WASHTENAW COMMUNITY COLLEGE

MASTER SYLLABUS

Course Discipline Code & No: CRT 220 **Title:** Refinish Technician II **Effective Term** Fall 2008

Division Code: VCT **Department Code:** ABDD **Org #:** 14110

Don't publish: ☐ College Catalog ☐ Time Schedule ☐ Web Page

Reason for Submission. Check all that apply.

X New course approval
☐ Three-year syllabus review/Assessment report
☐ Course change
☐ Reactivation of inactive course
☐ Inactivation (Submit this page only.)

Change information: Note all changes that are being made. Form applies only to changes noted.

☐ Consultation with all departments affected by this course is required.
☐ Course discipline code & number (was _____)*
*Must submit inactivation form for previous course.
☐ Course title (was _____)
☐ Course description
☐ Course objectives (minor changes)
☐ Credit hours (credits were: _____)
☐ Total Contact Hours (total contact hours were: _____)
☐ Distribution of contact hours (contact hours were: lecture: _____ lab _____ clinical _____ other _____)
☐ Pre-requisite, co-requisite, or enrollment restrictions
☐ Change in Grading Method
☐ Outcomes/Assessment
☐ Objectives/Evaluation
☐ Other _____

Rationale for course or course change. Attach course assessment report for existing courses that are being changed.

Offer students training in the field of collision repair and close the gap on industry, NATEF and I-Car standards.
Conditionally approved seeking full approval

Approvals Department and divisional signatures indicate that all departments affected by the course have been consulted.

Department Review by Chairperson ☐ New resources needed ☐ All relevant departments consulted

Print: W. Gary Sobbry, Jr. Faculty/Preparer Signature W. Gary Sobbry, Jr. Date: 6-16-08

Print: W. Gary Sobbry, Jr. Department Chair Signature W. Gary Sobbry, Jr. Date: 6-16-08

Division Review by Dean

☐ Request for conditional approval

Recommendation ☒ Yes ☐ No Dean's/Administrator's Signature Date 6-17-08

Curriculum Committee Review

Recommendation _____

☐ Tabled ☒ Yes ☐ No Curriculum Committee Chair's Signature Lisa Veasey Date 11-19-08

Vice President for Instruction Approval

Vice President's Signature Roger M. Raley Date 11/19/08

Approval ☒ Yes ☐ No ☐ Conditional

Do not write in shaded area.
Log File 6/18/08 Ecopy ☐ Banner 12/4 C&A Database _____ C&A Log File 12/4 Basic skills ☐ Contact fee ☐

Please return completed form to the Office of Curriculum & Assessment and email an electronic copy to sjohn@wccnet.edu for posting on the website.

***Complete ALL sections which apply to the course, even if changes are not being made.**

Course:	**Course title:**
CRT 220	**Refinish Technician II**

Credit hours: 2

If variable credit, give range:

_____ _ to _____ credits

Contact hours per semester:

	Student	Instructor
Lecture:	30	30
Lab:	15	15
Clinical:	___	___
Practicum:	___	___
Other:	___	___
Totals:	45	45

Are lectures, labs, or clinicals offered as separate sections?

☐ Yes - lectures, labs, or clinicals are offered in separate sections

☒ No - lectures, labs, or clinicals are offered in the same section

Grading options:

☐ P/NP (limited to clinical & practica)

☐ S/U (for courses numbered below 100)

☒ Letter grades

Prerequisites. Select one:

☒ College-level Reading & Writing

☐ Reduced Reading/Writing Scores
(Add information at Level I prerequisite)

☐ No Basic Skills Prerequisite
(College-level Reading and Writing is not required.)

In addition to Basic Skills in Reading/Writing:

Level I (enforced in Banner)

	Course	Grade	Test	Min. Score	Concurrent Enrollment (Can be taken together)	Corequisites (Must be enrolled in this class also during the same semester)
					☐	
☐ and ☐ or					☐	
☐ and ☐ or					☐	
☐ and ☐ or					☐	

Level II (enforced by instructor on first day of class)

	Course	Grade	Test	Min. Score
☐ and ☐ or				
☐ and ☐ or				

Enrollment restrictions (In addition to prerequisites, if applicable.)

☐ and *X* or Consent required

☐ and ☐ or Admission to program required

☒ and ☐ or Other (please specify):
Completion of Auto Body Repair Certificate (CTAUBR) with a grade of "B" or better in each course.

Please send syllabus for transfer evaluation to:

Conditionally approved courses are not sent for evaluation.
Insert course number and title you wish the course to transfer as.

☐ E.M.U. as _____

☐ U of M as _____ ___

☐ _____ as _____ _____

☐ _____ as _____

☐ _____ as _____

☐ _____ as _____

Course	Course title
CRT 220	**Refinish Technician II**

Course description State the purpose and content of the course. Please limit to 500 characters.	The course provides crucial final detail and inspection information that the modern refinish technician must know in order to effectively release a vehicle back to its owner. Using collision industry standards as a guide, students will learn how and why different shops use various levels of final detailing. Additional topics such as interior and exterior care, buffing, glazing, waxing, overspray removal, leak detection, engine bay reconditioning and preparing vehicles for resale, will be covered.

Course outcomes

List skills and knowledge students will have after taking the course.

Assessment method

Indicate how student achievement in each outcome will be assessed to determine student achievement for purposes of course improvement.

Outcomes (applicable in all sections)	Assessment Methods for determining course effectiveness
1. Identify and apply final refinish details to collision damaged vehicles.	Final Exam. Student Achievement Record
2. Determine the correct pinstripe/transfer tape and install correctly for automobile detailing.	Final Exam. Student Achievment Record
3. Remove overspray from multiple surfaces without damaging the vehicle.	Final Exam. Student Achievment Record
4. Correct paint defects from natural causes without damaging the vehicle.	Final Exam. Student Achievment Record
5. Inspect, identify, and correct problems with the vehicles operating systems involved in the repair.	Final Exam. Student Achievment Record

Course Objectives

Indicate the objectives that support the course outcomes given above.

Course Evaluations

Indicate how instructors will determine the degree to which each objective is met for each student.

Objectives (applicable in all sections)	Evaluation Methods for determining level of student performance of objectives
(Outcome I) 1. Determine refinish details to be repaired. 2. Identify need for interior and exterior care 3. Perform painting, buffing, glazing, and waxing 4. leak detection, engine bay reconditioning and preparing vehicles for resale,	Student Achievement Record and quizzes
(Outcome II) 5. Identify different types of pinstripe/transfer tapes. 6. Determine appropriate type of tape for various metal and plastic installations. 7. Apply and remove tapes correctly for various installations 8. Determine how to match OEM and custom applications.	Student Achievement Record and quizzes
(Outcome III) 9. Identify different types of overspray. 10. Recognize how various removal methods affect the final detailing 11. Determine what techniques should be used in the removal depending on the substrate. 12. Appropriately perform overspray removal in accordance with industry standards.	Instructor review of student performance and test.
(Outcome IV) 13. Identify finish damage caused by bird droppings, tree sap, and other natural	Instructor review of student performance and test.

	causes. 14. Determine appropriate procedures. 15. Correct finish damage according to industry standards.	
	(Outcome V) 16. Perform an inspection on vehicle after all work has been completed to ensure that all systems are functioning 17. Perform leak detection, engine bay reconditioning and preparing vehicles for resale as appropriate	Test, quizzes, and Student Achievment Record

List all new resources needed for course, including library materials.

Student Materials:

List examples of types		**Estimated costs**
Texts Supplemental reading Supplies Uniforms Equipment Tools Software		$

Equipment/Facilities: Check all that apply. (All classrooms have overhead projectors and permanent screens.)

Check level only if the specified equipment is needed for all sections of a course.

☐ Level I classroom
Permanent screen & overhead projector

☐ Level II classroom
Level I equipment plus TV/VCR

X Level III classroom
Level II equipment plus data projector, computer, faculty workstation

☐ Off-Campus Sites
☐ Testing Center
☐ Computer workstations/lab
☐ ITV
☐ TV/VCR
☐ Data projector/computer
☐ Other _____

Assessment plan:

Learning outcomes to be assessed (list from Page 3)	**Assessment tool**	**When assessment will take place (semester & year)**	**Course section(s)/other population**	**Number students to be assessed**
1. Identify and apply final refinish details to collision damaged vehicles.	Final Exam. Student Achievement Record	W/09 & every 3 yrs	All sections	All students in all sections
2. Determine the correct pinstripe/transfer tape and install correctly for automobile detailing.	Final Exam. Student Achievment Record	W/09 & every 3 yrs	All sections	All students in all sections
3. Remove overspray from multiple surfaces without damaging the vehicle.	Final Exam. Student Achievment Record	W/09 & every 3 yrs	All sections	All students in all sections
4. Correct paint defects from natural causes without damaging the vehicle.	Final Exam. Student Achievment Record	W/09 & every 3 yrs	All sections	All students in all sections

5. Inspect, identify, and correct problems with the vehicles operating systems involved in the repair.	Final Exam. Student Achievment Record	W/09 & every 3 yrs	All sections	All students in all sections

Scoring and analysis of assessment:

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally developed rubric, external evaluation, other). Attach the rubric/scoring guide.

   The final exams will be scored against the answer sheet. Points will be assigned to each question with the results compared to the scoring guide
   Practical application of the task will be evaluated using the Student Achievement Record. Each task is worth 5 points and will be evaluated by the instructor based on the rubric below.

   5 points = Excellent work done with no flaws and without help from instructor, follows safety requirements.
   4 points= Above average work done with little to no flaws with some help from instructor. Follows all safety requirements.
   3 points = Average work done with few flaws and some help from instructor. Follows most safety requirements.
   2 points = Either below average work or Average work done with substantial help from instructor. Meets minimal safety requirements.
   1 point = Failed to complete task or finished product not to code or student doesn't follow safety requirements.

2. Indicate the standard of success to be used for this assessment.

   The standard of sucess of student performance will be: 80% of the students will score 85% or higher on the final exam and student achivement record. ((Final + Achievement Record)/2 = 85% or higher).

3. Indicate who will score and analyze the data (data must be blind-scored).

   Department chair and instructors will blind-score the data. We will review results to identify if there are areas of weakness or needed changes

4. Explain the process for using assessment data to improve the course.

   Assessment and update the course content. Analysis will also be done to evaluate the type of instruction used and if we identify areas of consistent weakness