

 Nashua Community College	Advanced Collision Repair CRTN201N Spring 2021
Department	Industry and Transportation
Instructor	Karl Wunderlich
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Telephone Number	603-578-8977
Office Hours	By Appointment
Office Location	Automotive Building Rm 7
Class Days/Meeting Time	Lecture Tues & Wed 9:00am-9:50 am Lab Wed 10:00:am-3:50pm
Class Location	Automotive Building Lecture Online Lab RM 6

Rationale:

This course is designed to enhance the students' knowledge of collision repair through larger repairs to vehicles.

Course Description:

Theory and development of skills to repair and replace welded and bonded panels used in automobile construction. Students will study and practice repairs to plastic panels such as bumpers and exterior trim. Practice in removing and replacing fixed glass in accordance with industry accepted procedures. The study of aluminum repair will be discussed. Shop safety will be stressed and applied.

Course Competencies:

Competency (Knowledge and Skills)

Students will be able to

Critical Thinking Level

Practice in the inspection, removal and replacement of bonded and welded panels used in automobile construction	Application
Practice straightening damaged panels using various hand and power tools	Application
Use products and techniques to restore corrosion protection, foam fillers, and sound deadening	Application
Use recommended products to replace bonded and weld-bonded panels	Application
Identify properties of aluminum panels and usage on vehicles	Knowledge
Describe proper techniques for repairing Aluminum	Comprehension
Select fillers to finish aluminum repairs	Comprehension
Identify various types of plastics used on body panels	Knowledge
Practice cleaning and repairing various types of plastics	Application
Use recommended products and Procedures to remove and replace fixed glass	Application

Essential Questions:

How are different parts attached to the vehicle?
 What are the best ways to replace vehicle sheet metal components?
 What are the different materials used in vehicle construction today?
 Are aluminum panels able to be repaired and how do we properly repair them?

Required Textbook(s):

Auto Body Repair 6th Edition by James E. Duffy
ISBN 978-1-133-70285-6

Supplemental Materials:

These may include notebook, additional readings, and required tools

Course Expectations:

Class attendance is considered essential to academic success of students. Since there are constant learning opportunities between faculty members and students, and between students and other students within the classroom or lab, it is expected that students will attend each meeting of each course in which they are enrolled. In addition, the lesson disruptions caused by late arrivals and the resulting missed material is likely to negatively impact each student's learning experience. The instructor reserves the right to refuse admission to any student who repeatedly arrives late for class or lab. Attendance information is typically collected at the beginning of each class/lab meeting, consequently there is no distinction between absent and late. Furthermore, students may expect random, weekly participation quizzes on covered material and assigned reading. Participation quizzes are generally given at the beginning of class. Only those students who are present, and on time, may participate. Participation quizzes are not eligible for make-up.

If a student is absent more than the number of hours a course meets in a two week period, (10 hours) the faculty may withdraw that student from the course with an "AF" grade any time during the semester. An "AF" grade is calculated in the GPA as an "F". There is no provision in the course calendar for repeating of lectures, labs or demonstrations due to absenteeism.

Make Up Policy:

Not all missed work is eligible for make-up. It is the student's responsibility to inquire about missed work at the first class meeting after returning from an absence. The instructor will determine eligibility and provide an appropriate assignment. Any approved assignment must be completed and turned in as directed. There is no provision for make-up of a midterm exam, final exam, or lab practical exam.

Grading:

Grades will be assigned according to the department scale:

Point/letter grade equivalents:	Grading Weights:
100-94: A	5% Attendance
93-90: A-	15% Quizzes and Homework
89-87: B+	20% Midterm Written Exam
86-84: B	20% Final Written Exam
83-80: B-	20% Lab Performance
79-77: C+	20% Lab Exam
76-74: C	
73-70: C-	
69-67: D+	
66-64: D	
63-60: D-	
Below 60: F	

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 the student's responsibility to meet with his/her instructor privately and provide a hard copy of the signed Reasonable Accommodation Plan (RAP) each term the student wants to

utilize classroom accommodations even if the student has had that instructor in a previous term.

Audio Record Classroom Lecture: Please note that as a student in this class, you may have a classmate who by permission can audio record class lectures for his/her learning purposes. Only students with prior written permission from the instructor or the Disabilities Support Coordinator may audio record class lectures - for educational purposes only. Students who audio record class lectures are prohibited from selling, transcribing, or distributing the recordings in any manner and are asked to delete the recordings when it is no longer essential for their learning purposes.

Title IX Statement: Classroom instructors at Nashua Community College are encouraged to create and maintain a safe learning environment in which students feel able to share opinions and related life experiences in classroom discussions, in written work, and in meetings with professors. To the greatest extent possible, this information will be kept private. However, staff and faculty have a legal obligation to report information concerning sexual misconduct, violence and exploitation of individuals per federal statute and in compliance 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.nhcadsv.org/Catchment%20map\(1\).pdf](http://www.nhcadsv.org/Catchment%20map(1).pdf)

Department Policies

Students are expected to attend all their regularly scheduled classes, laboratory periods, and other academic exercises. Should an absence from regularly scheduled academic exercise be unavoidable (beyond a student's control), it will be the student's responsibility to communicate with the professor, preferably beforehand, concerning the absence. Documentation of said absence may be required by the professor.

Students are advised that absence from class, for whatever reason, does not excuse them from meeting course requirements and objectives.

If a student is absent more than six hours (for a four-credit course, the total is eight hours) of class time during the term or semester, the instructor may withdraw the student from class using an AF grade, which means an F will be averaged into the GPA. In addition to absences from class, tardiness and leaving class early also calculate into missed class time. To avoid this AF, if a student cannot continue to attend class for any reason, he/she should obtain a withdrawal slip from the registrar and follow the process to officially withdraw. 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. Students should refer to the student handbook for additional information about the AF policy.

It is the responsibility of the student to make up any missed class work, homework assignment, quizzes, or tests in accordance with the instructor's make-up policy.

Depending on the instructor's policy, late papers may or may not be accepted for full credit. See this syllabus for policy details.

All assignments must be typewritten, unless otherwise instructed by the teacher. Any work that is not typewritten will not be accepted.

Specific policy details for the above are outlined in this syllabus.

Shop Policies:

Shop Policies: See Shop Policies posted under the Files tab in Canvas

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.

Please be advised that if the behavior of any student (or students) continually disrupts the learning of his/her classmates, the following steps will be taken 1) verbal warning; 2) meeting with instructor and department chair; 3) referral to Vice President of Academic Affairs and/or removal from the course with AF grade.

An "AF" grade is calculated in the GPA as an "F". Students should refer to the student handbook for additional information about the AF policy.

Canvas: All instructors at NCC will be using Canvas. Canvas is the online learning management system used by instructors and learners at Nashua Community College. Instructors may post syllabi, course related documents and grades in Canvas. Students may be required to submit assignments and/or take assessments through Canvas and/or participate in discussion boards.

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 assignments.

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.
- This service is provided exclusively to the students of NCC. Accounts are for individual use only, and are not transferable or to be used by any other individual.
- 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 the student's efforts and thus lacking proper acknowledgment of the original source.
4. The paraphrasing of another person's unique work with no acknowledgment of the original source.
5. Copying another student's work on a quiz or test.

When a student is found to have plagiarized an academic assignment, it will be up to each instructor to determine the penalty. Depending on the severity of the incident, this could range from a warning to a loss of credit for the assignment. In all cases of plagiarism, the student's advisor will be notified and the incident will be documented. If any further incidents of plagiarism are reported to the student's advisor, additional sanctions will be imposed. These may include notification of the Vice President of Academic Affairs; loss of credit for the

course; suspension or dismissal from a department program; academic probation; and/or expulsion from the College.

Credit Hour Guidelines

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
Practicum, Fieldwork	3	45
Internship	3 to 6	45-90
Co-op	Variable by Dept.	Variable by Dept.

Course Calender

Week 1 Jan 18

Lecture: Introduction to the course and shop safety
Lab: Introduction to shop, shop safety
Reading: Chapter 9

Week 2 Jan 25

Lecture: Nonstructural repair tools and equipment
Lab: Examples of tools and equipment

Reading: Chapter 5

Week 3 Feb 1

Lecture: Bolted panel replacement

Lab: Methods in replacing and alignment of bolted parts

Reading: Chapter 14

Week 4 Feb 8

Lecture: Bolted panel replacement cont.

Lab: Methods in replacing and alignment of bolted parts

Reading: Chapter 14

Week 5 Feb 15

Lecture: Welded panel replacement

Lab: Methods of welded panel replacement

Reading: Chapter 19

Week 6 Feb 22

Lecture: Welded panel replacement continued

Lab: Methods of welded panel replacement

Reading: Chapter 19

Week 7 Mar 1

Lecture: Review for mid term

Lab: Welded panel replacement cont.

Reading: Review for mid term

Week 8 Mar 8

Lecture: Mid term exam

Lab: Panel replacement continued

Week 9 Mar 15

SPRING BREAK !!!!!!!

Week 10 Mar 22

Lecture: Plastic repairs
Lab: Practice in plastic repairs
Reading: Chapter 13

Week 11 Mar 29

Lecture: Stationary glass
Lab: Demonstration of glass removal and installation
Reading: Chapter 15 and I-CAR handouts

Week 12 Apr 5

Lecture: Stationary glass continued
Lab: Glass continued
Reading: Chapter 15

Week 13 Apr 12

Lecture: Aluminum repair and replacement
Lab: Practice in aluminum repairs
Reading: I-CAR handouts

Week 14 Apr 19

Lecture: Aluminum repair and replacement
Review for final exam
Lab: Aluminum repairs continued
Reading: I-CAR handouts and review for final

Week 15 Apr 26

Lecture: Written final exam
Lab: Complete projects

Week 16 May 3

Lab: Lab practical exam

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.