

## Course Syllabus

# AUTOMOTIVE SERVICE.....ATO 2270

4 CREDITS.....SPRING 2021

### Instructor:

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### Office Hours:

M 7:30 to 8:00 & 12:00 to 12:30  
T 7:30 to 8:00 & 10:00 to 10:30  
W 7:30 to 8:00 & 1:00 to 2:00  
Th 9:00 & 11:00

### Class Meets:

Th 8:00 - 8:50 (classroom)  
W 8:00 – 12:50 (lab)

### Course Purpose:

This course is designed to provide an on-the-job type experience to the advanced automotive student. The student will be given selected vehicles to diagnose and repair using knowledge acquired from previous automotive classes. The student may choose to specialize in one area or perform services in all areas much like a general automotive technician. This course will prepare the student for an entry-level job in the automotive service industry.

### Grading:

Your final grade will be computed from the classroom (20%) and the lab (80%).

### Cell Phones/Electronic Devices

Please be considerate of the educational process and of others. Please refrain from bringing cellular phones, electronic devices (I-pods or MP3 players) to class/lab. If you must bring them with you, please turn them **off** during class/lab. If you have a situation that makes these devices necessary, please let the instructor know ahead of time and place them in a **silent** mode of operation.

**Students not adhering to this policy will have points deducted or be asked to leave the classroom or lab.**

**A. Classroom.....20%**

	<u>Points</u>
1. Quizzes	50
2. Assignments	50
3. Homework - Electude	<u>100</u>
	200

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**1A. Quizzes**

There will be **two** announced quizzes. Make-up quizzes must be done within one week of your absence during the instructor's office hours. If not, zero points will be marked down for your score.

**2A. Assignments**

1. S/P 2 Training - Ethics and you in the Automotive Industry
2. S/P 2 Training – Preparing a vehicle for service and working with customers
3. S/P 2 Training – WD40-Cleaning, Storage and Maintenance of Tools and Equipment

**3A. Homework (Electude)**

1. Modules
    - a. Diesel Engine - Basics
    - b. Mechanical Injector
    - c. Glow Plug: Construction & Operation
    - d. Pump Injectors
  2. Courses
    - a. Common Rail Diesel
    - b. Electronic Diesel Systems
    - c. Inline Pumps
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**Tardiness Policy:**

This class is a warm-up for the student and is an on-the-job type experience.

Therefore, for every **two** times the student is late (for a lab session) it will count as a missed day!

**Students will be given a timecard and are required to clock-in prior to 8:00 a.m. (the beginning of lab) and clock-out no earlier than 12:50 p.m. (the end of lab).**

The student is expected to be present for the **entire time!** **Do not ask to leave early!**

**Note:** Each student is only allowed to miss 4 days total. See Attendance Policy below.

**Attendance Policy:**

**Each student is only allowed to miss 4 days of the 16 lab sessions (excused or unexcused). On the date of the student's fifth absence from a lab session he/she will be dropped from the class. NO EXCEPTIONS!**

## **Drivers License Policy:**

Each student is required to show proof of a valid driver's license before the first lab session. If the student cannot provide the instructor with proof of a valid driver's license, he/she will not be allowed to drive any customer vehicles (This includes moving vehicles in and out of the shop, on to and off of racks and test driving vehicles).

### **B. Lab.....80%**

After each working day the student will be given a score for that day's work. The instructor will use the 0 to 4 scale below:

#### **Lab Scale**

- 0 = No Credit
- 1 = Poor Performance
- 2 = Fair Performance
- 3 = Good Performance
- 4 = Excellent Performance

#### **Each student will be graded on each of the following areas:**

- |                                    |  |
|------------------------------------|--|
| 1. Work Habits (cleanliness)       | 5. Time Use Effectiveness (efficiency) |
| 2. Safety & Safety Practices       | 6. Attitude                            |
| 3. Ability to Produce Quality Work | 7. Ability to Follow Directions        |
| 4. Quantity of Work (productivity) | 8. Appearance and Relationships        |
- **Each student is required to fill out a time sheet for every vehicle that they work on.**
  - **The student should record the vehicle he/she worked on, work performed on the vehicle, and use the time clock to flag on (starting time), and flag off (finishing time).**
  - **After the work is completed the student should look up and record the flat rate times for the job completed and record it on their time sheet.**
  - **It is the student's responsibility to fill out a time sheet for each vehicle that they work on and turn it into their instructor.**
  - **If the student fails to turn in a time sheet at the end of the day the instructor will record a zero for that day's lab grade.**

**Each student must bring his/her tools and safety glasses to class everyday! Students who do not have their tools or safety glasses will not be allowed to work that day and will be marked absent. These absences will count against the four absences the student can have before he/she is dropped from the class.**

## **Clean-Up:**

Clean-up is the responsibility of **all** students in ATO 2270. No-One will be dismissed for the day until the entire shop is clean and all the tools/equipment are properly put away. If a student leaves before being dismissed by the instructor or if tools/equipment that the student was using is not put away properly, the student will receive a **ZERO** for the day.

## **C. Final Grade:**

1. Classroom
2. Lab

Points  
200  
800  
1000

### **Grading Scale**

A = 1,000 to 900 points (90%)  
B = 899 to 800 points (80%)  
C = 799 to 700 points (70%)  
D = 699 to 600 points (60%)  
F = 599 and below

## **Student Withdrawal**

To withdraw from an individual course, a student can initiate a withdrawal request through WebAdvisor or through his or her instructor. In the absence of the instructor, the student should contact the Dean responsible for the course's scheduling. Your instructor also has the capability to withdraw you from a course, if you contact them in writing.

The deadline to get an automatic withdrawal-passing (WP) grade for the spring 2021 semester is, April 13, 2021. Check the college catalog on-line for details at this address: [http://catalog.ivcc.edu/student-services/academic\\_course\\_information/](http://catalog.ivcc.edu/student-services/academic_course_information/) Scroll down the page and locate "Withdrawal from Classes" on the left.

Students should be aware of the impact of a withdrawal on full-time status for insurance purposes and for financial aid. It is highly recommended that students meet with their instructor or with a counselor before withdrawing from a class to discuss if a withdrawal is the best course of action for that particular student.

## **Financial Aid Statement:**

Withdrawal from a course can affect financial aid. Students who receive financial aid should see an advisor in the Financial Aid Office before withdrawing from a course

**Disability Statement**

You *may* be eligible for academic accommodations if you have a documented physical, sensory, mental health (anxiety, depression, bipolar disorder, AD/HD, post-traumatic stress, or others) or cognitive disability such as a learning disability. If you have a disability that limits access to the learning environment or impacts your coursework, and need more information regarding possible accommodations, please contact Tina Hardy at ([tina\\_hardy@ivcc.edu](mailto:tina_hardy@ivcc.edu), 224-0284).

**Important Dates: (Mark your calendar)**

January 18.....College Closed (Martin Luther King Jr. B-Day)

February 15.....College Closed (All President’s Day)

March 12.....No School (Development Day)

**March 15 – 20.....College Closed (Spring Break)**

April 2.....Registration for the Summer Semester Begins

April 8.....Registration for the Fall Semester Begins

April 13.....Last Day for Student Withdrawal

May 13.....Final Class Meeting