

Maintenance and Light Repair

Instructor: Bryan Schiedler

Contact Info: Schiedb@linnbenton or 541.917.4597

Grading System:

Professional Work Habits	10% of final grade
Quizzes	10% of final grade
Homework Assignments	20% of final grade
Unit Tests	15% of final grade
ASE Lab Activities	30% of final grade
ASE Style Final Exam	15% of final grade

Professional Work Habits grade is based on: Attendance, professional attire, professional attitude, safety practices including wearing/using appropriate PPE (Personal Protective Equipment), and time on task. You will earn a maximum of 3 points per day.

- **Attendance:** 2 of the 3 points you receive for attendance each day come from being punctual and present. You will get 2 points for showing up on time and staying the entire class period. You will only get 1 point if you are late or leave early. You will also receive 1 point a day for being professional. Zero points will be awarded for an absence. There are no excused absences. You are either here or not.
- **Professional Attire:** Uniform shirts will be worn whenever you are at the ATTC. Shirts will be buttoned up. If wearing extra attire such as a hoodie or sweatshirt, it must be worn underneath the uniform shirt. You may also wear your employer's uniform shirt as long as the shirt is collared. If you do not have a uniform shirt, you will not be allowed to work in the shop. Pants must be made of a burn/tear resistant material such as denim, canvas, or twill. No Shorts. Shoes need to be closed toed.
- **Professional Attitude:** Be respectful and courteous to everyone and their vehicles. We often have tours through our facility. The tour groups could be high school students or even the Governor so please watch your language and behavior while on campus. You will be held accountable to the **Student Code of Conduct**, which outlines expectations pertaining to academic honesty (including cheating and plagiarism), classroom conduct, and general conduct. While lecturing I expect your full attention and thus cell phone and computer use is prohibited except for students with disabilities.
- **Safety Practices:** Proper PPE must be worn at all times while in the shop or laboratory environments. You must supply your own safety glasses. If wearing regular glasses, side shields are recommended. **LBCC does not recommend contact lenses, not even under safety glasses!** The college will provide hearing protection.
- **Time on task:** Did you come to work or socialize? Over the course of ten weeks we must cover a lot of material so staying on task is vital to your success in this class.

Quizzes: Some quizzes will be graded, and some will not be. The ungraded quizzes are participation quizzes and you will receive a 100% for participating. We will review the answers

in class. Participation quizzes and date assigned quizzes may not be made up. Some quizzes are on the computer and some are handwritten.

Homework Assignments: There are 17 homework assignments in total, 7 reading and 10 MOPAR/CAP certifications. The textbook assignments are based on the chapter readings each week. The readings precede the class lectures, so it is important to do them on time. Assignments are due by 7:59am on the date indicated. I will accept late assignments up to one week late at a 10% penalty.

MOPAR/CAP Certifications: The 10 MOPAR/CAP certifications are listed below.

- 1) Maint01 - Pre-Maintenance Inspection
- 2) Maint02 - Underhood Inspection
- 3) Maint03 - Under Car Inspection
- 4) Maint04 - Body and Electrical Systems Inspection
- 5) Maint05 - Express Lane Process
- 6) TT01002 - Organic Additive Technology (OAT) Coolant
- 7) 0710108 - Introduction to A/C
- 8) 0310108 - Driveline Fundamentals & Maintenance
- 9) 0220508 - Introduction to Automatic Transmission
- 10) 0220608 - Automatic Transmission Light Maintenance

Unit Tests: There are 5 unit tests in total. The tests are presented in an ASE style format at the end of each learning unit. The questions are based on information from lectures, quizzes, lab assignments, and online assignments. You must be present to take the tests. No late tests will be accepted unless other arrangements are made with the instructor prior to the start of the test being taken.

ASE Lab Activities: There are 19 lab assignments in total. The signed labs, associated quizzes, and completed work orders must be turned in within one class period of completion in order to receive credit. Students submitting labs more than one day after completion must re-demonstrate procedures in the lab to receive credit.

ASE Style Final Exam: The exam will be held at 8:00 A.M. on Monday of finals week. The exam will be held at the ATTC and you must be present to take the exam. The questions are based on information from all 5 learning units. This is a multiple choice ASE style exam.

All new Automotive Technology students must complete the **Vehicle Lift Safety & Certification** and **Safety & Pollution Prevention** sections in order to receive a passing grade in their first year first term Automotive Technology classes. **Before any work can be performed in the shop** you MUST complete the Vehicle Lift Safety & Certification section. The Safety & Pollution Prevention section can be completed throughout your first term.

All assessment activities must be completed by the end of day Thursday March 11th. You will have your final grade by Friday of finals week.

You will receive one of these letter grades:

A = 90 - 100% B = 80 - 89% C = 70 - 79% D = 60 - 69% F = 59% and below

IN - Incomplete must be contracted with the instructor

W - Withdraw must be entered in WebRunner by the student prior to *****

Note: the IN and W are non-completion grades for academic standing and financial aid.

For a tuition/fees refund you must officially drop this class prior to *****

Lab Safety: To insure lab safety no equipment is to be used, or work performed, unless an instructor is present. You may not use a piece of equipment, or perform certain repair procedures, unless you have been specifically trained on that equipment or procedure. If by chance you should fail to properly follow these rules, you will be asked to leave the laboratory environment for the day. Any student who in the instructor's opinion exhibits unsafe behavior, or fails to follow safety precautions, will be asked to leave the lab environment for the day. See the Professional Work Habits section for more safety policies and instructions.

Food, Drink, and Tobacco: No eating will be allowed in both the classroom and lab areas. Closed container drinks will be allowed in the classroom. No tobacco products of any kind will be allowed in the building. (Cigarettes, chew, vapor pens, etc.) The smoking section is located on the South side of the Innovation Center.

There is **NO REQUIRED TEXTBOOK** for this class. All class information can be found on the Instructor and Moodle web pages.

Counseling Services are available at the Lebanon Center and the Albany Campus. To schedule an appointment in Lebanon call (541) 259-5801. To schedule at the Albany Campus call (541) 917-4780

Many learning activities in this class require a computer with high speed internet.

You are encouraged to use computers here at the ATTC. Computer Labs are also available in Albany, Corvallis, Lebanon and Sweet Home.

Students who may need accommodations due to documented disabilities, or who have medical information which the instructor should know, or who need special arrangements in an emergency, should speak with the instructor during the first week of class. If you think you may need accommodation services, please contact Center for Accessibility Resources, (541) 917-4789.

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws.