



**AUBO 244 Adv Non-Structural Repair I** section name section credit hours  
Credits  
Syllabus

## Course Information

**Meeting times and location:** section meeting\_times section location

**Catalog description:** This course will involve the students in all phases of minor non-structural collision damage repairs. This course will encompass sheet metal repair, advanced panel replacement and alignment.

**Prerequisites:** AUBO-145

**Terms offered:** Fall and Spring

**Section-specific Course Description:**

## Course Level Objectives

This course will involve the students in all phases of minor non-structural collision damage repairs. This course will encompass sheet metal repair, advanced panel replacement and alignment.

## Required Texts and/or Materials

**I-CAR Professional Development Program - Education Edition**

**Free 2 year subscription through San Juan College**

## Required Technology and Software

- Canvas

- Chrome, Safari, or Firefox

## Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For tickets and password reset: [San Juan College Help Desk](#)

For Canvas support information: [Canvas Support](#)

## Accessibility/Privacy Policies for all Technology Tools Used

[Accessibility/Privacy Policies for all Technology Tools Used](#)

## Course Requirements

Students will do the following activities:

- Viewing online presentations & taking follow-up quizzes.
- Written work including taking notes, writing short essays, and filing out repair & paint plans.
- Hands-on work in shop & classroom.
- Working in groups
- Cleaning the shop & work areas
- Moving vehicles
- Completing individual projects & labs

## COVID Safe Practices for Being on Campus

Masks / cloth face coverings must be worn while on campus in accordance with the New Mexico public health order. If you feel that you cannot wear a mask due to health complications, please contact Disabilities Services:

[disabilityservices@sanjuancollege.edu](mailto:disabilityservices@sanjuancollege.edu) or call (505) 566-3271. Hand sanitizer stations are at all building entrances, please “wash in, wash out”--clean your hands when you

enter and before you leave. Classrooms and labs have been arranged to allow for social distancing; please respect your classmates and instructors by staying 6 feet away from everyone. You will be expected to disinfect your table or area prior to class and after class, cleaning products will be provided for this purpose. Check with your instructor for specific policies for their course. Please do not congregate in hallways or common areas, instead utilize our beautiful outside spaces and weather to visit with your friends and colleagues from a safe distance.

If you have been in contact with anyone who has tested positive for COVID-19, has symptoms, or is waiting on test results, contact your instructor and DO NOT come to class. If you have tested positive, have symptoms or are waiting on test results, contact your instructor and DO NOT come to class. Your health care provider or the assigned contact tracer will let you know when it is safe for you to be around others.

## Student Support

### **Student Services and Support**

The Student Support webpage provides information on counseling, tutoring, technical support, and many other support services available to San Juan College students.

[Student Support](#)

### **Academic Support**

Academic Support webpage provides information on academic advising, the library, Testing Center, and the honors program.

[Academic Support](#)

## Participation and Attendance Policy

### **BREAKING DOWN THE GRADE**

The Auto Body program is designed to simulate a progressive shop environment. All aspects of the student technicians performance is taken into consideration when formulating a grade. The grading system is as follows:

- 5% I-CAR Course Grades (ICAR)
- 10% Attendance (ATT)
- 15% Written assignments and Quizzes/Midterm (WRT)
- 20% Participation (PART)

- 20% Final test (FIN)
- 30% Lab work (LAB)

#### 5% I-CAR

At the end of every I-CAR assignment (either online or in class), each student will complete a graded quiz. The grade earned on that quiz will be the grade entered for that courses ICAR Grade.

#### 10% Attendance

Roll will be taken at the beginning of each class. If you are not present during roll call, you will be considered absent. Success in this program depends on your participation in shop exercises and lectures. If you are not present, you WILL NOT pass. Verified emergencies will be excused. Appointments should be scheduled outside of classroom time whenever possible. Students will be allowed to make up 2 days per 8 week term.

#### ATTENDANCE GRADING SCALE

##### 10 WEEK CLASSES

###### Absences

- 100% (0 absences)
- 66.6% (1 absence)
- 33.3% (2 absences)
- 0% (3 or more absences)

##### 8 WEEK CLASSES

###### Absences

- 100% (0 absences)
- 66.6% (1 absence)
- 33.3% (2 absences)
- 0% (3 or more absences)

##### 6 WEEK CLASSES

###### Absences

- 100% (0 absences)
- 50% (1 absence)

- 0% ( or more absences)

#### 15% Written Assignments, Quizzes, and Midterms

Any written course work including assignments delivered by means of Canvas, Mindtap, James E Duffy Text, or industry software utilized by the Auto Body Program.

#### 20% Participation

The Participation part of your grade is designed to influence positive work ethic. The factors taken into consideration are one's ability to work with others, wearing proper work attire and practicing safety and cleanliness in the work environment. Completed JOB SHEETS are another means of grading your participation.

#### 20% Final Exam

Written and/or Lab exam administered at the conclusion of every Auto Body Section. The END of PROGRAM EXAM(s) through I-CAR will also be factored in to every students Final Grade.

#### 30% Lab Work

Lab work and performance will be assessed using a 5 point system. Five would indicate that the student can complete the task using industry standards, without supervision in real time. The mark of zero would indicate that the student had no exposure to the subject material. The industry consists of a vast amount of information and skill areas. Our goal is to prepare technicians to a level of mastery of the basic skills needed to perform in a collision repair facility. Also to provide students with an overall exposure and understanding of all things related to auto body. A performance evaluation task list will be used as a tool to track individual students understanding of the concepts within the collision repair industry. These task lists are created based on ASE and I-CAR standards and evolve with the advancements of the industry's technology.

#### Grading Scale

A 100-93

B 92-85

C 84-77

D 76-69

F 68-0

## Canvas Participation and Expectations

Students will be expected to log into canvas daily.

## Instructor Response Time

Typical response time to reply to phone calls & emails is 1 day. Typically grades are entered on the due date of the assignment and handed back immediately.

## Course Time Commitment

Students can expect to work on their online assignments for 1-3 hours (outside of class) per week.

## Grading

Final grades are calculated based on the following...

Grade Weights	
I-CAR Assignments	5%
ATTENDANCE	10%
WRITTEN	15%
PARTICIPATION	20%
LAB	30%
FINAL EXAM/PROJECT	20%

## Key Dates to Remember

[Full Academic Calendar](#)

## Course Schedule

### **244-1 Vehicle Technology & Trends**

244-1A WRT NEW16 Objectives Worksheet

100 pts

244-1B ICAR Vehicle Technology & Trends 2016 (NEW16)

100 pts

244-1C PART Vehicle Technology & Trends 2018 (VT018E01)

100 pts

## **244-2 Electrical & Safety Systems**

244-2A ICAR Intro to Safety Systems (ISS00e)

100 pts

244-2B WRT LSC04e Objectives Worksheet

100 pts

244-2C ICAR Lighting, Starting, & Charging Systems (LSC04e)

100 pts

## **244-3 Door, Glass, & Interior Service**

244-3A WRT GLA01 Objectives Worksheet

100 pts

244-3B ICAR Movable Glass (GLA01)

100 pts

244-3C PART Door Glass & Door Trim Service

100 pts

244-3D WRT EXT03 Objectives Worksheet

100 pts

244-3E ICAR Bolt on Panels 1 (EXT03)

100 pts

244-3F WRT TRM02 Objectives Worksheet

100 pts

244-3G ICAR Removal & Installation of Hardware & Interior Trim (TRM02)

100 pts

## **244-4 Bolt-on Panels & Exterior Panel Alignment**

244-4A WRT EXT04 Objectives Worksheet

100 pts

244-4B ICAR Bolt on Panels 2 (EXT04)

100 pts

244-4C PART Front Section Parts Removal & Reinstallation

100 pts

244-4D PART Rear Section Parts Removal & Reinstallation

100 pts

244-4E PART Wind Noise & Water Leaks (WNW01e)

100 pts

244-4F ICAR Intro to Vehicle Parts Terminology 1 (IVT01e)

100 pts

## **244-5 Exterior Trim, Pinstripes, & Decals**

244-5A WRT TRM03e Objectives Worksheet

100 pts

244-5B ICAR Removing and Installing Exterior Trim, Pinstripes, and Decals (TRM03e)

100 pts



244-5C PART Door Removal & Disassembly

100 pts

244-5D PART Double-Sided Tape Application

100 pts

## **244-6 Interior, Stationary Glass, & Convertible Top Service**

244-6A ICAR Intro to Vehicle Parts Terminology Part2 (IVT02e)

100 pts

244-6B PART Interior Removal

100 pts

244-6C PART Convertible Top Removal & Installation

100 pts

## **244-7 Corrosion Protection & Automotive Foams**

244-7A ICAR Intro to Refinishing & Corrosion Protection Part1 (IRC01e)

100 pts

244-7B ICAR Intro to Refinishing & Corrosion Protection Part2 (IRC02e)

100 pts

244-7C WRT FOM01 Objectives Worksheet

100 pts

244-7D ICAR Automotive Foams (FOM01)

100 pts

244-7E WRT CPS01 Objectives Worksheet

100 pts

244-7F ICAR Corrosion Protection (CPS01)

100 pts

## **244-8 Mechanical Systems and Pre&Post Scans**

244-8 Mechanical Systems and Pre&Post Scans

244-8A ICAR Intro to Mechanical Systems Terminology 1 (IMT01e)

100 pts

244-8B ICAR Intro to Mechanical Systems Terminology 2 (IMT02e)

100 pts

244-8C ICAR Intro to Mechanical Repairs & Vehicle Protection 2 (IMV00e)

100 pts

244-8D PART Intro to Diagnostics and Scan Tools (VT210E01)

100 pts

## **244-9 Understanding Estimating & Repair Orders**

244-9A ICAR Intro to Industry Repair Terminology (IRT00e)

100 pts

244-9B ICAR Intro to Collision Repair Process Overview (IRP00e)

100 pts

244-9C WRT (DAM01) Objectives Worksheet

100 pts

244-9D ICAR Vehicle Identification, Estimating Systems, and Terminology (DAM01)

100 pts

## 244-10 FINAL EXAM

Final Exam Study Guide

0 pts

244-10A FIN Final Exam

200 pts

## College Policies

The following information also applies to your work in this class. If you have special needs for campus emergency situations, please inform me immediately.

### 1. **Academic Accommodations - American with Disabilities Act (ADA)**

If you believe you need academic accommodations due to physical or learning disabilities, you are encouraged to inform them as soon as possible. The coordinator can work with you in verifying your disabilities and developing accommodation strategies. Please go to [Disability Services Office](#), click the button for "Request for Services" and complete all the steps.

You can also contact the college's disability coordinator in the Advising/Counseling Center at 566-3271 or [disabilityservices@sanjuancollege.edu](mailto:disabilityservices@sanjuancollege.edu). More information is available on the website listed above.

### 2. **The Family Educational Rights and Privacy Act (FERPA)**

Your personal information and grade are confidential. Aside from routine reporting to the college required for this course, I will not share such information with anyone unless I have your permission.

### 3. **Academic Honesty Rules**

San Juan College expects all students to adhere to the [Academic Honesty Rules](#) as posted online. These are the official guidelines for all classes at San Juan College (July 2006).

### 4. **Student Conduct Statement**

College is preparation for professional opportunities, and professional conduct is expected in courses, including online classes, as well as any written communications, and interactions with members of the college community. As part of our learning community, students are expected to interact and communicate in a mature, respectful, thoughtful, and supportive manner. Students who demonstrate disrespectful, hostile, belittling, bullying or other disruptive behavior will be subject to potential consequences and possible dismissal from the college. The college will take appropriate action when students demonstrate threatening

behavior (to others or self). Students should refer to the Code of Conduct in the Student Handbook for additional information.

## 5. Student Safety

Keeping students safe is a priority, and part of that is ensuring that we have the ability to communicate emergency messages – whether for school closures due to weather or for more or urgent situations. Rave is San Juan College’s emergency messaging system. Through your SJC student email, you will automatically receive email messages, however, it is also vital that you receive text messages. In order to receive the messages, you must register in a simple process with [Rave](#). When registering, please make sure that your mobile status is “confirmed.”

The Department of Public Safety is available 24 hours per day. In an emergency, they can be accessed by calling 215-3091 or 566-3333.

In the event of an emergency, a Rave message will be sent, and depending on the situation, you will be instructed to do one of the following:

- Evacuate the building
- Shelter in place (Campus doors are locked, and operations continue as normal. During this situation, no one other than law enforcement is allowed in or out of the campus.)
- Lockdown (Campus doors are locked. All operations cease, and you should take cover in your immediate area. No one other than law enforcement is allowed in or out of the campus.)

## 6. Non-Discrimination, Sexual Harassment, and Retaliation.

San Juan College does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, genetic, veteran’s status, or on the basis of any other category protected under federal, state and local laws. If you have experienced sexual harassment, sexual assault, or any other form of protected class discrimination, we encourage you to make a report. If you report to a faculty member, she/he/they are obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator. These disclosures include but are not limited to reports of sexual assault, dating/domestic violence, and stalking. You may also make a confidential report to a SJC Counselor. Please refer to San Juan College’s [Title IX](#) site for further details.

San Juan College's Title IX Coordinator is Stacey Allen, Assistant Director of Human Resources/Equity, Diversity, and Inclusion Officer. The office is located at the Educational Services Center Building, 2nd Floor, Human Resources, Room 4243 at (505) 566-3515 or [allens@sanjuancollege.edu](mailto:allens@sanjuancollege.edu).

## 7. Drop for Non-Attendance and/or Non-Participation

### **Class Attendance and Participation Expectation:**

Face-to-Face -- Students are expected to attend and participate in class regularly. Any student missing more than 10% of consecutive class time, (For example, in a regular 15-week class that meets twice a week, this equates to the student missing 3 consecutive classes) without consultation with the instructor may be considered as having abandoned the course.

On-line -- Students are expected to participate regularly and submit all course assignments, based on the course guide definition. A student who does not submit any assignments during a consecutive 10% of the course (1.5 weeks of a 15-week semester) without consulting the instructor, may be considered as having abandoned the course. Logging in does not meet the attendance standard.

Competency-Based Education Classes -- Students are expected to have regular and substantive interactions with their instructor and to actively work on course content. A student who has not submitted coursework, nor had substantive interactions with the instructor over a consecutive 10% of the term, without the instructor's prior approval, will be considered to have abandoned the competency progression. Last date of attendance will be recorded as the last date that coursework was submitted or that the student met with the instructor. For on-line learners, logging in does not meet the attendance standard.

## 8. Failure to Meet Class Participation Expectation:

Students who fail to meet participation expectations will have their last date of attendance recorded. This date will be used to recalculate any financial aid received/veteran's benefits received, and the student may be required to repay the institution/government. If the student does not drop the course, an 'X' grade will be recorded. An 'X' grade impacts the grade point average the same as an 'F'.

## 9. Grading Policies

### **Incomplete: Incomplete Grade Assignment** ([Incomplete Grades Information](#))

The grade of I (Incomplete) is given for passing work that could not be completed during the semester because of circumstances beyond the student's control. Ordinarily, the assignment of an I is given by the course instructor at the time final grades are due

In no case is an I grade to be used to avoid assignment of D or F grades for marginal or failing work or to require a student to enroll in the class the next semester because work was not completed on time. Circumstances warranting the issuance of an I grade must be beyond the student's control and must be documented on the appropriate form prior to approval.

I grades can be removed only during the subsequent 16 weeks from the end of term, or within the time limit set by the instructor. Removal of an I is accomplished by completing the work in a manner acceptable to the instructor. Re-enrollment in the course under the repeat option does not remove the prior grade of I. Students should not re-enroll for the course. An I not made up within 16 weeks or within the time limit set by the instructor will change to an F grade thereafter and cannot be changed by work completion.

#### 10. **Grade Appeals**

The policy for grade appeals is in the Academic Catalog. ([Grade Appeal Policy](#))

## Student Handbook

The Student Handbook provides information on Student support, student organizations, and San Juan College policies.

[Student Handbook](#)