

	Intro to Collision Repair CRTN102 Fall 2019
Department	Industry and Technology
Instructor	K. Wunderlich
NCC Email	kwunderlich@ccsnh.edu
Telephone Number	603-578-8977
Office Hours	By Appointment
Office Location	Automotive Building Room 7
Class Days/Meeting Time	Lecture: Monday 10:00am-10:50am

Course Competencies:

Competency (Knowledge and Skills)	Critical Thinking Level
Students will be able to:	
Describe industry and shop operations	Comprehension
Identify OSHA and EPA regulations	Knowledge
Describe the proper use of hand and power tools used in the industry	Comprehension
Explain the proper use of shop equipment	Comprehension
Interpret service information	Application
Identify fasteners and hardware used in automobiles	Knowledge

Essential Questions:

What is it like to work in a shop? How do I follow rules and regulations related to the industry? How do I find repair information?

Required Textbook(s):

Auto Body Repair Technology 6th

Supplemental Materials:

Notebook, pencils, erasers, required tools for program.

Course Expectations:

All assignments must be handed in on time. In the event of extenuating circumstances, the student will make arrangements with the instructor to hand in late work or make up a missed quiz by the next scheduled lecture. There are no provisions for makeup of Final Written Exams or Lab Exams. In addition, students should be prepared for unannounced quizzes throughout the semester.

Available Support Services

Tutoring, The Writing Center, Available Academic Services: The Academic Success Center, located in the library, offers academic support services which are open to all NCC students looking for additional help with their college assignments. Math tutoring and writing assistance are available. The Writing Center is for any student seeking assistance with the writing process for any class, not just College Composition. For more information and to view the tutoring schedules view here: <http://www.nashuacc.edu/student-services/academic-success-center>

Classroom Accommodations: Students who have a documented disability (physical, learning, or mental health) and require reasonable classroom accommodations must meet with the Disabilities Support Coordinator to set up a NCC Reasonable Accommodation Plan (RAP). If you had an IEP or 504 in high school, you may qualify for a plan. If you would like more information or if you are not sure if you qualify for a plan, please contact Jodi Quinn, Disabilities Support Coordinator, located in The Academic Success Center in the library, 603-578-8900 ext. 1451. View additional information and the application here: <http://www.nashuacc.edu/student-services/academic-success-center/disability-services> In order to receive classroom accommodations, it is t

with established policies and procedures at Nashua Community College. If you have been subjected to sexual misconduct, violence or exploitation, we encourage you to contact your Title IX representative Lizbeth Gonzalez, 603-578-8900 x1528_ or lgonzalez@ccsnh.edu for support and assistance.

Additional information including resources can be found at: New Hampshire Coalition Against Domestic and Sexual Violence:
[http://www.nhcadv.org/Catchment%20map\(1\).pdf](http://www.nhcadv.org/Catchment%20map(1).pdf)


Department Policies

Cellphones, laptops, tablets and other electronic equipment should be shut off during class unless previously approved by instructor.

College Policies

AF Policy: If a student misses more than the number of hours the course meets during a two-week period (e.g. six hours for a three credit course), the faculty may withdraw a student from the course with an "AF" grade. Please note that absences, tardies, and leaving class early all count towards "missed class time."

Students should also understand an AF grade can be assigned by an instructor or an administrator at any time for reasons other than poor grade performance or failure to meet attendance requirements e.g., violation of the Student Code of Conduct, disruptive behavior, etc.

24/7 Canvas Support: To access support through email, phone or chat click on the  icon. Students can also find guides, videos, and a Canvas community by clicking on the *CCSNH Resources* icon on the tool bar at the left of the Canvas screen then choosing Canvas Resources.

To directly link to Canvas On Demand tutorials, please visit the following link:

https://community.canvaslms.com/community/answers/guides/video-guide#jive_content_id_Students

If you have forgotten your Easy Login Password information, please visit the following link: <https://password.ccsnh.edu/accounts/Reset>

If class is ever cancelled because of instructor illness or inclement weather, students will need to check Canvas for their assignment.

College Email System: Nashua Community College has established a College electronic mail ("email") system as a means of the College sending official information to enrolled students, and for students to send communication to their instructors and College personnel. All students registered at NCC will be assigned a College email account/address to be used as the only email address for all email communication: 1) sent to the students from their instructors and from all College personnel; and, 2) sent by the students to their instructors and to all College personnel.

In addition:

Students should check their College email account regularly to ensure they are staying current with all official communications. Official communication includes, but is not limited to, policy announcements, registration and billing information, schedule changes, emergency notifications and other critical and time sensitive information.

Students should also check their college email account to be sure that they are current with all email communication from their faculty.

The student email account/address should be the only e-mail address students use to send email to faculty and College personnel so that student email is recognized and opened.

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Students using their College email account do so under the policies set forth in the Student Handbook under "Student Computer Conduct Code".

Sensitive Materials Policy: During the semester, in order to cover certain academic topics, there may be occasions to view or discuss material which may not meet the student's own personal definition of appropriateness. At such times, every student has the right to decide not to participate. Every effort will be made by the instructor to notify students in advance of when such sensitive material will be used so that students can make alternative arrangements. Faculty will guide students in the identification of alternate learning opportunities consistent with relevant course objectives so that students opting out of scheduled "sensitive" learning experiences will not be penalized academically in any way. Please note the opportunity to leave the classroom discretely is always available to each student when such sensitive material is being discussed. The student then has the responsibility before the next class meeting to inform the instructor as to the reason for leaving.

Plagiarism Policy: Plagiarism is a serious violation of a student's academic integrity and the trust between a student and his or her teachers. Plagiarism is the act of a person presenting another person's work as if it were his or her own original work. Such acts of plagiarism include, but are not limited to:

1. A student submitting as his or her own work an entire essay or other assignment written by another person.
2. A student taking word for word a section or sections of another person's work without proper acknowledgment of the source and that the material is quoted.
3. A student using statistics or other such facts or insights as if these were the result of r

1. A credit hour shall be the equivalent of one (1) hour of classroom or direct faculty instruction and a minimum of two (2) hours of out-of-class student work each week for 15 or 16 weeks.
2. A credit hour shall be allocated based on the following:

Category	Contact Hours per Week	Contact Hours per Sem. (based on minimum 15 week semester)
Class	1	15
Laboratory	2 or 3	30-45
Clinical	3 to 5	45-75

Course Calendar

Week	Begins Monday:	LECTURE/DISCUSSION	LAB	ASSIGNMENT DUE
1	Aug 26	Intro to Collision Repair Types of shops and jobs in the industry The repair process	N/A	Read chapter 1
2	Sept 2* Holiday	Shop and Personal Safety	N/A	Read chapter 9 Enroll in SP2 and start modules in Collision Repair and Refinish Safety
3	Sept 9	Shop and Personal Safety in the Industry	N/A	Read chapter 9 Answer ASE Style Review Questions 1-15 Pg. 298-299 Completion of all SP2 modules for Collision Repair and Refinish Safety
4	Sept 16	Industry Regulations State and federal agencies	N/A	Chapter 9 Start modules for SP2 Pollution Prevention
5	Sept 23	Industry Regulations OSHA rules and regulations	N/A	Read chapter 9 Hand outs I-CAR Curriculum
6	Sept 30	Industry Regulations EPA rules and regulations 6H Rule	N/A	Continued
7	Oct 7	Industry Regulations continued	N/A	Continued Completion of Pollution and Prevention modules

13	Nov 18	Shop Equipment Identifying shop equipment found in collision repair facilities	N/A	Chapter 5 ASE Style Review Questions 1- 11 pg. 160
14	Nov 25	Service Information Identify industry service providers Utilize service providers information for repairs	N/A	Chapter 3 Handouts ASE Style Review Questions 1- 11 pg. 89
15	Dec 2	Finish Discussions Review for Final Written Exam		Review all reading assignments
16	Dec 9-12	Final Exam Week	N/A	Make sure all assignments are completed and bring black or blue pen

[This calendar is subject to change](#)

Please note: The intention of this syllabus is to identify essential categories, not to dictate format or to limit content.