

SHOP SKILLS 1 AU3.301 CRN 30071

Instructor: Beau Buganski

Class Hours: Fridays, 8:00AM to 1:50PM, 1/7/22 to 3/11/22

Office Hours: Before or After Class by Appointment

Email: bugansb@linnbenton.edu

Course Description: This course is designed to simulate a workplace environment to gain experience with the diagnosis and repair of vehicles. We compare actual repair times to professional flat-rate times standards. The goal is to improve your performance as a professional automotive technician.

Course Objectives: Upon successful completion of this course, the student will be able to:

- 1) Practice shop safety precautions, PPE awareness, vehicle safety and environmental safety.
- 2) Document and use electronic service literature and tools efficiently.
- 3) Demonstrate Professionalism.
- 4) Meet Industry expectations on achieving published Flat Rate times

Required Textbook: No textbook required.

Attire & Safety Requirements: When attending in person for labs at the ATTC, students are required to wear the following: work shirts (clean), black pants, leather shoes and all proper Personal Protective Equipment or PPE: Eye (safety glasses), Ear (Hearing protections) and skin (gloves). Due to COVID, masks will be required at all times and must be worn properly. Failure to comply will prevent a student from participating in the lab that day.

Safety Requirements: 1. All PPE MUST be used when needed according to shop policies. 2. Good housekeeping practices by cleaning up and returning components and tools. 3. Follow shop safety rules according to shop policy.

Grading Weights

20% Professional Work Habits (40 hours), 80% Assigned Worksheets if a letter grade is desired. Otherwise 40 hours of working shop time for a Pass grade.

Letter Grades:

90-100= A 80-89 = B 70-79 = C 60-69 = D 59 & below = F; P=Pass

An “Incomplete” grade can be issued by the instructor for a student missing more than 30% of the work assignments. A “Y” grade may be issued for a student missing more than 50% of class work. Both “INC” and a “Y” grade are up to the discretion of the instructor teaching the course.

To earn a passing letter grade, you must: Document the actual hours vs Flat Rate hours needed to perform the repair of the projects you worked on during this course. You need 20 documented hours for each credit. Grade is based on the average project time recorded.

Clock in/out: When you arrive for class, please check in with the instructor to be marked present and to document hours worked.

Make-up Tests: No tests will be assigned for this class.

College Policies

Disability services and emergency planning:

Students who may need accommodations due to documented disabilities, who have medical information which the instructor should know, or who need special arrangements in an emergency should speak with their instructor during the first week of class. If you believe you may need accommodations but are not yet registered with the Center for Accessibility Resources (CFAR), please visit the [CFAR Website](#) for steps on how to apply for services or call 541-917-4789.

LBCC Comprehensive Statement of Nondiscrimination

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. For further information see Board Policy P1015 in our Board Policies and Administrative Rules. Title II, IX, & Section 504: Scott Rolen, CC-108, 541-917-4425; Lynne Cox, T-107B, 541- 917-4806, LBCC, Albany, Oregon. To report: [linnbenton-advocate.symplicity.com/public report](http://linnbenton-advocate.symplicity.com/public-report).

Know your rights and responsibilities

LBCC students have rights: the right to free speech, the right to assemble, the right to free press, etc. LBCC students also have responsibilities to their community: the responsibility to participate and engage in class, the responsibility to advocate for their needs (ask for help), the responsibility to support a respectful teaching and learning environment, the responsibility to treat all persons with respect, the responsibility to be truthful and honest in all work and communications, and the responsibility to follow staff directions, local, state, and federal laws.

Rights and responsibilities balance together to create the best learning environment. For example, while you have free speech in the café or courtyard, in class the instructor decides whose turn it is to talk and what the topics for conversation will be. Students are free to believe what they believe, but instructors may require students to learn and recite concepts, principles, or theories for a class even if the student does not believe those concepts. You play a role in creating a positive community at LBCC.

Please review your rights and responsibilities (<http://linnbenton.edu/go/studentrights>). If you believe a student is violating your rights, ask to be treated with respect. If that does not cure the situation, report to Associate Dean Dr. Lynne Cox, Takena Hall Rm. 107. If you believe a faculty member or LBCC employee is violating your rights, please report to Human Resources, Scott Rolen, Calapooia Center Rm. 108.

ADA/CFAR statements

You should meet with your instructor during the first week of class if:

1. You have a documented disability and need accommodations.
2. Your instructor needs to know medical information about you.
3. You need special arrangements in the event of an emergency.

If you have documented your disability, remember that you must make your request for accommodations through the Center for Accessibility Resources (CFAR) [Online Services webpage](https://cascade.accessiblelearning.com/LBCC/) <https://cascade.accessiblelearning.com/LBCC/> every term in order to receive accommodations. If you believe you may need accommodations but are not yet registered with CFAR, please visit the [CFAR Website](https://www.linnbenton.edu/cfar) <https://www.linnbenton.edu/cfar> for steps on how to apply for services or call (541) 917-4789.

Basic needs statement:

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Roadrunner Resource Center for support (resources@linnbenton.edu), or visit us on the web www.linnbenton.edu/RRC under Student Support for Current Students). Our office can help students get connected to resources to help. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources that they may possess.

MASKS REQUIRED AT ALL TIMES ON CAMPUS

[Wear a mask or face covering](#) on LBCC campuses at all times. Your mask or face covering must be properly worn (fully covering nose and mouth and tight-fitting). Mesh masks, face shields, or face covering that incorporates a valve designed to facilitate easy exhalation are not acceptable. If you have a medical condition or a disability that prevents you from wearing a mask or cloth face covering, you must obtain an accommodation from CFAR (Center for Accessibility Resources) to be exempt from this requirement. State guidelines do not limit class size. Physical distancing accommodations can be made upon request and cleaning supplies are also available for personal use.

Please sign and return to your instructor

I _____ have read the syllabus for “Friday Service and Repair”, I understand the course syllabus contents and agree to comply with its details and instructions.

Signature

Date

Printed Name

x number