WASHTENAW COMMUNITY COLLEGE

MASTER SYLLABUS

Course Discipline Code & No: CRT 260 **Title:** Refinish Technician IV **Effective Term** Winter 09

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 ~ requesting 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 6-17-08 Date

Curriculum Committee Review

Recommendation _____

☐ Tabled ☒ Yes ☐ No _____ Curriculum Committee Chair's Signature 10/23/08 Date

Vice President for Instruction Approval

_____ Vice President's Signature 10/23/08 Date

Approval ☒ Yes ☐ No ☐ Conditional

200809

Do not write in shaded area.
Log File 6/18/08 **Ecopy** ☐ **Banner** ☐ **C&A Database** 10/28 **C&A Log File** 10/28 **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.

3-6-09

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

Course:	Course title:
CRT 260	**Refinish Technician IV**

Credit hours: 4

If variable credit, give range:

_____ to _____ credits

Contact hours per semester:

	Student	Instructor
Lecture:	60	60
Lab:	45	45
Clinical:		
Practicum:		
Other:		
Totals:	105	105

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)
	CRT 200	B			☐	
☒ and ☐ or	CRT 220	B			☐	
☒ and ☐ or	CRT 240	B			☐	

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 ☐ or Consent required ☐ and ☐ or Admission to program required Program: _____ ☐ and ☐ or Other (please specify): _____

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 260	**Refinish Technician IV**

Course description

State the purpose and content of the course. Please limit to 500 characters.

This course provides advanced collision refinishing training as it is applied in "real world" situations. Students will perform light to medium level refinishing operations on Washtenaw Community College owned vehicles that are to be slated for resale. Solid and metallic base-coat/clear-coat and single stage paint systems will be areas of focus. Panel refinishing, blends, and "cut-ins" will be some of the topics 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. Determine the current industry standard for refinishing and execute procedures on a selected project vehicle.	Final Exam. Student Achievment Record
2. Assess and observe proper shop work flow and adjust methods to achieve maximum efficiency.	Final Exam. Student Achievment Record
3. Correctly determine the most economical process to refinish and deliver a quality vehicle to the customer.	Final Exam. Student Achievment Record
4. Determine the proper surface preparation on an entire vehicle and apply the proper refinishing necessary to achieve an OEM finish.	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. Identify industry standard refinish procedures for selected project vehicles 2. Perform refinish procedures to selected project vehicles in accordance with industry standards.	Student Achievement Record and quizzes
(Outcome II) 3. Identify various collision repair departments. 4. Observe proper work flow thru the shop 5. Identify work flow improvements to achieve maximum efficiency.	Instructor review of student performance and test.
(Outcome III) 6. Identify refinish options that meet industry standards. 7. Estimate cost for each refinish option 8. Determine most economical solution that falls within industry standards and meets the customer's needs. 9. Perform zone refinishing techniques on a customer vehicle. 10. Perform multiple refinish blends to repaired area on the same vehicle and achieve desirable results.	Instructor review of student performance and test.
(Outcome IV) 11. Prepare and refinish entire vehicle for a single color overall refinish. 12. Prepare and refinish entire vehicle with solid or metallic base-code/clear coat when appropriate. 13. Prepare and refinish panels, use blends and "cut-ins" when 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

☒ 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. Determine the current industry standard for refinishing and execute procedures on a selected project vehicle.	1. Final Exam. Student Achievment Record	W/09 & every 3 yrs	All sections	All students in all sections
2. Assess and observe proper shop work flow and adjust methods to achieve maximum efficiency.	2 Final Exam. Student Achievment Record	W/09 & every 3 yrs	All sections	All students in all sections
3. Correctly determine the most economical process to refinish and deliver a quality vehicle to the customer.	3. Final Exam. Student Achievment Record	W/09 & every 3 yrs	All sections	All students in all sections
4. Determine the proper surface preparation on an entire vehicle and apply the proper refinishing necessary to achieve an OEM finish.	4. 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 and 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