Course: AUMT 1306.4230  Engine Removal/Installation and Diagnosis

Course Description and Intellectual Competencies:
Corequisite/Concurrent: AUMT 1305.
Course Description: Fundamentals of engine inspection, removal and installation procedures. May be taught manufacturer specific. (2 Lec., 4 Lab.)

(SCANS) Students will learn to manage time, work in teams, work with different cultures, interpret/communicate data, select equipment and tools, maintain /troubleshoot technologies, read, write, arithmetic/mathematics, speaking, listen, think logically, problem solving and show individual responsibility. 3 credit hours

Required Textbooks
1. Automotive Engines Theory and Servicing 6th edition

Educational Objectives and Learning Outcomes:
Utilize appropriate safety procedures; demonstrate familiarity with historical development and career information on the automotive industry; demonstrate safe, professional, and responsible work practices; identify and demonstrate the proper use of shop equipment and tools; identify and describe functions of vehicle subsystems; demonstrate the use of service publications; identify various automotive fasteners used in industry; and perform automotive maintenance.

Class days  Lecture: Mon. through Thur. 7:00am to 9:30am.
Time       Lab: Mon. through Thur. 9:35am to 1:00 pm.
            November 19, 2012 – December 13, 2012

Class location: T-building, Career Technologies
                Rm. T108

Tools:       Eastfield College provides all necessary tools for your class work. Students who check out tools from the tool room will be financially responsible for their return in a clean and working condition.

Attendance: You are expected to attend all classes and are fully responsible for your ATTENDANCE & PUNCTUALITY. You are expected to attend all classes and are fully responsible for your attendance. 15 points will be assessed at the beginning of class and after breaks for being tardy and an additional 15 points will be assessed every 30 minutes thereafter. Every 3rd tardy will result in an additional 100 point deduction from your lecture grade and will also count as an absence. Two absences combined with a late or leave early will result in a grade of “F” for the course. Make up sessions may be available at the Instructor’s discretion. Students are responsible to coordinate any arrangement with their Instructor.

Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.
If you are tardy or absent, it is your responsibility to obtain assignments, handouts, or other class information that you may have missed. Get another student’s email address and or phone number to get information handouts when you miss class.

**RELIGIOUS HOLIDAYS/OBSERVANCES:**
Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the college catalog section on *Student Responsibilities*.

**FINANCIAL AID STUDENTS:**
If you are receiving Financial Aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds. Failure to contact the instructor will result in your name being submitted to the Financial Aid Office as a “non-attendee.” All students receiving financial aid must open an Email account through NetMail. See directions in this syllabus for opening an Email account. Financial Aid Statement Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. **Students who fail to attend or participate after the drop date are also subject to this policy.**

**STUDENT E-MAIL:**
Legal privacy issues prevent your instructor from discussing your work or your grades on commercial e-mail accounts. If you wish to send your papers as attachments to an e-mail (and the instructor permits it), or if you have a question about your grade, you must open a student e-mail account. The account is free. You may set it up by going to www.dcccd.edu and click on Student Services, Online Services, and Student NetMail. All students receiving financial aid must open a student NetMail account.

**REPEATABILITY ISSUE:**
Pending legislative action and DCCCD Board approval, effective for Fall Semester 2005, the Dallas County Community Colleges will charge a higher tuition rate to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in higher tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester. For complete information and updates, go to: [http://www.dcccd.edu/ThirdCourseAttempt/](http://www.dcccd.edu/ThirdCourseAttempt/).

**Dropping A Class: (Drop Date: December 7, 2012 confirm with your fee receipt)**
If at any time you wish to withdraw from this course with a grade of “W”, you must initiate that action yourself by going in person to Admissions, Counseling, or the Division Office and filling out the required forms. **INSTRUCTORS CANNOT AND WILL NOT DROP A STUDENT FROM A CLASS.** Failure to drop a class by this date will result in a performance grade based on the criteria contained in this syllabus.

For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: [https://www1.dcccd.edu/coursedrops](https://www1.dcccd.edu/coursedrops).

**EMERGENCY/INCLEMENT WEATHER PROCEDURE:**
In case of emergency or inclement weather conditions, Eastfield students should listen to KEOM-FM Radio Station (88.5) as the primary media source. In partnership with the Mesquite Independent School District, Eastfield College Administration will notify KEOM immediately after a decision is made to cancel classes on any given day of inclement weather or for emergency purposes. Students may also monitor other local radio and television stations. The earliest an announcement may be broadcast on KEOM Radio is 6 a.m. Students may also refer to the Eastfield College web page
www.eastfieldcollege.com for the Inclement Weather announcement under the Features area of the front page. The announcement will be posted immediately following the decision to close the college.

PRINTING ON CAMPUS: Printing in the Computer Lab (L-108), Library, and Learning Assistance Center will cost 5 cents a page. Students must bring a $1.00, $5.00, $10.00, or $20.00 bill to the lab to create an account. Accounts must be created before attempting to print. No change is made in the lab. Once the money is in the bill acceptor, it cannot be retrieved. Cash refunds are not possible. Accounts stay active as long as the account has value.

Grading Criteria/ Scale: In keeping with the policy and goals of the Dallas County Community College, 20% of each student's grade will be determined based on class participation, attitude, and behaviors. Students are expected to show professionalism and respect to the instructors and each other. All assigned work must be turned in on time. Late work will not be accepted.

| Daily = 20% | Grading: |
| Lab Sheets= 20% |  | A |
| Exams = 20% |  | B |
| Written Final = 10% |  | C |
| Lab Final = 30% |  | F |
| Total = 100% |

INCOMPLETES: Due to the high percentage of grade based on lab experiences and the supervision required thereof incompletes will not be given. If situation warrants a grade change to a “W” will be given. Student is responsible for making arrangements with instructor.

OBTAINING YOUR GRADES AT THE END OF THE SEMESTER:
Grade reports are no longer mailed. Convenient access is available online or by telephone. Just use your student identification number when you log in to e-Connect or call DCCCD Touch Tone Services. Web site address: http://econnect.dcccd.edu/. Telephone number: 972-613-1818.

CLASSROOM ENVIRONMENT:
“Students are expected to assist in maintaining a classroom environment that is conducive to learning. In order to assure that all students have the opportunity to gain from time spent in class, unless otherwise approved by the instructor; students are prohibited from engaging in any other form of distraction. Inappropriate behavior in the classroom shall result, minimally, in a request to leave class.”

To be successful in this class, the student will do the following among other things:
1. Attend all class periods and be punctual.
2. Be alert and attentive in class. No sleeping.
3. Be respectful of others. Do not talk during lecture, demonstrations, and videos.
4. Take notes during lecture, demonstrations, and videos.
5. Read the chapters assigned in the book and handouts.
6. Turn in assignments on or before due date. (Chapter questions, job sheets, worksheets)
7. Review materials before test.
8. Ask questions about subjects that you are having trouble with.
9. During Lab times, do assigned work. Work with others effectively. (NO sleeping in vehicles).
10. Clean work area before leaving for the day.
11. Do not leave before being dismissed. Doing so will result in a 0 for that class period.
12. Ask questions. If you are not asking questions then you are not learning.

The above items are to help the student be successful, it is not a complete list; other items can be found in the Student handbook.
### Lecture Total Percentage Value 10%

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
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<tbody>
<tr>
<td>Active participation, preparation, professional attitude in small and whole group;</td>
<td>100%</td>
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<tr>
<td>Active participation, preparation, professional attitude in small group or whole group</td>
<td>-20pts</td>
</tr>
<tr>
<td>15 points = some participation, preparation, professional attitude in small or whole group</td>
<td>-35pts</td>
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<tr>
<td>Just listened, limited preparation, professional attitude issues</td>
<td>-50pts</td>
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<tr>
<td>No participation</td>
<td>0</td>
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</table>

IN ADDITION TO THE ABOVE

- Tardy................................................................. -15 pts
- Sleeping.............................................................. -30 pts
- Playing with electronics not associated with class material... -30 pts
- Reading unassigned material.............................................-30 pts
- Playing on computer -30 pts

### Lab Total Percentage Value 10%

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
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<tbody>
<tr>
<td>Active participation, preparation, professional attitude ..........................100%</td>
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</tr>
<tr>
<td>Some participation, preparation, no professional attitude............................-50 pts</td>
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</tr>
<tr>
<td>No participation, sitting around table, reading magazines .............................-100pts</td>
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<tr>
<td>playing with cell phone or other Electronic device not related to school, sitting in cars, not on task.</td>
<td></td>
</tr>
</tbody>
</table>

- Tardy................................................................. -15 pts
- Safety Glasses........Asking Instructor for safety glasses .... -15 pts
- Checking safety glasses from tool room ..............................................- 15 pts
- one incidence warning -20 pts

  Second incidence = removal from class &.............-100 pts

- Driving Outside Compound.............................................-30 pts
  for everyone in car
- Spinning Tires..........................................................-100 pts
- Speeding.................................................................-100 pts
- Leaving Early............................................................-30 pts
- Professionalism..........................................................-30 pts
- Other ........................................................................... up to - 100 pts

### Lab Sheets.................................................................20%

### Daily Test.................................................................20%

### Written Final ...........................................................10%

### Lab Final.................................................................30%
The following may also affect your lecture and lab grade. Your Instructor will evaluate you on the following: Ability to take constructive feedback; Flexibility/adaptability; Ability to work as a team; Attitude; Respect for self and others; Safety concern; Professional appearance/dress code

Family Educational Rights and Privacy Act of 1974 (FERPA)
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of study and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

CODE of CONDUCT

Failure to abide by this code may result in disciplinary action up to and including suspension, expulsion, and criminal prosecution !!!!

1. Theft will not be tolerated under any circumstances. Any and all cases of theft will be prosecuted to the fullest extent of the law.
2. The lab computer is for TIS & Mitchell on Demand use ONLY. Any other use will result in removal from class and a grade of 0 for that class period.
3. Profane, Vulgar, or Offensive language will not be tolerated. Use of such language will result in removal from class and a grade of zero being issued for that class period.
4. The Speed Limit in the Compound is 5mph.
5. Students will not work in the lab until the instructor has completed a safety orientation.
6. Students will not enter the lab unless an instructor or lab assistant is present.
7. Students will conduct themselves in a professional manner at all times. Running and horseplay in the lab or classroom is dangerous, and will not be tolerated.
8. Absolutely no use of cellular telephones will be permitted during class. Turn all cell phones off when entering class. If it rings it will affect your grade negatively.
9. Destruction of school property will not be tolerated and will be prosecuted to the fullest extent of the law.
10. Students must be appropriately dressed. No loose clothing. No open shoes (sandals). Jewelry must be removed before operating equipment or working on vehicles.
11. SAFETY GLASSES must be worn at all times in the lab. Safety glasses must be Z87 rated or better. Dark tinted safety glasses are not acceptable. If you fail to bring them to class you will not be allowed to participate, and will receive a zero for that days grade. Do not ask the instructor for safety glasses. You are expected to have your safety glasses with everyday. THE TOOL ROOM NO LONGER CHECKS OUT SAFETY GLASSES!!!!!
12. Do not lift more than 50 lbs.
13. Know the location and proper use of fire extinguishers.
14. Report all unusual or unsafe conditions.
15. Do not use any tool that is not in good working condition, or for any purpose other than that for which it was designed.
16. Report all injuries to the instructor immediately.
17. Do not attempt to operate any equipment until properly trained and authorized to do so.
18. Use drain pans for leaks and to catch drained fluids. Clean Up Spills Immediately!!!
19. All combustibles and flammables must be properly stored.
20. Welding, painting and other operations requiring specialized safety gear will not be done without using proper gear and in designated areas.
21. No tobacco use (includes chewing or snuff products) is allowed in classroom or lab area. There are designated areas outside the T-Building were tobacco use is allowed. ONLY, and only by persons of legal age.
22. All materials will be disposed of in proper receptacles, in accordance with EPA, state, and local mandates. Anyone violating mandates is subject to disciplinary action.
23. All students are responsible for cleaning their work areas in the classroom and the lab. FAILURE TO DO SO WILL NEGATIVELY AFFECT YOUR GRADE.

This code is in addition to, not a replacement for the DCCCD code of conduct printed in the college catalog. https://www1.dcccd.edu/cat0304/ss/code.cfm

Educational opportunities are offered by the Dallas County Community College District without regard to race, color, age, national origin, religion, sex or disability.
The Code of Student Conduct, Student Grievance Procedure, Computer Use Policy, Computer Software Policy, Firearms Policy and Communicable Disease Policy are common to all the colleges of the Dallas County Community College District. Certain words in the policies and procedures have been changed to reflect a college perspective; for instance, "District" may have been changed to "college." A complete listing of policies and procedures may be found in the DCCCD Policies and Procedures Manual in the college president's Office.

Academic Dishonesty Policy:
Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by college policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. "Cheating on a test" shall include:
a. Copying from another student's test paper.
b. Using test materials not authorized by the person administering the test.
c. All forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion.
d. Collaborating with or seeking aid from another student during a test without permission from the test administrator.
Knewingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
e. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
f. Substituting for another student, or permitting another student to substitute for one's self, to take a test.
g. Bribing another person to obtain an unadministered test or information about an unadministered test.
h. "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
"Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Discipline: Any student violating this policy shall be subject to disciplinary sanctions including suspension, in accordance with The Code of Student Conduct. A "violation" means an act or omission which is contrary to a published college regulation or policy. Sanctions for violations of prohibited conduct for (1) through (6) may result in expulsion; for (7) through (20) may result in sanctions other than expulsion or suspension. Repeated or aggravated violations of any provision of this code may also result in expulsion or suspension or in the imposition of such lesser penalties as are appropriate.

"Aggravated violation" means a violation which resulted or foreseeable could have resulted in significant damage to persons or property or which otherwise posed a substantial threat to the stability and continuance of normal college or college-sponsored activities. (Source: https://www1.dcccd.edu/cat0203/ss/code.cfm)

If you engage in academic dishonesty related to any class, you will receive a failing grade on the test or assignment and a failing grade in the course. In addition, the case will be referred to the Dean for appropriate disciplinary action.

American With Disabilities ACT (ADA) ADA SERVICES:
If you are a student with a disability and/or special needs who requires ADA accommodations, please contact Eastfield College Disability Services Office at 972-860-8348. For any testing accommodation, you must go through the EFC Disability Services Office.
Vehicle Work Guidelines

The following guidelines will be observed in order to work on student vehicles during lab.

1. Only an AUMT registered student may work on their vehicle in the lab.
2. The student must have a valid paid work order before starting work on the vehicle. Limit of 2 work orders per student per semester.
3. The vehicles should not be older that 1985 model. Discuss with your instructor.
4. The work being performed must be related directly to the class and in line with the curriculum.
5. Work must be able to be completed during that lab session. No heavy line work.
6. All vehicles will leave the compound at the end of the lab session. Any vehicle left in the lab or compound, even with a work order, will be towed at the owner’s expense without notice.
7. The tool room will not supply any consumable products. Example: no cleaners, no silicones or sealers, no parts, no oil, no ATF, no anti freeze, no sand paper, etc.
8. Any infractions will result in the instructor losing the privilege of their class being able to work on their vehicles for the remainder of the semester.

Computer Information

Please have a set of head phones that will plug into a computer.
Computer Lab is located in room L108
If you loose your syllabus you can get a copy from Blackboard.

Eastfield College
Course Schedule AUMT 1306
Engine R&R and Diagnosis

This is a hybrid course in the sense that class room presentations as well as Ecampus will be used in this class. It will be imperative and the responsibility of the student to monitor Ecampus for assignments, quizzes and tests. There is also additional course material located in the e-campus course. Work to be completed outside of the classroom will be assigned and turned in via Ecampus.

The student should keep in mind and prepare themselves accordingly, that some of the outlined material may not be covered in the classroom. The student will still be accountable for this material. The student must take charge of their learning. It is imperative that the student be prepared for class on a daily basis.

Quizzes, test and exams will be given at the start of each day. All exams will be open book but will have a time limit. Exams will start at 7:45 am and will last for 1 minute for each question plus 10 minutes. Example a 30 question test will for 40 minutes. Students should arrive to class on time to ensure they the complete allotted time to complete the exam. E.O.C? and after class assignments must be completed with at least a 50% score and by the assigned date and time to qualify to take any test or exams.
All End of chapter review questions, multiple choice questions, ASE review questions are due by 4:30 am on the due date.

This syllabus may be changed to meet the needs of the class or the instructor and in addition the outline is an accurate representation of the material to be presented the dates and order of presentation may not be correct.
and should not be relied upon for class preparation and assignments. See E-campus calendar and course material for correct dates and assignments.
<table>
<thead>
<tr>
<th>Wk#</th>
<th>Topics and Reading Assignments</th>
<th>Page#</th>
<th>Activities</th>
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<td>1</td>
<td>Orientation to Engine Removal &amp; Installation</td>
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<td>Lecture</td>
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<td>Ch 18 Gasonline Engine Operation &amp; Diagnosis</td>
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<td>Read/Activity sheet/E.O.C.?</td>
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<td>Ch 21 Lubrication System Operation &amp; Diagnosis</td>
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<td>Ch 22 Intake &amp; Exhaust Systems</td>
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