

Odessa College
Technical Studies Division
Automotive Technology

Course Syllabus

COURSE NUMBER: AUMT 1266
COURSE TITLE: Practicum (or Field Experience) Automobile/Automotive Mechanics Technology/Technician
CREDIT HOURS: 2 **LECTURE HOURS:** 0 **LAB HOURS:** 15
PREREQUISITE: Consent of department chair or instructor.

CATALOG DESCRIPTION:

Practical general training and experiences in the work place. The college with the employer develops and documents and individualizes plan for the student. The plan relates the work place training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. (SCANS 2, 5, 6, 11) Prerequisite: Consent of department chair.

COURSE LEARNING OUTCOMES:

As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry..

TEXTBOOK

None:

SUPPLIES:

Students will need paper, notebook, pen and pencils.

COURSE GRADE EVALUATION:

10%	Orientation Class & Information Sheet
10%	Goals in front of Journal
10%	Evaluation #1
10%	Evaluation #2
10%	Evaluation #3
30%	Journal
10%	Time Sheet
10%	Site Visit TBA

Also see instructor information sheet:

All above material may be mailed to the following address.

Odessa College
Attn. (insert instructors name here)
201 West University
Odessa, Texas 79764

or hand delivered to instructors office, or placed in the mail box outside the door to the Computer Lab (RM 103).

ATTENDANCE POLICY:

Students are expected to attend all classes in which they are enrolled. The college requires instructors to keep accurate student attendance records; therefore, any student who must be absent from class for any reason should immediately consult with his/her instructor regarding the absence. **YOUR** attendance is the greatest predictor of your success. **Student attendance at EVERY class is expected.** You should expect that each absence will adversely affect your course grade. (For more information, refer to the catalog section; Academic and Class Information, currently on page 42 in the 2009-2011 catalog.)

ACADEMIC ETHICS:

You are expected to participate and contribute as a group in the labs and classroom; test will be taken without notes or other outside-assistance. If unethical behavior is detected, all parties involved will be denied credit for that project or exam. The questioned material and report of the ethics violation will be submitted to the department chair for further action if deemed necessary.

STUDENT ASSISTANCE:

- Admissions: 432-335-6432
- Auto/Diesel Department Chair: 432-335-6633
- Book Store: 432-335-6655
- Cafeteria: 432-335-6435
- Career Services: 432-335-6433
- Cashier's: 432-335-6419
- Counseling: (Help center) 432-335-6433
 Rosie Aguilar 432-335-6741
- Dollars for Scholars 432-335-6648
- .edu: (Student Service Center) 432-335-6894
- Financial Services: 432-335-6429
- Housing/Judicial Affairs: 432-335-6300
- Learning Resources Center: 432-335-6640
- Office of Disability Services 432-335-6861

What a student with a documented disability must do to obtain services

A student with a documented disability planning to attend classes and needing to request accommodations must present the appropriate documentation to the Office of Disability Services, located in the Student Union Building/ Help Center. It is recommended that the student meet with the Special Populations advisor three weeks prior to the beginning of the semester to make the necessary arrangements for the needed accommodations. Please call Becky at 335-6861 or send an email to brivera@odessa.edu for additional information or to make an appointment.

- Phi Theta Kappa 432-335-6533
- Registrar: 432-335-6404
- Sports Center 432-335-6476
- Student Learning Center:
 Peer tutoring available
 PLATO: Computer tutoring available
 (LRC 300) 432-335-6673
- Student Support Services: 432-335-6476
- Technical Studies Dean: 432-335-6686
- Testing Center: 432-335-6620
- Vice President Instruction: 432-335-6413
- Vice President for Student Services:
 432-335-6684
- Wi-Fi Java, Cyber Café: 432-335-6891
- Wrangler Express Center 432-335-6849

FACULTY:

James McCutcheon, chair;	Office Dm102	432-335-6633	jmccutcheon@odessa.edu
Jerry Griffith	Office Dm101	432-335-6632	jgriffith@odessa.edu
Perry Griffith	Office Dm105A	432-335-6603	pgriffith@odessa.edu

LAB REQUIREMENTS:

General Shop Practices and Procedures

- **Safety requirements will be strictly enforced: comply with personal and environmental safety practices associated with clothing, eye protection, hand tools, power equipment, proper ventilation, and the handling, storage, and disposal of chemicals in accordance with local, state, and federal environmental regulations.**
- Proper **Personal Protection Equipment (PPE)** will be used in all required areas.
- **Safety Glasses** must be worn **at all times** in the **lab/shop area**. No exceptions!
- **Adhere to all Safety signs** posted on equipment, fire extinguishers, tool groups, vehicle lifts, support stands, grinders, drill presses, or any other equipment or areas marked with Safety signage.
- Do not restrict the passage of any marked walkway.
- **Safety is paramount** and you are responsible for your work area and your safe work habits! **Therefore, do not leave fluid spills on floor and keep your area free of clutter!**
- Equipment use is limited to those knowledgeable enough to operate the equipment safely; otherwise the equipment is **OFF LIMITS! (Consult your instructor)**.
- Tools and equipment **will not be loaned** or taken from the Odessa College premises.
- Students **MUST** sign out for any specialty tool needed and will only be issued by an instructor or designated person. The student will be **responsible for safety and care of those tools, when finished or at the end of each lab period**, return all tools to the checkout person so they can sign the tool back in.
- NATEF job sheets will be filled out for each lab assignment. When finished, give completed job sheets to the instructor and those will be recorded on your progress report.
- All vehicles are to be treated as customer vehicles. As a student **YOU ARE TO RESPECT THIS**, do not sit in, lean on, or handle any vehicle that has not been specifically assigned to you by your instructor.
- Any time a vehicle hood is open, fender covers must be in place on the fenders at all times.
- Students must get approval from the instructor **before** bringing vehicles in the shop. **Only certain vehicles qualify for NATEF required tasks.**
- Visitors are not allowed in the lab/shop area; however they may be escorted through the lab/shop area by approved personal.

COURSE COMPETENCIES:

NATEF RECOMMENDED TASKS FOR AUTOMOTIVE TECHNOLOGY

PRACTICUM (or Field Experience)

For every tasks in Practicum (or Field Experience) , the following safety requirement must be strictly enforced as a number 1 priority: Comply with personal and environmental safety practices associated with clothing, eye protection, hand tools, power equipment, and handling, storage and disposal of chemicals in accordance with local, state, and federal safety and environmental regulations, listen to and verify the operator's concern, review past maintenance and repair documents, and determine necessary action.

- P.1. **MUST** be employed in an Automotive and/or Diesel related job.
- P.2. Attend orientation class.
- P.3. Fill out all student information sheet and include work schedule.
- P.4. Maintain a journal with all job duties as assigned by mentor.
- P.5. Set five short term measureable goals must be able to reach all goals by end of enrolled semester.
- P.6. Goals **MUST** be posted in front of journal.
- P.7. Fill out and answer all question for intern on evaluation #1.
- P.8. It is the Interns responsibility to have his/her Mentor/Supervisor answer all questions for reviewer on evaluation #1.
- P.9. Fill out and answer all question for intern on evaluation #2.
- P.10. It is the Interns responsibility to have his/her Mentor/Supervisor answer all questions for reviewer on evaluation #2.
- P.11. Fill out and answer all question for intern on evaluation #3.
- P.12. It is the Interns responsibility to have his/her Mentor/Supervisor answer all questions for reviewer on evaluation #3.
- P.13. Turn in journal to instructor, by due date for review and grade.
- P.14. Keep account of all hours at Automotive and/or Diesel related job.
- P.15. Turn in time sheet to instructor, by due date for review and grade. (A minimum of 240 hours needed to complete Practicum)
- P.16. Site visit will be held at your Automotive and/or Diesel related job, this visit is to determine any strength or weakness we need to address.

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, ebooks\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the "Ask a Librarian " service provide additional help.

Student E-mail

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

Student Portal

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

Technical Support

For Blackboard username and password help and for help accessing your online course availability abd student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).