TRINITY VALLEY COMMUNITY COLLEGE
NON-CREDIT COURSE SYLLABUS

Course Rubric & Title: AUMT 8005 #21072 Introduction to Automotive Technology

Instructor Name: Homer Benton

Office Hours: 11:00-11:30 a.m., 3:30-4:00 P.m.

Campus: Athens

Office Location: *Auto Technology Building*

Office Phone & Alternate Phone #s: (903)675-6377

TVCC E-mail Address: mailto:hbenton@tvcc.edu

Electronic communication: TVCC students are REQUIRED to use either their TVCC Canvas account or their TVCC email account for all electronic communication. In order to ensure the identity of the student communicating electronically, TVCC faculty will not reply to student communication that is sent through an email account other than their TVCC issued email account or Canvas account. NOTE: Non-credit students are not provided a TVCC email account.

Course Description: *Fundamentals of engine inspection, removal, and installation procedure utilizing appropriate safety procedures. The student will perform mechanical engine test to determine the extent of repair needed. The student will demonstrate proficiency in engine removal and installation techniques.*

Course Co- or Pre-Requisites: None

Textbook(s) & ISBN: Please visit the TVCC bookstore online

Required/Recommended Reading(s): Please visit the TVCC bookstore online

Required Materials: Please visit the TVCC bookstore online

Learning Outcomes: Upon completion of this course, the student should demonstrate a mastery of the following learning outcomes:

1. Understanding automotive safety.

2. Owner's manuals, service manuals, and repair manuals.

3. Automotive tools.

4. Automotive fasteners, seals, and gaskets.

5. Automotive measuring instruments and gauges.

6. Meters, testers, and analyzers.

7. Engine fundamentals.

8. Measuring engine performance.

9. Engine top end construction.

10. Engine bottom end construction.

11. Engine removal, disassembly, and cleaning.

12. Engine top end service.

13. Engine bottom end service.

14. Engine lubrication.

15. Engine cooling systems.

16. Diesel and other engines.

Course Requirements:
Daily Test
Major test
Reading Abstracts
Manipulative skill test
Shop work
Final Exam

Expected Time Requirement for this Course: Approximately five to six hours per week of time spent reading, reviewing, and completing assignments is recommended to complete this course.

Non-Attendance and Financial Aid: If you are receiving financial aid, federal regulations require you to have begun attending the courses for which you are enrolled on or before the census date (e.g., 3rd class meeting). Attendance in an online course is verified by substantial participation in the course on or before the census date. TVCC defines substantial participation in online courses as logging in to the online course **AND** completing/participating in at least one requirement of the course. **NOTE: Logging in to your online course does not warrant "attending". For this course, you will be required to complete insert required assignment here before the census (3rd class meeting) date in order to be marked as "attending" for purposes of financial aid.** Students documented as "not attending" a course upon the census date are assumed (for financial aid purposes) to have NOT begun attendance for that course, negatively affecting their financial aid disbursements**.**

Attendance in online course at TVCC is verified by students logging in to the course and substantially participating in the course on or before the census date. Students documented as "not attending" an online course upon the census date are assumed (for financial aid purposes) to have NOT begun attendance for that course, and this may negatively affect financial aid disbursements.

Outline of Course Schedule:

1. Understanding automotive safety.
2. Owner's manuals, service manuals, and repair manuals.
3. Automotive tools.

4. Automotive fasteners, seals, and gaskets.

5. Meters, testers, and analyzers.
6. Engine fundamentals.

7. Measuring engine performance.

8. Engine top end construction.

9. Engine bottom end construction.

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10. Engine service.

Classroom Policies:
Class Attendance counts 20% of the total grade. Academic work counts 20% of the total grade.
Performance counts 60% of the total grade. Missed tests will be given at the end of the semester.
Sleeping is not permitted in class.
Excessive noise and disruptions will not be permitted.
Cell phones or other personal electronic devices are not permitted.
Cheating on tests is not permitted. Cheaters will receive a failing grade on the test.

Cheating/Plagiarism: Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. "Cheating on a test" shall include

- Copying from another student's test paper
- Using test materials not authorized by the person administering the test
- Collaborating with or seeking aid from another student during a test without permission from the test administrator
- Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an un-administered test
- The unauthorized transporting or removal, in whole or in part, of the contents of the un-administered test
- Substituting for another student, or permitting another student to substitute for oneself, to take a test, and
- Bringing another person to obtain an un-administered test or information about an un-administered test.

"Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work. "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

The punishment for cheating or collusion in this class is
Cheating on test is NOT permitted. Cheaters will receive a failing grade on the test.

Drop Policy:
Cell Phone Use:
Cell phones texting and other electronic distractions will not be tolerated in my class. If you are "on call" on a job put your phone on silent mode. If your cell phone goes off during class or you make the decision to text during class, you will be asked to leave that class. For the second violation, you will be dropped from this class.

Sleeping during class: Sleeping (an altered state of consciousness) in this class will NOT be tolerated and you will be dropped after the second warning.
A student may withdraw (drop) from a course and receive a grade of "W" at any time during a given semester subject to the last day to receive a "W" deadline specified in the
TVCC schedule or catalog. (Please see information below on Developmental Course policy).

Campus Carry: The College District prohibits the use, possession, or display of a firearm on College District property or at a College District-sponsored or -related activity in violation of law and College District regulations. This policy does not apply to commissioned peace officers in accordance with law. All persons, including license holders, are prohibited from openly carrying a handgun on all College District campuses and premises. License holders may carry a concealed handgun on or about their person while on College District campuses and premises. License holders are responsible for complying with applicable federal and state law and this policy and associated regulations.

Criminal History: TVCC awards some certificates and degrees in which a criminal history *MAY* disqualify candidates from becoming licensed upon degree/certificate completion. Students **with** a criminal background enrolling in courses leading to a degree/certificate in criminal justice, cosmetology, nail technician, Heating/Ventilation/Air Conditioning (HVAC), Emergency Medical Technology (EMT), Nurse Aide, Vocational Nursing (VN), Associate Degree Nursing (ADN), Surgical Technology, Patient Care Technology, or Pharmacy Technician program are STRONGLY ENCOURAGED to discuss the licensing regulations with the TVCC program director listed in the current catalog and learn about the current guidelines related to criminal history as well as the right of individuals to request a criminal history evaluation letter.

Research Resources: The student is encouraged to use the TVCC Libraries as research resources for this course. Students can search the TVCC Library Resource Center holdings through the on-line catalog. Electronic library resources provide access to full-text and abstract articles as well as links to a variety of remote research tools. The physical library contains a specialized collection of research materials specifically chosen to support the degrees and courses offered at TVCC. Students with research questions or questions about library services are encouraged to email their question to lrc@tvcc.edu.

Logging on to E-Courses: To access your courses that incorporate Canvas (which are available after 8:00 a.m. on the first day of the semester), visit https://ecourses.tvcc.edu. At the Canvas login page, the TVCC **username** is your Cardinal ID (ex: last name, first initial, 3 numbers that were assigned to you). You can find your Cardinal ID on your printed schedule. If you do not know your Cardinal ID, you will need to visit https://mail.tvcc.edu and choose the "Activate my

Cardinal ID" icon. At the Cardinal ID activation screen choose "Get My Cardinal ID" (on the right in red) . Select the "Obtain Cardinal ID and TVIN" screen, enter your social security number, month of birth, year of birth and choose "search". Your Cardinal ID will be listed in the second box under your name. Your **password** is created when you activate your cardinal ID. If you have forgotten your password, please visit https://mail.tvcc.edu and click on "Forgot My Password".

Technology Resources/Access: Each student, employee, or guest with an information technology (IT) account shall be responsible for all use of the account. All accounts shall be for use by a single individual – the person for whom the account was approved or assigned. This includes e-Course accounts as well as TVCC issued email accounts. Sharing or loaning accounts is strictly prohibited and violates TVCC Board Policy CT (LOCAL) .

Additional Information: Any additional information that has not already been included in the syllabus.

Student's Responsibility: This syllabus contains information, policies and procedures for a specific course. By enrolling, the student agrees to read, understand, and abide by the rules, policies, regulations, and ethical standards of Trinity Valley Community College as contained in the current catalog and schedule of classes.

Student Evaluation of Courses/Faculty: Evaluation is an important component in promoting continuous improvement, enhancing student learning, and achieving excellence in the educational process. Therefore, TVCC administers student course evaluations every semester. Students are encouraged to complete the course evaluations for all of their courses through the student Cardinal Connection portal. Notification of evaluation availability will be made to all students through the TVCC email accounts. Alternative evaluation forms will be provided for non-credit students.

When completing the evaluation, students will rate the course by responding to the following prompts:
- The instructor relates the importance of the subject matter to real life.
- The instructor is very knowledgeable of the subject matter.
- The instructor encourages questions and discussions from students.
- The instructor makes class requirements clear.
- The instructor gives class assignments (tests, projects, presentations, etc.) that measure what was covered.
- The instructor's teaching methods are effective in helping me learn.
- The instructor expects students to take responsibility for their learning.
- The instructor establishes a climate of respect.

- The instructor is well organized and prepared for each class.
- The instructor is available to me on matters pertaining to the class.
- The instructor is reliable in meeting class (leave blank for online courses).
- The instructor normally starts class on time (leave blank for online courses).
- The instructor has challenged me to think.

Affirmative Action: TVCC is an affirmative action/equal opportunity institution which provides educational and employment opportunities on the basis of merit and without discrimination or harassment in full compliance with the Civil Rights Act of 1964, as amended; the Rehabilitation Act of 1973 (Section 503,504); Americans with Disabilities Act, as amended, Title IX of the Educational Amendments of 1972; the Vietnam Era Veterans Assistance Act of 1974; Article 522lk V.A.C.S.; and Executive Orders 11246 and 11758.

Title IX of the Education Amendments: TVCC prohibits discrimination, including sexual harassment and retaliation, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to an instructor, counselor, administrator, or the Title IX Coordinator. TVCC has designated the Director of Human Resources/Title IX Coordinator as the individual who is responsible for coordinating its efforts to comply with Title IX of the Education Amendments of 1972, as amended. Contact information is: *Director of Human Resource/Title IX Coordinator; Office Phone: 903-675-6215*

American with Disabilities Act (ADA): Trinity Valley Community College provides equal opportunities for academically qualified students with disabilities and ensures access to a wide variety of resources and programs. The passage of Section 504, Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 requires that the college make certain special arrangements for students with disabilities such as moving classes to accessible locations when necessary, allowing the use of tape recorders, sign language interpreters, or other educational auxiliary aids, making special test arrangements, and other accommodations. The college will make reasonable accommodations for qualified students with a diagnosed physical and/or learning disability who have been admitted to the college and request accommodations.

Students with disabilities who wish to request accommodations should notify the Disability Services Office on their campus. In accordance with federal law, a student requesting accommodations must provide documentation of his/her disability to the Disability Services

counselor. For more information, please visit the Disability Service Office on your campus or contact Melinda Berry at 903-675-6224 and email mlberry@tvcc.edu.

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