

COURSE SYLLABUS

ABDR 1301 (3:2:4)

**COURSE TITLE**

Auto Body Repair and Painting

Automotive Collision Repair Program

Industrial Technology Department

Technical Education Division

Levelland Campus

SOUTH PLAINS COLLEGE

Spring 2025

**INSTRUCTORS:**

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Office hours by appointment only

- A. **Course Description** An introduction to the use of hand and power tools, techniques of metalworking, body preparation, plastic fillers, fiberglass and SMC repair, sanding, and application of primers with emphasis on shop safety practices.
- B. **End-of-Course Outcomes:** Utilize hand and power tools; demonstrate basic metalworking techniques; demonstrate basic fiberglass, SMC and plastic body filler repair; and demonstrate proper priming procedures.
- C. **Course Competencies:** Upon completion of the course the student will be able to; apply base/coat clear/coat finishes and tri-coat finishes to achieve an acceptable color and texture match; Identify situations in the body shop that could cause paint defects to occur and how to prevent them; identify paint and primer defects that may occur during and after the application of the spray coat and how to remove them.
- D. **Academic Integrity:** It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.
1. **Cheating:** Dishonesty of any kind of examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating.
2. **Plagiarism:** Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of a fellow student, is guilty of plagiarism.

**E. SCANS and Foundation Skills**

Appropriate competencies and foundation skills set forth by the Secretary's Commission on Achieving Necessary Skills (SCANS) have been integrated into the ACR 161-264 Training program. Specifically, they are C1,C3,C6,C7,C9,C11,C12,C14,C15,C16, C18, C19,C20, and F1-F17. References and methods are detailed in the Scans document filed in the office of coordinator of the Automotive Collision Repair Program.

## **Specific course/instructor Requirements**

### **Textbook and Other Materials**

Textbook: Auto Collision Repair and Refinishing Michael Crandell

Hand tools: Required Tool List.(instructor will hand out )

Safety Equip: see attached/Required Safety Equipment.

FOLDERS: Must contain all required course text including handout material.

## **South Plains College Attendance Policy**

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

## **Absence for Military Service**

In accordance with Texas Education Code Section 51.9111, a student is excused from attending classes or engaging in other required activities, including exams, if he or she is called to active military service of a reasonably brief duration. The maximum time for

which the student may be excused has been defined by the Texas Higher Education Coordinating Board as “no more than 25 percent of the total number of class meetings or the contact hour equivalent (not including the final examination period) for the specific course or courses in which the student is currently enrolled at the beginning of the period of active military service.” The student will be allowed a reasonable time after the absence to complete assignments and take exams.

### **Religious Holy Days**

In accordance with Texas Education Code Section 51.911, South Plains College will allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within seven (7) calendar days after the absence. Students are required to file a written notification of absence with each instructor within the first fifteen (15) days of the semester in which the absence will occur. Forms for this purpose are available in the Dean of Students Office along with instructions and procedures. “Religious holy days” means a holy day observed by a religion whose place of worship is exempt from property taxation under Texas Tax Code Section 11.20.

E. The following attendance guidelines have been established for the Welding Technology program:

Excessive absences are a serious problem, and as a part of technical training good attendance habits are necessary. Positive steps will be taken in this program to develop these habits. The employer demands good work habits, and in order for the student to learn good work habits our attendance policy will require punctual and regular attendance.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. The student must provide documentation for this type of an absence. It is the student’s responsibility to complete work missed within a reasonable period of time as determined by the instructor. Unexcused absences cannot be made up.

1. **Absent** from class is defined as “not present and ready to participate during scheduled lecture or lab times.”
2. **Tardy** is defined as “not present at the designated starting time of the lecture or lab.” **Three tardies will equal one absence and will be treated the same as any absence.**
3. The student and the Retention Specialist will be notified when the student reaches one (1) unexcused absence. The Retention Specialist will notify the student that counseling assistance is available and the student will be advised that regular attendance is necessary for success in the program. When the student reaches three

(3) unexcused absences in this class, he/she will be administratively dropped from the class.

4. Five (5) points will be deducted from the student's final grade for each absence.

### **Assignment Policy**

1. All required work must be turned in on time. Work turned in late will be deducted 5pts per day.
2. There will be no excused late assignments after two class days.
3. The instructor will give chapter assignments. Questions at the end of the chapter will be graded on a percent basis, and must be completed above 70%.
4. A student is allowed five absences. Students exceeding five absences will automatically be given a failing grade. Four (4) tardies will be equal to one (1) absents.

### **Examination Policy**

5. Tests will be given by the instructor on all chapter assignments once that unit has been reviewed.
6. Prior notification of quizzes may or may not be given.
7. Final exams will be given to all students covering lectures and instruction for the entire semester.
8. **All students must participate in (I-CAR) INDUSTRY CERTIFICATION Assessment. Catalog Page33.**
9. **No cell phone during examinations.**

### **Grading Policy**

10. *Test*
  - a. Results of daily or unit Homework will be given a percent grade. (20% of final grade)
  - b. The final exam will be a percent grade. (20% of final grade)
11. *Lab (60% of final grade) - Assessed on a basis of:*
  - a. Safety Procedures (must pass safety tests with 100%) 4 attempts
  - b. Proper use of machine and hand tools
  - c. Quality of workmanship, skill
  - d. **Attitude and cooperation**

4. *Daily/Weekly*
  - a. Minimum grade required to remain in class is 70%. Any student who drops below this level without recognizable effort to improve, will be dropped from both morning and afternoon classes.
  - b. Contents and Organization of student notebook will be averaged into this grade.

#### **Additional Information**

12. The instructor will appoint a student foreman on a rotation basis.
13. All students will be responsible for the tool lock up and shop clean up.
14. Each student is required to have a locker.
15. There will be a basic set of hand tools and safety equipment required for the course. A suggested tool list will be available to the students.
16. Makeup TEST will be offered as stated in the attendance policies.
17. **Students must be clean shaven. Mustache only** ( So refinishing mask can seal to face)

#### **ACCOMMODATIONS:**

#### **Students can find statements for:**

Intellectual exchange, disabilities, non-discrimination, Title IX, pregnancy accommodations, Covid, CARE (Campus Assessment, Response, and Evaluation) Team, and Campus Concealed Carry at <https://www.southplainscollege.edu/syllabusstatements/>