



AUBO 155 Intermediate Auto Refinishing section name section credit hours Credits
Syllabus

Course Information

Meeting times and location: section meeting_times section location

Catalog description: This course encompasses all areas of surface preparation, damage repair and refinishing procedures that are necessary for achieving a proper spot repair. Students will also acquire safe work habits in the refinishing area and correct automotive detailing procedures.

Prerequisites: Take AUBO-150

Terms offered: All Semesters

Section-specific Course Description:

Course Level Objectives

This course encompasses all areas of surface preparation, damage repair and refinishing procedures that are necessary for achieving a proper spot repair. Students will also acquire safe work habits in the refinishing area and correct automotive detailing procedures.

Required Texts and/or Materials

I-CAR Professional Development Program - Education Edition

Free 2 year subscription through San Juan College

Auto Body Repair Technology 6th Edition James E. Duffy

(Access Code Required)

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

Scroll to the middle of the linked page to view

[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

COVID Safe Practices for Being on Campus

What to do if you have COVID-19 symptoms, are exposed or test positive:

- Do NOT come to campus, but continue to monitor your symptoms and stay home if you test positive for COVID-19 or when you are not feeling well.
- Contact your instructor.

There is no longer a requirement to complete the intake form if you test positive for COVID-19, experience symptoms, or come in contact with a confirmed positive COVID-19 case.

San Juan College continues to follow the NM Department of Health guidelines with regard to COVID-19. These guidelines can be reviewed by visiting their website at: <https://cv.nmhealth.org/>.

Additional SJC COVID-19 information and resources can be found on the [Coronavirus](#) webpage.

Student Support

Student Services and Support

At San Juan College, we support your academic success and overall health. We know that students often experience a range of stressors that can impact learning and well-being. If you, or someone you know is experiencing mental health concerns, or could benefit from effective academic strategies, there are free and confidential resources available to enrolled students through the Counseling Center. To learn more, visit the [Counseling Center website](#) or call 505-566-3404.

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

Inclement Weather Information

Students will receive notification of class delays and cancellations due to inclement weather via the SJC SunsAlert and SJC student email. Face-to-face classes will not meet in person; however, students are advised to check with instructors about alternative meeting options, as some may choose to meet via zoom. Hybrid classes will meet as scheduled via zoom. For questions regarding your class delay or cancelation, please contact your instructor. If you have not already done so, [Sign up for SJC SunsAlert](#) to stay up to date on weather alerts.

Canvas Participation and Expectations

Students will be expected to log into canvas daily.

Instructor Response Times & Regular Interaction Expectations

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

Ø Shop Safety 155-1

- 155-1A WRT (CH.9 Multiple choice quiz)

Ø Corrosion Protection 155-2

- 155-2A I-CAR Live Post Test (CPS01) Corrosion Protection
- 155-2B I-CAR WRT Objective Worksheet (CPS01) Corrosion Protection

Ø Plastic Fillers 155-3

- 155-3A LAB (Read 25.4, 12.1 & 12.2 lecture)

Ø Spot Repair 155-4

- 155-4A I-CAR Live Post Test (REF08e) Refinish Material Application and Blending
- 155-4B PART (Read 26.10, 26.11, lecture) (Review Sherwin Williams BDP “preparing blind area” & “repaired metal parts” complete the Paint Plan document)

- 155-4C LAB (Execute Feather Edge procedure)
- 155-4D LAB (Execute Spot Repair procedure)

Ø Refinishing Plastic 155-5

- 155-5A PART (Read 13.1, 13.2, lecture) (Review Sherwin Williams BDP “primed plastic” & “unprimed plastic” complete the Paint Plan document)
- 155-5B LAB (Execute Plastic Refinishing procedure)

Ø Paint/Refinishing Defects 155-6

- 155-6A WRT (Read 28.1, 28.2, lecture) (defect ID test)

Ø Jambing /Edging New Parts 155-7

- 155-7A PART (Review Sherwin Williams BDP “Jambing”(Lecture) complete the Paint Plan document)
- 155-7B LAB (Execute Jambing /Edging procedure)

Ø Final Detailing 155-8

- 155-8A WRT (CH.28 Multiple choice quiz, videos & overview, S.W buffing power point)
- 155-8B I-CAR Live Post Test (REF04) Detailing
- 155-8C I-CAR WRT Objective Worksheet (REF04) Detailing
- Abrasives (Abrasive manipulative, lecture)
- Color sanding (Read 28.3, lecture)
- Buffing materials (Read 28.4, lecture)
- Buffing procedures (Read 28.5, 28.6, lecture)
- 155-8D LAB Execute Detailing procedures (3M BDP video, lecture)

Ø Prime to Shine Fender, Spot Nib & Buff 155-9

· 155-9A LAB (View Sherwin Williams video “from prime to shine in 40 minutes or less, execute LAB activity

Ø Final Exam _ (Prime to Shine LAB Test)

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 other disabilities, you are encouraged to contact Accessibility Services as soon as possible. The coordinator can work with you to determine eligibility and appropriate accommodations strategies. Please go to your MY SJC portal page, click on Accessibility Services, and complete all the steps.

You can also contact the college's Accessibility Services Coordinator at (505) 566-3271 or accessibilityservices@sanjuancollege.edu. More information is available on the website listed above.

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

Refer to the catalog for information regarding [FERPA](#).

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.

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 to you. SJC SunsAlert is San Juan College's Emergency Notification System that will provide you with real-time information about campus closures, extreme weather, and other emergencies through your San Juan College email, text alerts, and phone calls. Should an emergency occur prior to activating your SJC SunsAlert, you will only receive messages through your San Juan College email. To receive a phone call and text alert, you must activate your SJC SunsAlert account and register your phone number. To activate your SJC SunsAlert account, you will need to download the Everbridge App in the App Store or Google Play. Once the app is downloaded follow these steps:

- Open the app
- Click on "Find an organization or subscription" button
- In the search box, either type in San Juan College or 87402
- Click on "SJC SunsAlert"
- Sign on using your SJC email and password
- Once you sign in, you will want to click on "Manage My Profile"
- Click on "edit"
- Include your preferred communication methods.
- Enter your cell phone number in the personal text msg field to ensure you receive text messages.
- Confirm all information (phone number & email) is correct and up to date.
- If you need help with the app, please call John Myers at 505-566-4224 or Kenny Hibner at 505-566-3050.

In the event of an emergency, an SJC SunsAlert 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.) The Department of Public Safety (DPS) is available 24 hours per day. In an emergency, you can reach DPS staff by calling (505) 566-4444.

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.

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.

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'.

8. 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.

9. 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.

Online Course Fee

Online Courses - San Juan College requires all online courses to include some form of assessment to demonstrate the mastery of course objectives. This could include exams, capstone projects, e-portfolios, presentations, final papers or other appropriate assessments. The use of a proctoring platform, plagiarism detection software or other method to ensure that assessments are completed by the enrolled student is required.

A course fee of \$5.00 is assessed for all online courses at San Juan College to cover the cost of the above services. Students who are required to take a proctored exam and choose to use a physical testing center outside the SJC Testing Center or SJC Disability Services will be responsible for the cost of using that center.