<table>
<thead>
<tr>
<th><strong>Course Information</strong></th>
<th><strong>Instructor Information</strong></th>
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<tbody>
<tr>
<td>Automotive Steering and Suspension Systems</td>
<td>Warren Stephens. AA, BA, ASE Certified Master Technician.</td>
</tr>
<tr>
<td>Summer 2017</td>
<td>ASE Certified Master Automotive Technician.</td>
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<tr>
<td>AUMT 1316. 33826</td>
<td>ASE Certified Master Heavy/Medium Truck Technician.</td>
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<tr>
<td>7:30-11:30 am</td>
<td>AUMT 1316. 33826</td>
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<tr>
<th><strong>Course Description</strong></th>
<th><strong>Required Materials</strong></th>
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| An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, fasteners, professional responsibilities, and automotive maintenance. May be taught manufacturer specific (2 Lec., 4 Lab.) | Required Materials Including Textbooks (include ISBN)
Note: A minimum of 9 hours per week should be devoted to course material outside of class time |


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<tr>
<th><strong>Course Prerequisites</strong></th>
<th><strong>Disclaimer</strong></th>
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<tr>
<td>N/A</td>
<td>The instructor reserves the right to amend this syllabus as necessary.</td>
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| **Important Dates:** | Start Date 7/11/2017 | End Date 8/11/2017 | Drop Date 8/3/2017 |

**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

**Student Learning Outcomes**

**Unit I Steering and Suspension Parts and Functions**

In order for an automotive technician to properly service the suspension and steering of a vehicle, he/she must know the...
function and location of each part concerning the suspension and steering systems.

**Unit II Steering Systems**
To properly diagnose and service the steering system of an automobile, the technician must be knowledgeable as to the different types of steering systems and how each part works in conjunction with the entire system.

**Unit III Tires and Wheels**
The automotive technician must understand how tires and wheels can affect the overall handling of the automobile. How tire and wheel checking procedures are accomplished and corrective measures are taken are covered in this unit.

**Unit IV Wheel Balancing**
The automotive technician must possess the capabilities of balancing tires in order for the vehicle to handle properly on the highway. Out of balance tires can cause damage to the suspension parts and the tires of the vehicle. This unit will instruct you on the proper balancing procedures used when balancing tires.

**Unit V Alignment**
The automotive technician must have a thorough understanding of steering geometry and how it affects the handling and stability of the vehicles when it is moving down the highway.

**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 minimum of 9 hours per week working on course material.

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

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.

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
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<tr>
<th><strong>CVC Welcome Center</strong></th>
<th>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.</th>
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<tr>
<td><strong>Academic Honesty</strong></td>
<td>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. <a href="https://www1.dcccd.edu/catalog/ss/code.cfm?loc=CVC">https://www1.dcccd.edu/catalog/ss/code.cfm?loc=CVC</a></td>
</tr>
<tr>
<td><strong>ADA Statement</strong></td>
<td>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.</td>
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<tr>
<td><strong>Emergency Alert</strong></td>
<td>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: <a href="http://www.dcccd.edu/SS/OnlineSvs/EmergAlerts/Pages/default.aspx">http://www.dcccd.edu/SS/OnlineSvs/EmergAlerts/Pages/default.aspx</a></td>
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<tr>
<td><strong>Financial Aid</strong></td>
<td>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.</td>
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<td><strong>Health Center Services</strong></td>
<td>Basic first aid for minor cuts, scrapes, insect stings, and heat, etc.</td>
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<td></td>
<td>• Over-the-counter medications for headaches, fever, seasonal allergies, and colds</td>
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<tr>
<td></td>
<td>• Over-the-counter medications for mild allergic reactions</td>
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<td>• Emergency sanitary pads</td>
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<td>• Blood Pressure check</td>
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<td>• 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 &lt;19 y.o. from the DCDHHS; Agape Massage; and Employee Wellness Screening</td>
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<td>• Rest area for stress relief, migraine headaches, post seizure activity</td>
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<td></td>
<td>• AED (Automatic External Defibrillator) for CPR</td>
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- [www.cedarvalleycollege.edu/FutureStudents/StudentServices/HealthServices/default.aspx](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.
CEasar 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.

Vehicle Tag number ___________________ Signature ___________________________
Vehicle make _________________________ Date: ___________________________
Vehicle color _________________________ Lab fee: ___________________________
Assigned key number __________________ Contact number ____________________
Customer complaint________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________