to pay back a portion or all their financial aid. Being dropped may result in a student being banned from receiving any additional financial aid. Check with the financial aid office if you are having attendance problems.

THERE ARE NO EXCEPTIONS TO THE ATTENDANCE POLICY

Cell phone policy:

- Cell phones are not allowed in the classroom or shop! You may carry them on you, but they are not to be seen or heard.
- If caught with cell phone, it may result in an absence.
- If an emergency arises, you may be contacted through the campus police.

DRUG USE OF ANY KIND IS PROHIBITED!!!

- It is prohibited on campus!
- It is prohibited before returning to class!
- If drug use is suspected, no warning will be given, and the campus police will be contacted!
- **SAFETY IS OUR #1 CONCERN AND INTOXICATED STUDENTS ARE NOT SAFE!!**
- Prescription drug use needs to be brought to the instructor's attention. Bring a doctor's note and / or prescription page if requested by the instructor to indicate what medications you are taking. Not at any time will any student be allowed to work in the lab area under the influence of intoxicating prescriptions (opiates, synthetic opiates, barbiturates, tranquilizers, downers, etc.). Students attending lecture under the influence of the above medications will be at the discretion of the instructor. *EXAMPLE:* If a student is visibly medicated, TCPD will be contacted and the student removed from the class for the day. **Note: The attendance policy will apply.**

Additional Policies:

- This is a smoke free campus! (NO TOBACCO- cigarettes, dip, vapes)
- Failure to maintain satisfactory grades shall result in the student being removed from the program. If a student is determined by the instructor to need additional assistance with study skills and / or course work, the student will be required to attend tutoring sessions with the Success Coaches and / or the Instructor. Failure to attend the mandatory tutoring sessions will result in the student being counted absent for the day.
- Students are not permitted to sit in their vehicles during class time. Students may only sit in their vehicles during designated breaks.
- NO FOUL LANGUAGE!!
- There should be no loud talking in the halls as other classes are in session.
- Any combination of four disciplinary incidents during the course of the program that requires a student to be written up shall serve as just cause for a student to be removed from the program.

- **ABSOLUTELY NO TALKING TO THE HIGH SCHOOLERS ENROLLED IN THE DUAL CREDIT COSMETOLOGY CLASS THAT IS DOWN THE HALL!!!! ZERO TOLERANCE!**

Dress Code

For safety reasons we have a dress code that will be enforced. Time and time again employers emphasize appearance as one of the things they look at when considering a potential employee for hire. Although safety is our primary concern, being presentable is important as well. Dress code is as follows:

All students are required to have the Texarkana College Automotive Technology Program uniform shirts and patches. The number of shirts needed is up to you as long as you have enough to wear a clean presentable one every day.

- Texarkana College Uniform Shirt-Tucked In (must have at least 5 shirts)
- Uniform must be buttoned up to neck
- No ripped, torn, or cut clothing of any type
- No clothing with distasteful ads or pictures
- No athletic type sweat/jogging pants
- No open footwear (shoes or boots cover entire foot and boots are worn inside pants)
- No shorts or leggings (full length pants only, preferably blue jeans or a durable work pants)
- No hats, caps, rags, or any type of head adornments (students may wear a ball cap from the TC Bookstore or from a trade affiliated supplier only. Toboggans, stocking caps, hosiery, etc. are not allowed. Approved ball caps need to be clean and worn facing forward on your head)
- No Sunglasses or any type of tinted shades or work glasses
- No excessive jewelry or adornments
- No excessively loose clothing
- No hair past the neckline (including ponytails)
- Uniform shirts will be tucked in and buttoned up

- Full length pants will be secured at the waist with a belt. At the waist means at the waist. Absolutely positively no sagging pants whatsoever
- Every student must always wear their TC issued ID badge. It should always be displayed on the front of your shirt
- Anything pertaining to dress code that is not clearly stated above is at the discretion of the instructors. Failure to comply with the dress code will result in an absence. Exceptions to the dress code will not be considered for any student no matter the circumstance.

**This is a professional environment. You will dress and act as such.
You are not only learning a trade for the workplace. You are
learning qualities that will help you become successful in the
workplace**

Grading Procedures

Grades- This program uses grades in both lecture and shop formats. **YOU CANNOT PASS THE COURSE WITH ONE OR THE OTHER!**

Modules- Most of the student work will be done through Ford manufacture training modules. The semester will be broken into 4 quarters, each quarter being a class due date for online modules. They will be turned in online through Moodle. There is a lot of material and NO LATE TURN INS ALLOWED. Be sure to keep up with the work.

Moodle- You will use Moodle as your hub to turn in modules. You can find it by logging into your MyTC and selecting it from the homepage or here at <https://tconline.texarkanacollege.edu/> . Each week you will have module assignments to turn in.

Discussion- you will also post a weekly discussion on the main things you learned that week in class or lab. Failure to do so will result in absences/not allowed into shop.

Exam- EACH CLASS will have an exit exam. There will be roughly 4 per semester

Weekly Lab- Each week you will start out with a 90 in the shop. You will be graded in the shop on preparedness, organization, following procedures, proper dress code, attendance, and participation. The grade will go down if the above is not met. It will go up if the above is exceeded.

Grade Breakdown

Manufacture Modules-20%

Midterm Exam-20%

Weekly Labs-60%

Bonus Points- Students have ability to accumulate bonus points (no more than 5) by PROPERLY documenting work done outside of class on personal vehicles.

To properly document students must:

Verify problem vehicle is having.

List parts used and part numbers.

Verify vehicle has been fixed.

Upload any pictures/videos and documentation to Moodle.

Students can also accumulate bonus points by watching various videos linked through their weekly Moodle assignments and doing a paragraph writeup over the content of the videos.

Parking/Lab Procedures

Parking-Park only in student designated spots only. Parking inside the gate of the shop is PROHIBITED. DO NOT park on the access road by the side door of the shop. That is reserved for the instructors and parts drop offs. That spot must be open to travel to get parts and unload.

Lab Procedures-

- Safety
 - First aid-beside lab instructor's office
 - Fire extinguishers-Beside shop office, tire area, and oil receptacle
 - Eye wash-beside hand wash station by door to main building
 - YOU MUST NOTIFY YOUR INSTRUCTOR IF YOU ARE HURT OR IF YOU SEE SOMETHING QUESTIONABLE!!!
- Projects
 - Projects are taken by INSTRUCTOR DISCRETION ONLY
 - EVERY project MUST have written authorization by the owner of the vehicle, regardless if the owner is a student in the class or faculty member.
 - Students and faculty ONLY. All other projects are based on what we are learning in the class and the need for projects.
 - No student can begin work on customer vehicle until they meet with an instructor. If an instructor is not present at the time, direct the customer to an office
 - Students may NOT work on their personal vehicles unless authorized by an instructor AFTER the weekly class material/shop projects are FINISHED
 - Customers will not wait in the shop area. Direct them to an instructor or office.
 - No student will allow a guest into the shop or CEC building. All guests must be directed to the Dean's office.
- Ordering parts
 - Only instructors can order parts
 - If a student needs a part ordered for their own vehicle, they cannot order it through the college
 - The college will not work on a car when customers bring their own parts unless authorized by an instructor
- Tools
 - Each student is responsible for their own personal tool set. NO BORROWING
 - College tools are locked and OFF LIMITS to students unless instructor approves.
 - Tools checked out to students will be logged and tools must be returned at end of class day.

- Upon graduation or leaving the program, arrangements must be made to pick up tools within ONE WEEK. After one week and no arrangements have been made, the tools will be considered donated to the college.

Academic Honesty

- This college assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct, including academic honesty. The principle of academic honesty is that all work presented by you is yours alone. You are required to complete all work independently unless otherwise instructed- no excuses or exceptions.
- Academic dishonesty, including but not limited to cheating, plagiarism, collusion, or falsification of records shall be treated appropriately, including the possibility of being dropped from the course with a grade of "F." Please refer to the Texarkana College Catalog and Student Handbook for more information. Texarkana College will utilize as necessary, technology programs/software to ensure academic honesty.
- Here is the link to the section on Academic Dishonesty published in the TC Catalog and Student Handbook available online.
 - <https://www.texarkanacollege.edu/catalog/article/academic-dishonesty-policy/>
- In this class, academic dishonesty will be dealt with as follows:
 - First offense: automatic 0 on assignments, automatic write up, dean of workforce will be notified. Any punishment they deem necessary will be upheld.
 - Second offense: automatic removal from program. Dean and president of college will be notified. This will affect any financial aid.

****The instructor may amend any section of this syllabus at any time during the semester.****

Signature Page

I, _____, have received a copy of and have read the policies and procedures for the automotive technology program. An instructor or school official has also verbally explained, and I understand all of the rules and regulations as they apply. I agree to all terms and conditions set forth.

I understand that all rules in the Texarkana College Student Handbook also apply and is available to view on the TC Website.

I understand that I am expected to attend on a consistent basis until I complete the course and all attendance policies will be strictly enforced.

I agree to conduct myself in a professional and mature manner in regard to my fellow students, instructors, patrons of Texarkana College and Texarkana College Personnel.

I understand that all supplies and equipment are the property of Texarkana College and may not be removed from the building unless instructed to do so by the instructor.

I understand that if I fall below the minimum attendance requirements or fail to maintain satisfactory academic progress, I will be removed from the program.

I understand changes may be made at any time regarding the policies and procedures of the college or program.

*****I understand dropping this program could affect my financial aid funding in a negative way. It is possible I could owe money to the college and /or the Federal Government.**

Student Signature: _____ Date: _____

Instructor: _____ Date: _____

Student Information Sheet

Date: _____

Name: _____

Student ID Number: _____

Street Address: _____

City: _____

State: _____

Zip code: _____

Telephone Numbers:

Home: _____

Cell: _____

Work: _____

Blood Type: _____

Allergies: _____

List any medication that you take on a regular
basis: _____

Emergency Contact Information:

Name: _____

Relation: _____

Phone Number: _____

Name: _____

Relation: _____

Phone Number: _____

ATTENDANCE AGREEMENT/CO-OP FORM

The following is a form that must be initialed and signed recognizing you have read and understand the attendance requirements that TC and this program holds. This form also requires initials and signatures regarding our CO-OP attendance policy. If you are not currently in a CO-OP, disregard that section.

In accordance with the syllabus stated above, I _____ will recognize the following:

- I understand that I am allowed only 5 absences. _____
- I understand that at the 6th absence, I may be dropped from the course. _____
- I understand that there are NO EXCUSED ABSENCES: this includes Dr. appts, vehicle problems, being sick, childcare, etc. _____
- I understand that I can be on campus, in class and still be counted absent depending on the following:
 - Lack of participation _____
 - 15 minutes late _____
 - Not in proper dress (uniform buttoned and tucked in, full length pants, close toed shoes) _____
 - Disruptive behavior _____
 - Anything else the instructor would deem necessary to count me absent _____
- I understand that if I do not turn in my work (online or in shop), I could be counted absent for lack of participation (I also understand that late work will no longer be tolerated) _____
- I understand that if I am in a CO-OP, I still must attend class on the day/days the instructor has required me to be in class. _____
- I understand that when I am at my CO-OP, attendance will still be counted by my attendance, participation, etc. at my job. _____
- I understand that part of my CO-OP requirements is to take the weekly sheet to my supervisor and return them on the day/days my instructor requires me to be in class. _____

Student Signature _____

Date _____