

GRAYSON COUNTY COLLEGE

Course Syllabus

ABDR 1411 Vehicle Measurement & Repair Procedures

Type of Course/Delivery Mode/Testing Requirements

Face-to-Face course, 2 classes per week, each including 1.5 hour lecture and 1.5 lab, 4 Semester Hour credits

Professor Contact Information

Instructor name: William Gronemeier

Office Phone: (903) 814-2715

Email: gronemeierb@grayson.edu

Office Location: CTC 119, Autobody Lab

Office hours: Mondays thru Thursday, 2pm – 9:50 pm, by appointment only.

Course Pre-requisites, Co-requisites, and/or Other Restrictions

No prerequisites or Co-requisites are required for this course

Course Description

Vehicle Measurement & Repair Procedures. An introduction to the fundamentals of analyzing vehicle measurement to determine the damage to a vehicle and the use of all the tools associated in doing this.

Student Learning Outcomes

The student will be able to visually determine the extent of impact damage to a vehicle and learn to utilize various types of body measuring tools and be able to diagnose various types of body damage including twist, mash, sag and sideways.

Required Textbooks (ISBN # included) and Materials

Autobody: Principles and Applications, 8th Edition

Larry Jeffus Print Edition ISBN: 9781305494695

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Suggested Course Materials

Student must supply their own automotive paint respirator.

Methods of Evaluation

The student will be evaluated by the instructors' observation of the student in the classroom and performance in the lab. In addition to the weekly Lab Assignments and Chapter Assignments, there will be two major exams, a Midterm and a Final. A variety of formats will be used on each exam to provide a level playing field to every student. These formats may include but are not limited to, True/False, Multiple Choice, Fill in the Blank, Matching, Short Answer, and Practical Application. Each test will be broken down into two parts, a textbook exam and a Lab Assignment. The textbook exam will consist of a minimum of 30 questions and a maximum of 101 questions and will be time limited.

Grading

Categories	Weight
Attendance	15%
Essay	15%
Exams	70%

Grading Policy:

The final grade will be determined by the average of the Attendance, Lab Assignments Midterm Exam and Final Exam. A letter grade will be assigned in compliance with the policy of Grayson College as stated in the current College Catalog.

Grading Scale:

A	89.5-100
B	79.5-89.4
C	69.5-79.4
D	59.5-69.4
F	0-59.4

Students will be notified of grades for each lab, chapter assignment and exam via Canvas in the grade book section of the menu. An Average to Date column will be updated bi-weekly. Final grades will be posted online at www.grayson.edu in campus connect, "View Grades".

Methods of Instruction

Class and lab time will be used for lecture, instructor demonstrations of all lab assignments, and self-paced lab time for one on one instruction and completion of the required weekly lab assignments.

Course & Instructor Policies

Class Attendance

Academic success is closely associated with regular classroom attendance and course participation.

All students are required to participate in courses regularly and are obliged to participate in class activities and complete and submit assignments following their professors' instructions. Responsibility for work missed because of illness or school business is placed upon the student. More than two (2) absences are considered to be excessive. In addition, students' eligibility to receive financial aid or live in a College dormitory can be affected by withdrawal from courses. When withdrawal occurs, any tuition refund would be made in accordance with state regulations.

Smoking Policy

To promote a healthy campus environment, Grayson College does not allow the use of tobacco products or any electronic smoking devices in college buildings or vehicles. Tobacco products and electronic smoking devices are permitted only in designated areas or parking lots.

Smokeless Tobacco

Smokeless tobacco is prohibited in the Autobody Lab, Computer Labs or Classrooms.

Theft

Stealing from the Autobody Shop or any student will not be tolerated. Any student caught stealing will be administratively withdrawn **immediately with no exception**.

Student Conduct & Discipline

Students are expected to maintain a classroom decorum that includes respect for other students and the instructor. Prompt and regular attendance and an attitude that seeks to take full advantage of the educational opportunity are required.

Your participation in all lab activities is a must and will have an impact on the final grade.

Cell phone use by students in the classroom is prohibited.

Horseplay, practical jokes and/or any other behavior that is perceived by the instructor to be disruptive, immature and/or unsafe will result in suspension for the remainder of the day, a zero on that weeks' lab assignment and/or possible expulsion from GC Autobody.

GC is not responsible for injury/illness that occurs during the normal course of classroom/lab/clinical experiences.

Campus SaVE Act

A. Policy Statement

1. Grayson College condemns sexual assaults and will not tolerate them. The purpose of this Policy is to inform students, faculty, staff and others about the College's sexual assault programs and the procedures followed once a sexual assault is reported.
2. College officials affected by this policy, including the Grayson College Police Department, Vice President of Student Services, Housing Coordinator, will develop and administer office procedures for implementing this policy, for preventing sexual assaults, and for informing students and others in more detail about the College's sexual assault programs and the procedures followed once a sexual assault is reported.

3. Law enforcement and medical personnel have extensive training in handling sexual assaults; therefore they are authorized to use their own professional judgment with regard to individual circumstances, which may vary from the procedures in this Policy and Procedures.

B. Educational Programs

1. Grayson College Police Department will provide students and employees with programs designed to promote the awareness of rape, acquaintance rape, and other sexual assaults.

2. The Grayson College Police Department's Community Awareness and Resource Team unit will conduct sexual assault programs for students and employees that are aimed at preventing 11 and reporting sexual assaults, preserving evidence, and identifying special services to assist survivors of sexual assaults.

C. Procedures to Follow in the Case of a Sexual Assault

1. Any person may request assistance from College personnel in notifying law enforcement authorities. College personnel will provide full assistance to persons who request help in notifying authorities of a sexual assault.

2. Persons with knowledge of sexual assaults (whether the survivor or a third party) should report them to the Grayson College Police, the law enforcement agency in the area where the sexual assault occurred, or the Vice President of Student Services. When reporting a sexual assault, a survivor's identity may be kept confidential. Although the Crime Awareness and Campus Security Act of 1990, commonly referred to as the Jeanne Clery Act, requires Grayson

College Police to compile crime statistics and make available an annual report of these statistics, Grayson College Police is not required to divulge any other information other than the fact that an incident was reported.

3. Survivors of sexual assaults are not required by law to report the assault or to pursue legal action.

However, it is recommended that survivors report the assault immediately to Grayson

College Police or the local law enforcement authority where the assault occurred in order to facilitate the collection of important evidence and to preserve their option for pursuing legal action at a later time.

College officials will provide the survivor with assistance in notifying the proper authorities of a sexual assault. A survivor can request a pseudonym if she/he wishes to maintain anonymity.

4. Any person with knowledge or suspicion of a sexual assault of a minor (under 18 years of age), or of a sexual relationship between a person under 17 years of age and a person over 18 years of age, is required by state law to report the assault or relationship, including the minor's name, to law enforcement. The report should be made immediately. A person making a report involving a minor is immune from civil or criminal liability if the report is made in good faith.

Failure to report the sexual assault of a minor is a Class B misdemeanor, punishable by law.

Sexual assault reports involving a minor can be made to Child Protective Services online at www.dfps.state.tx.us and confidentially, by phone, at 800.252.5400.

5. Persons aware of sexual assaults may contact any of the resources below.

a. Law enforcement - Survivors or witnesses of sexual assaults should call the appropriate law enforcement agency, such as Grayson Police (903.463.8777), Grayson County Attorney's Office Victim Service Division (903.813.4361), and the Grayson County Sheriff's Office (903.893.4388).

In an emergency situation, a person may call 911 and the call will be routed to the appropriate law enforcement agency. Law enforcement agencies may assign a pseudonym to the survivor of a sexual assault in order to assure the survivor's anonymity.

b. Medical Assistance - Survivors or witnesses may contact a local hospital emergency room. If ambulance services are necessary, persons should call 911 and they may contact Denison Ambulance/Fire Department (903.465.2720).

c. Counseling Services - Survivors or witnesses may also call the Grayson County Attorney's Office Victim Services Division (903.813.4361) Counseling/Advising (903.463.8695), In Grayson County, survivors may contact the Crisis Center of Grayson (903.893.3909). Employees in these offices are trained to provide appropriate assistance and information.

6. Preserving evidence may be necessary for the proof of sexual assaults. Persons with knowledge of a sexual assault should not touch, move or otherwise disturb evidence (such as clothing) and should not

disturb the scene of the incident. Preserving the evidence means not tampering with the evidence or otherwise inadvertently destroying critical evidence. Trained law enforcement personnel should collect the evidence.

D. Disciplinary Procedures¹²

This student handbook includes procedures for disciplinary actions used with Grayson College Students. It can be found under the Code of Student Conduct, or online at www.grayson.edu. The procedures for disciplinary actions applied to faculty and staff employees can be found in the faculty handbook at www.grayson.edu.

E. Assistance for Survivors of Sexual Assault

1. The Grayson County Attorney's Office Victim Services Division provides psychological counseling and a referral service for survivors who request treatment.

a. Students living in campus residence halls can seek support and referrals from residential staff. b. The Grayson Crisis Center provides:

1. Emergency shelter, crisis intervention, counseling and support services to women and children who are survivors of domestic violence and sexual assault;

2. Creating public awareness about the devastating consequences of domestic violence and sexual assault;

2. Grayson College has resources with organizations in Grayson County that provide sexual assault counseling and support for survivors, regardless of gender. Grayson College also has resources with organizations that provide Sexual Assault Nurse Examiners (SANE) to perform SANE exams.

F. Options for Changes in Academic and Living Situations

1. Students who reside on campus may have the option to change their living situations after an alleged sexual assault incident upon request to the Housing Coordinator, provided such changes are reasonably available.

2. Students have the option to change their academic schedules after an alleged sexual assault incident upon request to the proper academic dean, provided such changes are reasonably available.

For more information this policy, please contact the Grayson College Police Department Office at 903.463.8777.

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic Dishonesty, any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the college's policy on plagiarism (see GCC Student Handbook for details). Grayson County College subscribes to turnitin.com, which allows faculty to search the web and identify plagiarized material.

Turning in a lab assignment that is not your work will constitute cheating.

Students caught cheating will receive a zero for that assignment, assessment or test. We will be using the application (turnitin) to evaluate any assignments for plagiarism.

Copyright Notice

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials, including music and software. Copying, displaying, reproducing, or distributing copyrighted works may infringe the copyright owner's rights and such infringement is subject to appropriate disciplinary action as well as criminal penalties provided by federal law. Usage of such material is only appropriate when that usage constitutes "fair use" under the Copyright Act.

Withdrawal from Class

The administration of this institution has set deadlines for withdrawal from any college-level courses. These dates and times are published in that semester's schedule of classes. Administrative procedures must be followed. It is the student's responsibility to handle student initiated withdrawal requirements from any class. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled (see GCC College Catalog for details).

Disability Services

The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is located in room SC 115 in the Student Success Center.

The contact information for the Office of Disability Services is:

Jeffri Hodge

(903) 463-8751 (voice or TTY)

hodgej@grayso.edu

If you anticipate issues related to the format or requirements of this course, please meet with the Coordinator of Disability Services. The Coordinator is available to discuss ways to ensure your full participation in the course. If you determine that formal, disability-related accommodations are necessary, it is very important that you be registered with Disability Services to notify them of your eligibility for reasonable accommodations. Disability Services can then plan how best to coordinate your accommodations.

It is the student's responsibility to notify his or her professors of the need for such an accommodation. Disability Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.

Financial Aid

Effective July 1, 2000 students receiving Title IV funds (Pell, Federal Grants, and Student Loans), who subsequently withdraw from classes, will be required to return a portion of the federal financial aid received. Only the percentage of aid earned (determined by the percentage of time attended) will be eligible for retention on the student's behalf. Any aid that is not earned must be returned to its source. If there is a student account balance resulting from these adjustments, the student is responsible for payment. Additional Federal Laws regarding Title IV funds were implemented in 2011 and 2012. These new rules may have a significant impact on you education funding. Further details regarding these new rules can be obtained from the Office of Financial Aid.

Drop Rule

Under section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later. Any course that a student drops is counted toward the six-course limit if (1) the student drops a course after census date or (2) the student is not dropping the course in order to withdraw from the institution. Some exemptions for good cause could allow a student to drop a course without having it counted toward this limit, but it is the responsibility of the student to establish that good cause before the drop. Students with questions should contact the Counseling Office or the Office of Admissions & Records for more information before dropping a course!

TITLE IX

GC policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status.

Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

For more information on Title IX, please contact:

Dr. Regina Organ, Title IX Coordinator (903-463-8714)

Mr. Brad Bankhead, Title IX Deputy Coordinator- South Campus (903) 415-2601

Mr. Mike McBrayer, Title IX Deputy Coordinator (903) 463-8753

Website: <http://www.grayson.edu/campus-life/campus-police/title-ix-policies.html>

GC Police Department: (903) 463-8777- Main Campus) (903) 415-2501 - South Campus)

GC Counseling Center: (903) 463-8730
For Any On-campus Emergencies: 911

Grayson College campus-wide student policies may be found on our Current Student Page on our website: <http://grayson.edu/current-students/index.html>

Grayson College is not responsible for illness/injury that occurs during the normal course of classroom/lab/clinical experiences.

These descriptions and timelines are subject to change at the discretion of the Professor.

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