Cocke County High School

Collision Repair Technology

Introduction to Collision Repair
Syllabus

Part 1: Course Information

Instructor Information

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Course Description

Introduction to Collision Repair is a foundational course in the Automotive Collision Repair program of study for students interested in learning more about automotive collision repair technician careers. Upon completion of this course, proficient students will be able to identify and explain the basic steps in the collision repair process, emphasizing the tools, equipment, and materials used. They will be able to describe the major parts of an automobile body and safely perform basic procedures in preparing automotive panels for repair, applying body filling, and preparing surfaces for painting. Standards in this course include career investigation of the opportunities in automotive collision repair as well as an overview of the history of automobile design and construction.

Prerequisite

- Students will complete each class in order from Intro to Collision Repair, Non Structional Collision Repair Technology, Automotive Painting and Refinishing. If Transportation is your program of study, you must pass all 3 transportation classes in order to graduate.

General Education/High School Pathway Area

- * Students completing the Automotive Collision Repair program of study will be eligible to take the examination for Automotive Student Excellence (ASE) Student Certification in Collision Repair. Some tasks are assigned a "High Priority (HP)" designation. NATEF accredited programs must include at least 95% of the HP-I (Individual) tasks and 90% of the HP-G (Group) tasks in the curriculum.

Textbook & Course Materials

Required Text

- *Auto Body Repair Technology, 7th Edition, James E Duffy. ISBN#10: 1-4180-7353-9

Recommended Texts & Other Readings or Resources

- I-CAR Academy Curriculum

Course Requirements

- Internet connection (DSL, LAN, or cable connection desirable)
- Access to /Web site/Other
- Pencil, Paper

Course Structure

*The class will be delivered by lecture, discussion, activity, lab-based, test, groups, homework, and classwork.

Part 2: Student Learning Outcomes

*Expected student learning outcome for this course. The student learning outcomes for each course can be found in the Tennessee State Standards, course pacing guide, and other resources pertaining to your course. These can be found on TN. Gov under Academic Standards.

A bulleted list is a good way to display these objectives as shown below:

- * Using hand tools and basic equipment safely
- * History
- * Career Exploration

You will meet the objectives listed above through a combination of the following activities in this course:

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Most objectives will be met through 1) Classwork, 2) Homework, 3) Test,) 4 Groups. Students will be provided dates to complete assignments. If a student is absent and it is excused the student will be allowed 3 days to make up any missed work.

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Part 3: Topic Outline/Schedule

Semester 1

Week	Topic	Readings/ Resources	Activities	Due Date
1	Safety/Test	ICAR/ Textbook	Test	Aug
2	History	Lecture	Notes	Aug
3	Careers/Inv.	Lecture	Notes	Aug
4	Career/Data	Lecture	Notes	Aug
5	Collision	Lecture	Notes	Sept.
6	Terminology	Lecture	Notes	Sept.
7	Parts/Comp.	Lecture	Notes	Sept.
8	Tools	Lecture	Notes	Sept.
9	Tools	Lecture	Notes	Sept.
10	Devices	Lecture	Notes	Oct.
11	Mathematics	Lecture	Notes	Oct.
12	OEM	Lecture	Notes	Oct.
13	Procedures	Lecture	Notes	Nov.
14	Repair Proc.	Lecture	Notes	Nov.
15	Metal Repair	Lecture	Notes	Nov.
16	Painting Prep.	Lecture	Notes	Dec
17	Review	Lecture	Notes	Dec
18	Sem. Exam	Lecture	Test	Dec

Semester 2

Week	Topic	Readings/ Resources	Activities	Due Date
1	Safety/Test	ICAR/ Textbook	Test	Jan
2	History	Lecture	Notes	Jan
3	Careers/Inv.	Lecture	Notes	Jan
4	Career/Data	Lecture	Notes	Jan
5	Collision	Lecture	Notes	Feb
6	Terminology	Lecture	Notes	Feb
7	Parts/Comp.	Lecture	Notes	Feb

Week	Topic	Readings/ Resources	Activities	Due Date
8	Tools	Lecture	Notes	Feb
9	Tools	Lecture	Notes	Mar.
10	Devices	Lecture	Notes	Mar.
11	Mathematics	Lecture	Notes	Mar.
12	OEM	Lecture	Notes	April
13	Procedures	Lecture	Notes	April
14	Repair Proc.	Lecture	Notes	April
15	Metal Repair	Lecture	Notes	May
16	Painting Prep.	Lecture	Notes	May
17	Review	Lecture	Notes	May
18	Sem. Exam	Lecture	Test	May

***Calendar/Schedule: The class schedule maybe subject to change if school is cancelled due to snow or any unforeseen circumstances such as school scheduling which may arise during the school year. If you have any questions pertaining to the schedule you may reach the instructor with the above email for further questions.**

This class has a semester exam.

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Part 4: Grading Policy

Graded Course Activities

Assignments for details about each assignment listed below.

1st 9 Weeks	
Points	**Description**
*#100%	*Homework, Classwork, Test, Groups, Absenteeism, Projects will determine students grade.
2nd 9 Weeks	
Points	**Description**
*#100%	*Homework, Classwork, Test, Groups, Absenteeism, Projects will determine students grade.
3rd 9 Weeks	
Points	**Description**
*#100%	*Homework, Classwork, Test, Groups, Absenteeism, Projects will determine students grade.
4th 9 Weeks	
Points	**Description**
*#100%	*Homework, Classwork, Test, Groups, Absenteeism, Projects will determine students grade.

Late Work Policy

***Example:** Be sure to pay close attention to deadlines—there will be no make up assignments or quizzes, or late work accepted without a

serious and compelling reason and instructor approval.

Viewing Grades in ASPEN (optional)

Points you receive for graded activities will be posted to the ASPEN Grade Book. Click on the My Grades link on the left navigation to view your points.

*Your instructor will update the online grades each time a grading session has been complete—typically 3 days following the completion of an activity. You will see a visual indication of new grades posted on your ASPEN home page under the link to this course.

Letter Grade Assignment

*Final grades assigned for this course will be based on the percentage of total points earned and are assigned as follows:

100%-Grades are averaged pertaining to assignments turned in to the instructor.

Grading Scale:

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 0 – 59

I = Incomplete

X = No Credit

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Part 5: Course Policies

Attend Class

Students are expected to attend all class sessions as listed on the course calendar.

- If a student has chronic absenteeism it may affect their grades. If a student has an excused absence, he/she will be allowed to make up their work.

Participate

- Students score participation will be monitored by the work they turn in; grades will be posted to the ASPEN account for all assignments graded.

Build Rapport

If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that they can help you find a solution.

Complete Assignments

Assignments must be submitted by the given deadline or special permission must be requested from instructor *before the due date*. Extensions will not be given beyond the next assignment except under extreme circumstances. Late or missing discussion assignments will effect the student's grade.

Incomplete Policy

Under emergency/special circumstances, students may petition for an incomplete grade. An incomplete will only be assigned upon approval by the principal and timeframe will be determined.

Academic Dishonesty Policy

This is an example:

1. Academic dishonesty includes such things as cheating, inventing false information or citations, plagiarism and helping someone else commit an act of academic dishonesty. It usually involves an attempt by a student to show possession of a level of knowledge or skill that he/she does not possess.

2. Course instructors have the initial responsibility for detecting and dealing with academic dishonesty. Instructors who believe that an act of academic dishonesty has occurred are obligated to discuss the matter with the student(s) involved. Instructors should possess reasonable evidence of academic dishonesty. However, if circumstances prevent consultation with student(s), instructors may take whatever action (subject to student appeal) they deem appropriate.

3. Instructors who are convinced by the evidence that a student is guilty of academic dishonesty shall assign an appropriate academic penalty. If the instructors believe that the academic dishonesty reflects on the student's academic performance or the academic integrity in a course, the student's grade should be adversely affected. Suggested guidelines for appropriate actions are: an oral reprimand in cases where there is reasonable doubt that the student knew his/her action constituted academic dishonesty; a failing grade on the particular paper, project or examination where the act of dishonesty was unpremeditated, or where there were significant mitigating circumstances; a failing grade in the course where the dishonesty was premeditated or planned. The instructors will file incident reports with the Vice Presidents for Academic Affairs and for Student Affairs or their designees. These reports shall include a description of the alleged incident of academic dishonesty, any relevant documentation, and any recommendations for action that he/she deems appropriate.

Student Testing Code of Ethics and Security

It is important for you as a student to know that the following guidelines are to be strictly followed. This year the TNReady EOC test will count at least 15% of your final semester grade. Your work on this test is very important and it deserves your best effort.

I understand that during testing on the days of the assessment, I am responsible for:

- Not having any electronic devices on me or in my purse/backpack/pockets
    - Including but not limited to cell phones, smart phones, smart watches, etc. **during testing or during breaks.**
    - Best practice is for students to leave devices at home or in their lockers on the day of testing.
    - If I am caught with a device during testing or during breaks, my test may be nullified, resulting in a zero as at least 15% of my semester grade, and any school level disciplinary action as deemed appropriate by the administration.
- Trying my best on the test
    - If I do not attempt to test (I give **no answers or randomly answer** questions) my test score may be nullified, resulting in a zero as at least 15% of my semester grade, and any school level disciplinary action as deemed appropriate by the administration.
    - The testing administrators and proctors in the testing environment will determine if no answers or random answering is taking place.
    - I will focus and put forth effort on the test .
- Being honest and not cheating
    - If I am caught cheating (taking pictures of the test, writing down and passing answers, talking to other students, looking on other computers, using software outside the testing platform), my test may be nullified, resulting in a zero as at least 15% of my semester grade, and any school level disciplinary action as deemed appropriate by the administration.