

WASHTENAW COMMUNITY COLLEGE COURSE SYLLABUS

Department: Automotive Service TechnologyNew Course ☐Course Number: ABR 174Existing Course ☒Course Title: Auto Body RepairCredit Hours: 1-3 (variable)Prerequisites: ABR 11, 112, 113 and Consent of instructor

Corequisites: _____

Catalog Course Description: In this course the student gains skills from a new experience in an approved, compensated, position in the field of automotive body repair. Together with the instructor and employer, the student sets up work assignments and learning objectives to connect classroom learning with career-related work experience. This is the first of two possible Co-op experiences.

Contact Hours per week in a lecture/recitation setting

Contact Hours per week in a laboratory setting

Contact Hours per week in a clinical setting

Contact Hours per week in a work setting

8-40Total Contact Hours (per semester): minimum 120 hrs/1 credit-max 360 hrs/3 credits

Course Justification: (Check all that apply.)

☒

program specialty

☐

college transfer

☐

support course

☐

division core

☐

industry training

☐

personal development

☐

core curriculum

Prepared By

[Signature]
(Faculty Member)

Date

11-30-95

Reviewed By

[Signature]
(Department Chair for Department)

Date

11-30-95

Approved By

[Signature]
(Dean)

Date

3/1/96Non core

COURSE OBJECTIVES:

Major Instructional Unit# 1 Heading: Co-op Work experience

Objective #1: The student with the instructor and employer will complete a Cooperative Education Work Agreement which will include hours of work, location, rate of pay and specific assignments.

Objective #2: Using the Student Learning Objectives Form, the student with the instructor and employer will complete a learning plan for the semester. This plan will include a minimum of three learning objectives and criteria for evaluation specific to the students work experience.

Objective #3: Using the Student Report on a Cooperative Work Experience Form, the student will write a final report on the Co-op experience including the following items:

- * A description if the assignment
- * A summary of skills and abilities used on the job
- * Ways in which coursework was integrated into job tasks
- * An assessment of how well the objectives established at the beginning of the assignment were achieved.
- * Other reactions to and/or impressions of the experience.

INSTRUCTIONAL METHODS: (Check the appropriate boxes and describe as needed.)

- | | | |
|-------------------------------------|--------------------------------------|---|
| ☐ Lecture | ☐ Seminar | ☐ Laboratory |
| ☐ Clinical | ☐ Telecourse | ☒ On-Site Work Experience |
| ☐ self-paced | ☐ Other _____ | |

EVALUATION CRITERIA: (Check the appropriate boxes and describe as needed).

- | | |
|---|---|
| ☐ Attendance _____ | ☐ Quizzes _____ |
| ☐ Class Discussion _____ | ☐ Tests _____ |
| ☐ Papers _____ | ☐ Midterm _____ |
| ☐ Portfolio _____ | ☐ Final Exam _____ |
| ☐ Project _____ | ☐ Independent Study _____ |
| ☒ Reports <u>Final report</u> | ☐ Other (Audition, etc.) _____ |
| ☒ Work Performance _____ | |

ATTENDANCE REQUIREMENTS: (For Certification or nonevaluative purposes).**SPECIAL EQUIPMENT/FACILITY AND ACTIVITY REQUIREMENTS:** (Check the appropriate boxes and describe as needed).

- | | |
|--|--|
| ☐ Lab equipment | ☐ Testing in Testing Center |
| ☐ LRC Reserves | ☐ Student Regional Competitions |
| ☐ Computers | ☒ Off Campus Sites |
| ☐ Field Trips | ☒ Other - <u>Faculty site visits (min. 1 per semester per student)</u> |

PRIMARY TEXT: (Disregard if text is not used).

Title:
 Author:
 Publisher:

Copyright Yr:
 Est. Cost:

SUPPLEMENTAL TEXTS OR COURSE PACKS:

1. Title: None
 Author: _____ Copyright Yr: _____
 Publisher: _____ Est. Cost: _____
2. Title: _____
 Author: _____ Copyright Yr: _____
 Publisher: _____ Est. Cost: _____

(Attach another page if necessary).

SUPPLIES AND/OR UNIFORMS STUDENT WILL HAVE TO OWN OR ACQUIRE FOR COURSE SUCH AS: calculators, uniforms, tools, and software, etc. (Other than pen, pencil, paper, or textbook(s)).

Descriptions	Cost Estimates
<u>Depends on the student work position placement (may vary)</u>	_____
_____	_____
_____	_____

REFERENCE MATERIALS STUDENTS WILL BE REFERRED TO SUCH AS: journals, books, manuals, maps, etc.

AUDIO/VISUAL AND COMPUTER MATERIALS TO BE USED SUCH AS: films, video tapes, slides, audio tapes, software, etc.

<u>Title</u>	<u>Source</u>
_____	_____
_____	_____
_____	_____

WASHTENAW COMMUNITY COLLEGE
COURSE HANDOUT

The following information compatible with the Official Course Syllabus must be distributed to students at the first meeting of each course:

1. Course name:
2. Course number:
3. Course description:
4. A list of course objectives by unit:
5. Required text(s) and/or course packs:
6. Criteria for evaluation:
7. Requirements (Attendance, Special, or Other):
8. Hours/week required out-of-class:
9. Additional Information:
10. A schedule of class meeting dates with topics and assignments:

Each Instructor teaching this course should attach a copy of their "Student Handout Sheet" to this document.

**WASHTENAW COMMUNITY COLLEGE
COURSE APPROVAL/CHANGE FORM**

[X] **New Course Approval** Final Approval* X One-Time Approval _____ Effective Term W95
 If Final Approval, has this course received one-time approval? yes _____ no _____
 *Courses submitted for Final Approval must include an official course.
 [] **Change in existing Course:** Delete _____ Change _____ (specify #2) Effective Term _____

Current or Proposed Dept., Course Number and Title: ABR 174 - Auto Body Repair Co-op I

(1) Proposed:		A. Dept		B. Course No.	C. Course Title (Abbreviate if necessary)	D. Cr.Hrs.	E. Weekly Contact Hrs.			
						min-max	lec	lab	clinical	other
		ABR		174	AUTO BODY REPAIR	0103				
J. Course Description										
In this course, the student gains skills from a new experience in an approved, compensated position in the field of auto body repair. Together with the instructor and employer, the student sets up work assignments and learning objectives to connect classroom learning with career-related work experience. This is the first of two possible Co-op experiences.										
										G. Capacity
										H. Prerequisite(s)
										ABR 111 & 112
										I. Corequisite

syl: 9/21/94

(2) Change in: [] Course number [] Course title [] Course description [] Prerequisite(s) [] Other _____
 [] Credit hours (current cr. hrs: _____) [] Class capacity (current capacity: _____)

Rationale:

(3) The following conditions have been documented by the appropriate faculty and chairs:

N.A.	Yes	No	
☐	☐	☐	a. Is this course a requirement for a certificate or degree program? If yes, specify: _____
☐	☐	☐	b. Does this course fulfill any of the graduation group requirements?
☐	☐	☐	c. Is there demonstrated need for the course?
☐	☐	☐	d. Have steps been taken to insure that the proposed change will not be similar to, or harm, existing courses or curriculums?
☐	☐	☐	e. Will the course transfer and/or comply with appropriate guidelines?
☐	☐	☐	f. Is this course to be listed in the college catalog?
☐	☐	☐	g. Has the course description been written in catalog format?
☐	☐	☐	h. Can present staff service this course?
☐	☐	☐	i. Is the course number/title consistent with college systems?
☐	☐	☐	j. Will existing facilities be adequate?
☐	☐	☐	k. Are new items of instructional equipment or library materials required?
☐	☐	☐	l. Are there unusual costs to the student in time, tuition, fees, etc.?

(4) Signatures:

	Comments	Signature	Date
Course Initiator(s)		SEE ATTACHED	
Department Chair(s)/Area Director(s)		SEE ATTACHED	
Dean(s)		RR Duben	9/23/94
VP for Instruction/Student Services: One-Time			
Chairperson, Curriculum Committee			
VP for Instruction/Student Services: Final			

Academic Services Use only:

Special Grading: _____ ACS Code: _____ Entered Catalog File - Date: _____ Entered CIF File - Date: _____

WASHTENAW COMMUNITY COLLEGE
COURSE SYLLABUS

Course ABR 174

Department: Auto Body Repair

New Course ☒

Course Number: ABR 174

Existing Course ☐

Course Title: Co-op Education I -

Credit Hours: 1 -3 (variable)

Prerequisites: ABR 111 + ABR 112
& Consent of instructor.

Corequisites:

Catalog Course Description: In this course the student gains skills from a new experience in an approved, compensated, position in the field of auto body repair. Together with the instructor and employer, the student sets up work assignments and learning objectives to connect classroom learning with career-related work experience. This is the first of two possible Co-op experiences.

Contact Hours: (Place Numbers in the appropriate boxes)

Contact Hours per week in lecture/recitation

☐

Contact Hours per week in laboratory

☐

Contact Hours per week in clinical

☐

Contact Hours per week in work experience

☒

8 - 24

Total Contact Hours (per semester): minimum 120 hrs./1 credit - maximum 360 hrs./3 credits

Course Justification: (Check all that apply)

☒ program specialty

☐ college transfer

☐ support course

☐ division core

☐ industry training

☐ personal development

☐ core curriculum

Prepared By

[Signature]
(Faculty Member)

Date

9-20-94

Reviewed By

[Signature]
(Department Chair)

Date

9-20-94

Approved By

[Signature]
(Dean)

Date

9/21/94

MAJOR INSTRUCTIONAL UNITS: A Major instructional unit is a grouping of topics which naturally relate to one another.

(List, in order, the major instructional units)

1. COOP Work Experience

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- | | |
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- Publisher: _____ Est. Cost: _____
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- Publisher: _____ Est. Cost: _____

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8. Hours/week required out-of-class:
9. Additional Information:
10. A schedule of class meeting dates with topics and assignments:

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**WASHTENAW COMMUNITY COLLEGE
COURSE CHANGE FORM (CCF)**

Complete this form when proposing changes to an existing course or submitting a syllabus for five-year review. Attach a CAF form with the proposed changes for the course. For minor changes you may attach section A and the revised page(s) of the CAF form rather than the entire CAF document. Directions can be found in the Curriculum Manual. If you need assistance, call Curriculum and Articulation Services at x3706.
For help screens, select a field and press F1

COURSE CHANGE INFORMATION

1. Submission Information:

Course as it exists currently (Do not enter the proposed new title and/or course number)		
Course Discipline/No: <u>ABR 174</u> Title: <u>Auto Body Repair (Co-Op)</u>		
Division: <u>TEC</u>	Department: <u>AS</u>	Requested Term: <u>Fall 97</u>
This Course is being submitted for: (check all that apply)		
☒ Five-year Syllabus Review ☐ No changes to course (Attach revised CAF all sections)		
☒ Minor Changes only (if <u>not</u> due for review, may attach section A and revised pages of CAF)		
☐ Major Change(s) (Attach revised CAF sections A - E)		
☐ Terminate Course (No attachments needed)		
☐ Reactivate (Attach revised CAF sections A - E)		

2. Items to be Changed: (check all that apply)

Minor Changes (Attach revised sections of the CAF form) ☐ Course Description (minor changes) ☒ Pre or Corequisites within Department ☐ Course Objectives (minor changes) ☐ Course Title ☐ Course Number ☐ Capacity (current capacity: _____) ☐ Distance Learning (Attach Preliminary Approval Form for Distance Learning & a Section Handout) ☐ Distribution of Contact Hours only (current: lect: _____ lab _____ clin _____ exp _____) ☐ Other _____	Major Changes (Major changes must be reviewed by the Curriculum Committee. Attach complete CAF form) ☐ Pre or Corequisites outside Department ☐ Course Objectives (major changes) ☐ Core Elements added or deleted ☐ Credit hours (current: _____) ☐ Total Contact Hours (current: lect: _____ lab _____ clin _____ exp _____) ☐ Honors (complete Section F of CAF) ☐ Grading ☐ Distance Learning - major (Attach Preliminary Approval Form for Distance Learning & a Section Handout) ☐ Other _____
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3. Rationale for making changes:

Changes resulting from five year syllabus review
--

4. Signatures:

Prepared by: _____	Date: _____
Faculty/Preparer	
Reviewed by: _____	Date: _____
Department Chair	
Reviewed by: _____	Date: _____
Dean	
Approved by: _____	Date: _____
Vice President for Instruction and Student Services	

Data File _____	ACS Code _____	Catalog File Date _____	CIF File Date _____
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✓
eff 9/01

ABR 130: Custom Painting 3 Credits

Prerequisites: ABR 112

Corequisites: None

15 lecture, 45 lab, 0 clinical, 0 other, 60 total contact hours

Fulfills Core Elements: 7 9

This course provides students with an understanding of the art of custom painting. Students work with the tools and techniques used in the field. The course covers the use of special effect colors such as pearls and candies. Students use airbrushes, pinstripe brushes, and lettering brushes. Murals, graphics, appliques, and etching are also covered.

ABR 131: Advanced Custom Painting 2 Credits

Prerequisites: ABR 130

Corequisites: None

15 lecture, 45 lab, 0 clinical, 0 other, 60 total contact hours

Fulfills Core Elements: 7 9

This class is a continuation of methods and procedures used in automotive custom painting. Lab assignments on actual automobiles provide an opportunity to improve skills in pin striping, color design coordination, lettering on automobiles, mural development, and the use of specific effect color and related materials.

ABR 134: Auto Graphics 2 Credits

Prerequisites: ABR 112 and ABR 130

Corequisites: None

15 lecture, 45 lab, 0 clinical, 0 other, 60 total contact hours

Fulfills Core Elements: 7 8 9

This class is a continuation of methods and procedures used in automotive custom painting. Lab assignments on actual cars provide an opportunity to develop skills in graphic application, color design coordination, special effect colors, and layout transfer.

ABR 174: ABR Co-op Education I 1-3 Credits

Prerequisites: ABR 112 and ABR 113 and Consent required

Corequisites: None

0 lecture, 0 lab, 0 clinical, 0 other, 0 total contact hours

Fulfills Core Elements: None

In this course, students gain skills from a new experience in an approved, compensated position in the field of auto body repair. Together with the instructor and employer, students set up work assignments and learning objectives to connect classroom learning with career-related work experience. This is the first of two possible co-op experiences. Instructor consent is required to register for this course. Students who have equivalent experience may contact the instructor for permission to waive the pre-requisite.

ABR 215: Classic Auto Restoration III 4 Credits

Prerequisites: ABR 115 and ABR 117

Corequisites: None

30 lecture, 90 lab, 0 clinical, 0 other, 120 total contact hours

Fulfills Core Elements: None

This course focuses on restoration of interior and exterior trim and hardware including headliners, dash panels, seats, carpet, glass, hood ornaments, body side moldings, and bumpers. Students will gain the skills to assemble a classic car properly with emphasis on details and quality.

ABR 217: Classic Auto Restoration IV 4 Credits

Prerequisites: ABR 215

Corequisites: None

30 lecture, 90 lab, 0 clinical, 0 other, 120 total contact hours

Fulfills Core Elements: None

This course focuses on advanced skills in automotive welding techniques. Students will learn advanced skills in shaping metal to form parts to replace original damaged parts on classic cars. Advanced projects will be completed on students' own vehicle or one provided by the school.

all signed