

GRAYSON COLLEGE

ABDR 1519 Basic Metal

Please Note: Due to extenuating circumstances, including public health issues, course and testing delivery methods, instructional schedules, housing contracts, campus procedures and/or operating hours may be altered, interrupted and/or ceased for a limited or extended period of time. Such changes will be posted on the College website.

Course Information

Face to Face Course, 2 Classes per week, each class includes 1.5 lecture hours, 2.5 lab hours. Testing, quizzes and 2 exams. Attendance and lab performance count toward final grade.

Optional -This course uses free Open Educational Resources so there is no textbook cost

Professor Contact Information

Bill Gronemeier, 903-463-8715, gronemeierb@grayson.edu, CTC 119, Autobody Lab, Office hours: Monday – Thursday, 1:45 – 9:50 pm, by appointment only.

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

None

Course Description – from college catalog

The student is expected to gain familiarization with different types of steel used in vehicle construction and understand and learn basic metal repair.

Student Learning Outcomes

To gain an understanding of metal and its usages in automotive repair technology. To be able to repair and shape damaged metal.

Required Textbooks (ISBN # included) and Materials

Suggested Course Materials

Basic Metal Repair – dent repair basics

Required Assignments & Academic Calendar

Mid-term Exam, October 14, 2020 and Final Exam, December 9, 2020

In case of inclement weather, emergency closings, or other unforeseen disruptions to scheduled classes, student must log onto their Canvas accounts for directions on where or how to continue their coursework.

List the agenda for the semester including when and where the final exam will be held. Indicate the schedule is subject to change with fair notice and how the notice will be made available.

Table 1 Course Schedule

Week	Date	Topics, Readings, Assignments, Deadlines
1		Panel Minor Damage Repair
2		Body Filler, Preparation and application
3		Weld on Dent Removal Equipment
4		Methods for Removal of Damage from Panel/Mid-Term Review
5		Mid-Term
6		Various Repair Options
7		Hardware, Trim-Removal and Replacement
8		Sanding Blocks
9		Chip Resistant Coatings
10		Hand Tools, Hammers and Dollies
11		Shop Safety
12		Obligation to Customer and Liability/Final Review
13		Final Exam
14		
15		
16		

Methods of Evaluation

Evaluation Methods:

Since this course is preparatory to entering the automotive service industry, job attitude, neatness, promptness, **attendance**, time on task, and care of tools/equipment will be considered part of the final grade. Time away from class is equivalent to time away from work. Absences are reflected in the course grade by deductions from the grade. The final grade on these items will be determined by the instructor and based upon accepted industry standards. Class assignments and test grades are also an integral part of the final grade.

Grading Policy:

Based on a 100 point scale:

Midterm Exam – 35%

Final Exam – 35%

Attendance – 15% (1/4 point given at start-1/4 point given at end of class period)

Essay paper given with final 15% (Essay is open notes)

Grading

Categories	Percentage
Attendance	15%
Essay	15%
Exams	70%

How will students be notified?

Grades to be posted in Canvas

Rubrics used

Descriptions of:

Late Work Policy

Quizzes & Tests

Term Paper

Oral Presentation

Class Participation

Homework

Other

Methods of Instruction

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

On the Methods of Instruction:

- A. Methods of instruction include: multimedia instructional CD's, videos, lecture/discussion, demonstration, individual and small group instruction.
 - B. The student is required to participate in hands-on shop activities observing demonstrator listening to class lectures, participating in discussions, reading assigned material in textbook and turning in assigned chapters.
 - C. The student will practice safety procedures at all times.
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Computer Hardware and Software Requirements

Provided in computer lab

Class Attendance and Participation

Attendance and Participation Academic success is closely associated with regular class attendance and course participation. All successful students, whether on campus or online, are expected to be highly self-motivated. All students are required to participate in courses regularly and are obliged to participate in class activities and complete and submit assignments following their faculty' instructions. Students taking courses during compressed semester timeframes such as mini-mester, summer sessions, and 8-week courses should plan to spend significantly more time per week on the course. Responsibility for work missed because of illness or school business is placed upon the student. Instructors are required to include in their syllabi the attendance policy for the courses(s) they teach. The college considers absences equal to or greater than 15% of the course's requirements to be excessive.

In order for students to be counted as having attended a class before the census date, the following guidelines are to be used: • Physical attendance in class with an opportunity for instructor and student interaction • Submission of an academic assignment • Completion of an exam, interactive tutorial, or computer-assisted instruction • Attendance at a study group assigned by the faculty • Participation in an online discussion in the class • Contact with a faculty member to ask a question

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.

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 GCC Autobody.

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

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 includes but is not limited to cheating, plagiarism, collusion, and 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 GC Student Handbook for details). Grayson College subscribes to turnitin.com, which allows faculty to search the web and identify plagiarized material.

Plagiarism is a form of scholastic dishonesty involving the theft of or fraudulent representation of someone else's ideas or words as the student's original work. Plagiarism can be intentional/deliberate or unintentional/accidental. Unintentional/Accidental plagiarism may include minor instances where an attempt to acknowledge the source exists but is incorrect or insufficient. Deliberate/Intentional plagiarism violates a student's academic integrity and exists in the following forms:

- Turning in someone else's work as the student's own (such as buying a paper and submitting it, exchanging papers or collaborating on a paper with someone else without permission, or paying someone else to write or translate a paper)
- Recycling in whole or in part previously submitted or published work or concurrently submitting the same written work where the expectation for current original work exists, including agreeing to write or sell one's own work to someone else
- Quoting or copy/pasting phrases of three words or more from someone else without citation, • Paraphrasing ideas without citation or paraphrasing incompletely, with or without correct citation, where the material too closely matches the wording or structure of the original
- Submitting an assignment with a majority of quoted or paraphrased material from other sources
- Copying images or media and inserting them into a presentation or video without citation,
- Using copyrighted soundtracks or video and inserting them into a presentation or video without citation
- Giving incorrect or nonexistent source information or inventing source information
- Performing a copyrighted piece of music in a public setting without permission
- Composing music based heavily on someone else's musical composition.

Finish with actions or penalties for plagiarism for your course. (and use of Turn-it-in)

Student Responsibility

You have already made the decision to go to college; now the follow-up decisions on whether to commit to doing the work could very well determine whether you end up working at a good paying job in a field you enjoy or working at minimum wage for the rest of your life. Education involves a partnership that requires both students and instructors to do their parts. By entering into this partnership, you have a responsibility to show up for class, do the assignments and reading, be engaged and pay attention in class, follow directions, and put your best effort into it. You will get out of your experience here exactly what you put into it – nothing more and nothing less.

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. Molly M. Harris, Title IX Coordinator (903)463-8714
- Ms. Logan Maxwell, Title IX Deputy Coordinator - South Campus (903) 415-2646
- Mr. Mike McBrayer, Title IX Deputy Coordinator - Main Campus (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 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.

** Grayson College campus-wide student policies may be found at the following URL on the College website: <https://www.grayson.edu/currentstudents/Academic%20Resources/index.html>