Course Syllabus
for
ABDR 1391
Special Topics

SPRING 2015 Section 43001
Friday
Lecture
8:30am-11:35am
Classroom T107

Eastfield College
DALLAS COUNTY COMMUNITY COLLEGES
ABDR 1391.43001
Career Technologies Division
Special Topics in Automotive Body Repair
SPRING 2015
Friday 8:30 am to 11:35 am

INSTRUCTOR: Ramiro Gutierrez
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EMAIL: ramirogutierrez@dccc.edu
Office hour: 12pm-1pm

Special Topics in Auto/Automotive Repair

This is a WECM course number.

**Course Description:** Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course is designed to be repeated multiple times to improve student proficiency. 3 credit hours

**Course Learning Outcomes:** Learning outcomes/objectives are determined by local occupational need and business and industry trends.

**ATTENDANCE POLICY:**
You are expected to attend all classes and are fully responsible for your attendance. If at any time you wish to withdraw from this course and receive a grade of “W” you must initiate that action yourself by going in person to Admissions and filling out the necessary form. Instructors cannot and will not withdraw a student from any class. The last day to withdraw from any class and receive a grade of “W” is **APRIL 16TH 2015**. If you do not withdraw by this date you receive a performance grade based on criteria contained in this syllabus.

Final grade: Grade is achieved by completion of learning outcomes, tests and class participation

**No textbook.**
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 student 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.

INTELLECTUAL COMPETENCIES:
Scans Workplace Competencies
(1a) (1c) (1d)
(2a) (2b) (2c) (2d) (2e) (2f)
(3a) (3b) (3c) (3d)
(4a) (4b) (4c) (4d)
(5a) (5b) (5c)
Scans Foundations
(6a) (6b) (6c) (6d) (6e)
(7a) (7b) (7c) (7d) (7e)
(8a) (8b) (8c) (8d) (8e)

EDUCATIONAL OBJECTIVES:
Upon successful completion of this course, the student will: be able to address topics recently identified such as current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.
See Learning outcomes.

COURSE OUTLINE:
Learning outcomes/objectives are determined by local occupational need and business and industry trends.
The student will:
1. perform basic computations (add/subtract)
2. learn to properly read shop tickets
3. learn to read shop estimates
4. write individual resumes
5. research information regarding parts suppliers
6. learn to speak to customers on an individual basis
7. learn to speak to groups of potential customers
8. deliver an informative speech
9. identify a demonstration speech
10. identify a description speech
11. identify a defining speech
12. identify a reporting speech
13. address a current event using the internet
14. perform a verbal presentation using the internet as a visual tool
15. make a small group presentation involving other students
16. identify non verbal messages
17. develop telephone skills
18. develop listening skills
19. learn to receive messages
20. identify persuasive speaking

ASSIGNMENTS: See attached lecture/lesson plan

WRITING EXPECTATIONS: In completing homework assignments, you must write out the question in a complete legible sentence. The answer must also be written in a complete legible sentence. No abbreviations or short words

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.

PLAGIARISM:
Plagiarism is formal work publicly misrepresented as original; it is any activity wherein one person knowingly, directly, and for lucre, status, recognition, or any public gain resorts to the published or unpublished work of another in order to represent it as one's own. Work shall be deemed plagiarism: (1) when prior work of another has been demonstrated as the accessible source; (2) when substantial or material parts of the source have been literally or evasively appropriated (substance denoting quantity; matter denoting qualitative format or style); and (3) when the work lacks sufficient or unequivocal citation so as to indicate or imply that the work was neither a copy nor an imitation. This definition comprises oral, written, and crafted pieces. In short, if one purports to present an original piece but copies ideas word for word or by paraphrase, those ideas should be duly noted.
Alexander Lindey, Plagiarism and Originality, 1952.

ACADEMIC HONESTY:
The purpose of the Student Code of Conduct is to provide guidelines for the educational environment of The Dallas County Community College District. Such an environment presupposes both rights and responsibilities. Disciplinary regulations at the college are set forth in writing in order to give students general notice of prohibited conduct. Students should be aware of disciplinary actions for all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion. Your College Catalog and the DCCCD Catalog contain the entire Student
Code of Conduct, which is also on the Internet at [http://dccc.edu](http://dccc.edu).

**ASSIGNMENTS:** Each student will be charged with a binder containing all of the paperwork performed during the semester. Students will be deducted 100 points per missing item at the end of the semester. Items will be added, then divided by number of items to obtain final grade. Credit for paperwork will be granted only if student attended all class meetings during the semester. Exceptions will be made only at the Instructors discretion.

**EVALUATION:** The student is responsible for the quality of performance. Each student will be evaluated upon the basis of participation and performance, and be awarded a grade accordingly. Roll may be taken anytime during class. If a student is not present during roll call he or she must notify the instructor before that class session is over so the attendance sheet is corrected accordingly.

**COURSE GRADE:**

**Grading System:**

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-90</td>
<td>A</td>
</tr>
<tr>
<td>89-80</td>
<td>B</td>
</tr>
<tr>
<td>79-70</td>
<td>C</td>
</tr>
<tr>
<td>69-60</td>
<td>D</td>
</tr>
<tr>
<td>59-0</td>
<td>F</td>
</tr>
</tbody>
</table>

**TEST COVERAGE:** All test, quizzes and assignments issued will hold the same point value of 100 points each. Example: If you have 1 assignment 2 quizzes 3 test and a final exam that will equal 7 grades. If you score a 100 for each grade that will equal 700points then you will divide 7 grades by the amount of points you have earned and that will give you your average. In this case the person would have averaged a 100 = A.

**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.

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/.

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.

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.

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.

INCOMPLETES: Grade I (Incomplete)
An incomplete will not be granted automatically and will only be granted under the severest of circumstances. Be realistic about your schedule. If you cannot handle the workload, adjust your schedule to what you are able to manage.
**OBTAINING YOUR GRADES AT THE END OF THE SEMESTER:** Grade reports are no longer mailed. Convenient access is available online. Just use your student identification number when you log in to e-Connect. Web site address [www.dcccd.edu](http://www.dcccd.edu).

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/](http://econnect.dcccd.edu/). Telephone number: 972-613-1818.

**CLASSROOM ENVIRONMENT:** Student’s bringing either cell phones or pagers into class must have them either turned off during lecture and lab, or set to vibrate. If it is critical that you must respond to page or phone call, you must leave the classroom to do so. A pay phone is available in the lobby. Students should bring appropriate supplies to class each day. Do not expect to borrow supplies from other students or staff. Each student is expected to do his or her own work. **Taking pictures, videotaping or recording during lecture or lab is not allowed.**

**PRINTING ON CAMPUS:** There is no cost for students who are currently enrolled in the Digital Imaging Department. 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.

**SEXUAL HARASSMENT:** Eastfield College has a zero tolerance policy on sexual harassment. All students shall report complaints of sexual harassment informally to the college Human Resources Director or formally to the Vice Chancellor of Educational Affairs.

**STOP BEFORE YOU DROP**

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

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