<table>
<thead>
<tr>
<th>Course Information</th>
<th>Instructor Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automotive Engine Removal &amp; Installation</td>
<td>Ed Hester</td>
</tr>
<tr>
<td>Spring 2017</td>
<td><a href="mailto:ehester@dcccd.edu">ehester@dcccd.edu</a></td>
</tr>
<tr>
<td>AUMT 1306-33203</td>
<td>972-860-8196</td>
</tr>
<tr>
<td>8:00am-12:45pm, MTWRF, H145</td>
<td>H125</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Required Materials Including Textbooks (include ISBN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals of engine inspection, removal and installation procedures. May be taught manufacturer specific (2 Lec., 4 Lab.)</td>
<td>Note: A minimum of 9 hours per week should be devoted to course material outside of class time</td>
</tr>
</tbody>
</table>

| CDX Online Training System                |                                                      |

<table>
<thead>
<tr>
<th>Course Prerequisites</th>
<th>Disclaimer –</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>The instructor reserves the right to amend this syllabus as necessary.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Important Dates:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date – 03/20/17, End Date 04/13/17</td>
<td>Drop Date – 04/07/17</td>
</tr>
</tbody>
</table>

“Students who bring their personal vehicles in for repair agrees that CVC is not liable for any damage that might unintentionally occur to their vehicles. Also, the repairing of personal vehicles are “limited” to the student attending the appropriate class in which he or she is registered”.

Texas Core Objectives for Student Learning

The College defines essential knowledge and skills that students need to develop during their college experience. These general education competencies parallel the Texas Core Objectives for Student Learning. 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
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

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**Student Learning Outcomes**

**Unit I Engine Compartment Inspection**
The student will complete a visual inspection of the engine compartment from both above and below the vehicle. Items such as bad hoses, belts, and wiring will be noted. The student will also check for missing or broken components.

**Unit II Engine Removal**
Upon successful completion of this unit the student will demonstrate knowledge and skills necessary to remove the engine from a vehicle. This work will be completed without damage to any vehicle components and without any accidents.

**Unit III Engine Installation**
Upon successful completion of this unit the student will be able to install an engine in a vehicle. As part of this installation the student will properly reinstall all accessories and reconnect all hoses and wiring.

**Unit IV Final Inspection**
Upon successful completion of this unit the student will possess the necessary knowledge to properly use service manuals, both in print and by using the Mitchel On-Demand (ShopKey) information system, related to the automotive industry.

**Unit V Fasteners**
Upon successful completion of this unit the student will possess the necessary knowledge and skills to make a final inspection and properly make all necessary adjustments and check all fluid levels before the engine removal and installation project is completed. The student will diagnose and repair any abnormal conditions found as a result of the engine removal and installation.

**Learning Objectives**
1. The student will read assignments from the prescribed text.
2. The student will attend lectures and demonstrations by the instructor.
3. The student will view tapes.
4. The student will participate both individually and with their work group in hands-on projects assigned by the instructor.
5. The student will follow proper safety procedures when completing the above assigned tasks.
6. The student will score a minimum passing grade on both oral and written tests.

CVC Learning Signature

CVC’s Learning Signature is One College Transforming Lives. Cedar Valley College establishes clear expectations for students through engagement and empowerment leading to excellence.

CVC Faculty and Staff expect students to:
• take responsibility for their own learning
• commit to achieving high academic performance
• be meaningfully engaged in the campus community

CVC Faculty and Staff expect to:
• provide students a clear pathway of instruction
• establish clear learning outcomes
• serve as role models and mentors for students

Course Outline
For maximum success in this course you should spend a \textit{minimum} of 9 hours per week working on course material.

<table>
<thead>
<tr>
<th>Week</th>
<th>Lecture/Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Lecture/Lab</td>
</tr>
<tr>
<td>Week 2</td>
<td>Lecture/Lab, Mid-Term Exam</td>
</tr>
<tr>
<td>Week 3</td>
<td>Lecture/Lab</td>
</tr>
<tr>
<td>Week 4</td>
<td>Lecture/Lab, Mid-Term Exam</td>
</tr>
</tbody>
</table>

Evaluation Procedures
- Midterm 25%
- Final Exam 25%
- Laboratory/Class Participation 50%

A= 90-100
B= 80-89
C= 70-79
D= 65-69
F= 64 and Below

Exams and Assignments
- Midterm and Final Exam will be administered. Quizzes as instructor deems necessary. Homework assigned as needed.
- Research paper will be assigned.

Service Learning
The College offers a Service Learning Program that allows students to earn recognition for hours worked in a volunteer program with a local organization. See the Cedar Valley College web site for additional information.
http://www.cedarvalleycollege.edu/CommunityMembers/Lists/WebPages/DispForm2.aspx?List=4910a51c-65b2-4293-9ecd%2D5f5aa383b44d&id=17

Stop Before you Drop
Under a Texas law (TEC Section 51.907), if you drop too many classes without having an acceptable reason, your GPA could be affected. Be sure you understand how this law may affect you before you drop a class.

The law applies to students who enroll in a Texas public institution of higher education (including the colleges of DCCCD) for the first time in fall 2007 or later. Under this law, you may not drop more than six classes without an acceptable reason during your entire
undergraduate career without penalty. For more information, please see our catalog or read Facts About Dropping Classes.

If you drop or withdraw before the official drop/withdrawal deadline, you will receive a grade of W (Withdraw) in each class dropped until the seventh unacceptable drop. You will earn a grade of WF for the seventh unacceptable drop, and each unacceptable drop after that. A grade of WF will be calculated in your GPA as an F.

The deadline for receiving a W is indicated on the academic calendar and the current class schedule. For more information, you may access:
http://www.dcccd.edu/Why/Reg/Registration/Pages/DropWithdraw.aspx

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

### Attendance Policy

- 3 tardies = 1 absence
- 3 absences = lowers final grade 1 letter grade

### Financial Aid Certification of Attendance

You must attend and participate in your on-campus or online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid. You must participate in an academic related activity pertaining to the course such as but not limited to the following examples: initiating contact with your instructor to ask a question about the academic subject studied in the course; submitting an academic assignment; taking an exam; completing an interactive tutorial; participating in computer-assisted instruction; attending a study group that is assigned by the instructor; or participating in an online discussion about academic matters relating to the course. In an online class, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above.

### Course Policies

You are expected to demonstrate acceptable work habits while attending class. This means:
1. Be on time for every class and lab.
2. Dress neatly and safely.
3. Use safe work habits in the lab.
4. Notify instructors immediately in case of an unavoidable absence or tardiness. Do not wait until the next day or next class.
5. Behave courteously toward your instructors and classmates.

Because these are behaviors expected of you in the workplace, you will be graded on them.

**Tutoring Services**

All tutoring is available on a "drop in" basis; however, if you would like to make an appointment for a specific time, please call 972-860-2974. We encourage you to make an appointment for all written assignments. During each visit to the center, you will use your student ID# to sign in and out on our computer at the front desk. More information is available at: [http://www.cedarvalleycollege.edu/FutureStudents/StudentServices/TutoringServices/default.aspx](http://www.cedarvalleycollege.edu/FutureStudents/StudentServices/TutoringServices/default.aspx)

**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](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.

We encourage you to meet with an advisor early during registration so you will have plenty of time to plan a schedule that works for you. Academic Advisors are located in building “L”, and can be reached at (972) 860-0806.

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

CVC Welcome Center
The Cedar Valley College Welcome Center staff are available Monday-Thursday, 8:30am-7pm, Friday 8:30am-5pm to answer any general questions you may have. The main CVC telephone line for general information is (972) 860-0816.

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. See Also Student Code of Conduct.
https://www1.dcccd.edu/catalog/ss/code.cfm?loc=CVC

Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. **Cheating** includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an un-administered test, and substituting for another person to take a test. **Plagiarism** is 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** is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.

In any written paper, you are guilty of the academic offense known as plagiarism if you partially or entirely copy the author’s sentences, words. For such an offense, a student will receive a **zero** on the assignment and can receive an **F** for the course. You cannot mix the author’s words with your own or “plug” your synonyms into the author’s sentence structure. To prevent unintentional borrowing, resist the temptation to look at the source as you write. The author’s words, phrases, sentences must be put in your words, in your way of writing. When you do this, you are demonstrating the ability of understanding and comprehension. **If you summarize, paraphrase or directly quote from an author, you must use the appropriate documentation because the ‘idea(s)’ still belong to the author.**
Please be advised that academic dishonesty and plagiarism are serious issues that may result in serious consequences. Students should be aware that they are responsible for their behavior concerning these issues. This class will adhere to the student’s “Responsibility” as detailed in the DCCCD district-wide statement and the Richland College Student Code of Conduct explained in the Richland College and district catalogs or on-line at the district website (https://www1.dcccd.edu/cat0608/ss/code.cfm).

**Consequences for Academic Dishonesty and/or Plagiarism:** Any student in this English 1301 class found guilty of cheating on an examination or of Plagiarism (using the definitions given for both terms in the attached document, student “Responsibility”) will receive one or more of the following penalties:

- The grade of zero (0) on that particular assignment.
- A course grade of F (depending on the severity of the student’s dishonesty or plagiarism).
- The professor may request that the student drop the class.

**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.

**Title IX**

The **Office of Institutional Equity**, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.

**Students with Disabilities:**

If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: dcccd.edu/DSO Offices or contact DCCCD Office of Institutional Equity at (214) 378-1633.

**College Disability Services Offices**

Brookhaven 972-860-4673
A Note on Harassment, Discrimination and Sexual Misconduct

We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

We are concerned about the well-being and development of our students, and are available to discuss any concerns. There are both confidential and non-confidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX Coordinator or visit www.dcccd.edu/titleIX.

College Title IX Coordinators

<table>
<thead>
<tr>
<th>Institution</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brookhaven</td>
<td>Terri Edrich</td>
<td><a href="mailto:TitleIX-BHC@dcccd.edu">TitleIX-BHC@dcccd.edu</a></td>
<td>972-860-4825</td>
</tr>
<tr>
<td>Cedar Valley</td>
<td>Grenna Rollings</td>
<td><a href="mailto:TitleIX-CVC@dcccd.edu">TitleIX-CVC@dcccd.edu</a></td>
<td>972-860-8181</td>
</tr>
<tr>
<td>Eastfield</td>
<td>Rachel Wolf</td>
<td><a href="mailto:TitleIX-EFC@dcccd.edu">TitleIX-EFC@dcccd.edu</a></td>
<td>972-860-7358</td>
</tr>
<tr>
<td>El Centro</td>
<td>Shaneé’ Moore</td>
<td><a href="mailto:TitleIX-ECC@dcccd.edu">TitleIX-ECC@dcccd.edu</a></td>
<td>214-860-2138</td>
</tr>
<tr>
<td>Mountain View</td>
<td>Regina Garner</td>
<td><a href="mailto:TitleIX-MVC@dcccd.edu">TitleIX-MVC@dcccd.edu</a></td>
<td>214-860-8561</td>
</tr>
<tr>
<td>North Lake</td>
<td>Rosemary Meredith (acting)</td>
<td><a href="mailto:TitleIX-NLC@dcccd.edu">TitleIX-NLC@dcccd.edu</a></td>
<td>972-860-3992</td>
</tr>
<tr>
<td>Richland</td>
<td>Bill Dial</td>
<td><a href="mailto:TitleIX-RLC@dcccd.edu">TitleIX-RLC@dcccd.edu</a></td>
<td>972-238-6386</td>
</tr>
<tr>
<td>Dallas Colleges Online</td>
<td>Le’Kendra Higgs</td>
<td><a href="mailto:TitleIX-LEC@dcccd.edu">TitleIX-LEC@dcccd.edu</a></td>
<td>972-669-6672</td>
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</table>

District Title IX Coordinator

Office of Institutional Equity  LaShawn Grant  TitleIX-District@dcccd.edu  214-378-1633
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
- www.cedarvalleycollege.edu/FutureStudents/StudentServices/HealthServices/default.aspx
- Confidential "talks"
- Assists with health related club activities when asked and time permits

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.
CEDAR VALLEY COLLEGE

FEE SCHEDULE FOR ALL NON-AUTOMOTIVE STUDENT OR CEDAR VALLEY VEHICLES

ONLY VEHICLE REPAIRS THAT PERTAIN TO CLASSES BEING TAUGHT IN EACH SEMESTER MAY BE WORKED ON IN THE LAB IN THE SAME SEMESTER. VEHICLES BELONGING TO AUTOMOTIVE STUDENTS HAVE PRIORITY OVER ALL OTHER WORK. ONLY VEHICLES BELONGING TO AUTOMOTIVE STUDENTS OR CEDAR VALLEY COLLEGE WILL NOT BE SUBJECT TO A LAB FEE.

TO PROVE OWNERSHIP OF A VEHICLE, THERE MUST BE PROOF OF LIABILITY INSURANCE ON THE VEHICLE BEFORE IT IS BROUGHT INTO THE LAB FOR REPAIRS. THERE WILL BE NO EXCEPTIONS. THIS PROOF MUST BE VERIFIED BY THE INSTRUCTOR OR LAB ASSISTANT.

THE LAB FEES LISTED BELOW ARE A FEE ONLY AND NOT A PART OF LABOR CHARGE. THESE FEES COVER LAB USAGE AND MATERIALS ONLY. ALL PARTS WILL BE FURNISHED BY THE OWNER OF THE VEHICLE AND THERE IS NO LABOR CHARGE ON ANY WORK DONE IN THE CEDAR VALLEY COLLEGE AUTOMOTIVE CLASSES OR LAB.

ALL STUDENTS MUST SIGN A WAIVER OF LIABILITY BEFORE THEY WORK ON THEIR VEHICLE. ALL OTHERS MUST SIGN A WAIVER OF LIABILITY AND PAY THEIR NECESSARY LAB FEE BEFORE THE STUDENTS WILL BE ALLOWED TO BRING THE VEHICLE INTO THE LAB FOR REPAIRS.

THESE LAB FEES WILL BE PAID AT THE COLLEGE BUSINESS OFFICE AND WILL BE USED FOR NEEDED SHOP SUPPLIES.

THERE WILL BE NO EXCEPTIONS TO THESE FEES OR POLICIES

THANK YOU FOR YOUR UNDERSTANDING AND HELPING US TO IMPROVE OUR AUTOMOTIVE CAREER TECHNICIAN TRAINING PROGRAM AT CEDAR VALLEY COLLEGE.

VEHICLE OWNER LIABILITY RELEASE

The only purpose for performing work on non-CVC vehicles is to provide practical work experience for the students of these technical occupational programs. Only that work, which fits into the instructional program, as determined by the instructors of these classes will be accepted. It is to be understood that all work will be performed by students.

“Students who bring their personal vehicles in for repair agrees that CVC is not liable for any damage that might unintentionally occur to their vehicles. Also, the repairing of personal vehicles are “limited” to the student attending the appropriate class in which he or she is registered”.

No time limit is guaranteed within which repairs will be completed

There will be no labor charges or parts charges for any work performed. The only charge will be a lab fee. The college is not responsible for any personal property left in the vehicle by the owner.

<table>
<thead>
<tr>
<th>Vehicle tag number</th>
<th>Signature</th>
<th>Date:</th>
</tr>
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<tbody>
<tr>
<td>Vehicle make</td>
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</tr>
<tr>
<td>Vehicle color</td>
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</tr>
<tr>
<td>Assigned key number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customer complaint</td>
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__________________________
Contact number

____________________________________________________________________________________
____________________________________________________________________________________