Course Information

Course: Motorcycle/Small Engine Cooperative Work Experience
Term: Fall 2013
Course Number: MTRC / SMER 1380 31300
Meeting Time: TBA, H101C

Instructor Information

Instructor: Rodney Hinkle
Preferred Email Address: dpaul@dcccd.edu
Phone: 972-860-8223
Office Location and Hours: H101A

Course Description
This course will provide the student with a coordinated plan of the shop work experience and learning activities tailored to enhance the student's marketability in the repair industry.

Course Prerequisites:
Successful completion of 12 credit hrs. in this program.

Required Materials Including Textbooks (include ISBN)
None

Disclaimer – The instructor reserves the right to amend this syllabus as necessary.

Texas Core Objectives for Student Learning

Students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. In this course, the following skills are in focus.

1. Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication, list the areas affected during the course of a tune-up, and explain why tune-up procedures are performed in a particular sequence.
3. Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making
6. Social Responsibility: to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

Student Learning Outcomes

1. Demonstrate the ability to interact with other service department personnel and with customers as needed.
2. Demonstrate the ability to perform service work in a shop environment.
3. Complete at least one service objective from list 1. (Jobs)
4. Complete at least one service objective from list 2.
5. Complete at least one service objective from list 3

Exams and Assignments

Shop Performance   Time Log

Evaluation Procedures

Service Objectives = 40%   Shop Performance = 50%   Test = 10%

Grading Scale

<table>
<thead>
<tr>
<th>Scale</th>
<th>Lab Performance: Your grade will be determined by your performance in four areas of importance.</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100%</td>
<td>A  Your efficiency of time usage = 25%</td>
</tr>
<tr>
<td>80-89%</td>
<td>B  The quantity of work completed = 25%</td>
</tr>
<tr>
<td>70-79%</td>
<td>C  The quality of work completed = 25%</td>
</tr>
<tr>
<td>65-69%</td>
<td>D  The jobs you complete = 25%</td>
</tr>
<tr>
<td>64 and below</td>
<td>F</td>
</tr>
</tbody>
</table>

Your grade will be determined by your performance in four areas of importance.
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 six 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 six 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: [http://www.dcccd.edu/Why/Reg/Registration/Pages/default.aspx](http://www.dcccd.edu/Why/Reg/Registration/Pages/default.aspx)

If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by (semester’s drop date). Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. See institutional policies for additional information on withdrawals.

You are expected to attend each class meeting of this course. Due to the lab nature of this course you lab grade will be reduced by 6% for each absence in excess of three. Being tardy or leaving early will count as 1/4 of one absence each.

In case of weather that is severe enough to make you question whether the campus will be closed, the following information is provided: The campus President will make the decision to close the campus on the day in question. The DCCCD offices of Public Information will work together to notify the media as soon as the decision is made. All major broadcast media will carry DCCCD inclement weather information. In case of an emergency, contact the Cedar Valley College Police Department at 972-860-4290. The campus Police Department has officers on duty 24-hours-a-day to assist you. These plans are made to ensure the safety of DCCCD students and employees.

Students are expected to take tests on the day and at the time the tests is given. Unexcused absence on test day will result in grade reduction as follows:

- 10 points = for the 1st Day
- 20 points = for the 2nd Day
- 30 points = for the 3rd Day

All testing will be considered complete three class days after the day of the test.

Objectives Lists:

<table>
<thead>
<tr>
<th>List 1</th>
<th>List 2</th>
<th>List 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Learn the product line.</td>
<td>1. Increase your scope of service operations.</td>
<td>1. Attend a manufacture’s service school or service clinic.</td>
</tr>
<tr>
<td>2. Become familiar with service material at the dealership.</td>
<td>2. Increase your labor output.</td>
<td>2. Increase your labor output.</td>
</tr>
<tr>
<td>3. Become proficient in a particular aspect of service work.</td>
<td>3. Become proficient in a particular aspect of service work.</td>
<td>3. Learn the applicable service scheduling procedures.</td>
</tr>
<tr>
<td>4. Increase your scope of service operations.</td>
<td>4. Learn the product line.</td>
<td>4. Become proficient in a particular aspect of service work.</td>
</tr>
<tr>
<td>5. Increase your labor output.</td>
<td></td>
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QUALITY ENHANCEMENT PLAN

Cedar Valley College's Quality Enhancement Plan is designed to improve student learning in mathematics. Read more about our QEP at: http://www.cedarvalleycollege.edu/QEP/default.aspx

INSTITUTIONAL POLICIES

Academic Advising

Academic Advising is a collaborative educational process whereby students and their advisors are partners in meeting the students' academic, personal, and career goals. This partnership is a process that is built over the student's entire educational career at Cedar Valley College.

Educational planning is available to all students. First time in college students must meet with academic advisors prior to enrolling in classes; however, continuing students may choose to see faculty advisors, faculty counselors, and/or program coordinators after classes begin. All parties have clear responsibilities for ensuring a successful partnership. For more information, you may access: https://www.cedarvalleycollege.edu/FutureStudents/StudentServices/AcademicAdvising/Pictures/AdvisingSyllabus.pdf

Academic Honesty

Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion.

ADA Statement

If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 972-860-8119.

Emergency Alert

Sign up for DCCCD Emergency Alerts to receive a text-message, e-mail and/or phone call when there is an unscheduled evacuation or closure of a DCCCD campus or office because of weather closures, utility outages, police or other emergencies. Subscribing is free, but standard text message charges from your cell phone provider will apply. Please refer to: http://www.dcccd.edu/SS/OnlineSvs/EmergAlerts/Pages/default.aspx

Financial Aid

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.

Health Center Services

- Basic first aid for minor cuts, scrapes, insect stings, and heat, etc.
- Over-the-counter medications for headaches, fever, seasonal allergies, and colds
- Over-the-counter medications for mild allergic reactions
- Emergency sanitary pads
- Blood Pressure check
- Coordination with outside health agencies such as Carter Blood Care; Dallas County Health Dept. (HIV/STD testing--free, twice a semester); UT Southwestern mobile mammography; Immunizations once a month for children <19 y.o. from the DCDHHS; Agape Massage; and Employee Wellness Screening
- Rest area for stress relief, migraine headaches, post seizure activity
- AED (Automatic External Defibrillator) for CPR
Confidential "talks"
Assists with health related club activities when asked and time permits

Honors Credit Availability
You can earn Honors Credit in this course that will show the completion of an Honors Course on your transcript. Honors credit is important in transfer evaluation for graduation with both Associates and Bachelor degrees with honors. To gain Honors credit for this course you will need to:

1. Demonstrate advanced writing skills through synthesis and original thought in expanded writing projects, research papers, and critical essays. This will entail a minimum of ten pages of writing. You will be asked to read primary sources readings besides the textbook.
2. Participate in an outside class activity by attending a lecture, exhibit or program outside of the class activities.
3. You will practice your oral presentation skills with a 10-minute presentation to the class about a topic that you have researched.

To qualify for Honors credit, you must sign an Honors Contract at the beginning of the semester. Meet with me to design your program and complete the contract form by (Insert appropriate dates for current semester) in order to meet the (Insert appropriate dates for current semester) deadline for submission of Honors Contracts for approval. Finally, you must earn an A or B in the course in order to receive Honors Credit.

Religious Holidays
Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to take a make-up examination or complete an assignment within a reasonable time after the absence.

Repeating this Course
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. This class may not be repeated for the third or subsequent time without paying the additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the fall 2002 semester. More information is available at: http://www.dcccd.edu/PC/Cost/3rdCrseAttmpt/Pages/default.aspx

Student Code of Conduct
As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog. More information is available at: https://www1.dcccd.edu/catalog/ss/code.cfm?loc=CVC

Tutoring Services
None