

Cuyamaca College Course Syllabus

Automotive Technology 197 Ford Dealership Work Experience

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Office Hours: I am also available for web conferences using [CCC Confer Office Hours](#). This allows you to use your computer from home and go over web based training course questions, or resolve other challenges you may be having. You must create a user ID login prior to making an appointment.

Monday	10:00 a.m. to 12:00 p.m. by appointment
Tuesday	10:00 a.m. to 12:00 p.m. by appointment
Wednesday	08:00 p.m. to 10:00 p.m. by CCC Confer Tutor
Thursday	10:00 a.m. to 12:00 p.m. by appointment
Friday	10:00 a.m. to 12:00 p.m. by appointment
CCC Confer Web Based Office Hours	7:00 p.m. to 10:00 p.m. Every day by Appt.

Meet with Students and Colleagues Using CCC Confer

Learn How

Professional Development Clearinghouse Webinar
Click Here to View the Archive!

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Figure 1 CCC Confer Login Image

Prerequisites:

- Admission to the ASSET Program.
- You must arrange cooperative work experience with a Ford Dealership.
- Safety Glasses
- Basic Hand Tools
- Dress Code (A Ford Uniform, or Accepted Ford Name Tag)

75 hours paid work experience per unit, 1-3 units

Total contact hours: 75 (1 unit), 150 (2 units), 225 (3 units)

Catalog Description

Ford ASSET work experience. Students will be placed with a sponsoring dealer at the start of the training program. This course is based on paid work experience at the sponsoring dealership. Assessment of students will be performed by the ASSET coordinator in discussion with appropriate dealership personnel. Students are expected to work in the area of emphasis that is concurrent with area of training most recently completed at the college in order to further develop skills attained in the classroom setting. This course *must be taken 5 times for a total of 13 units. Failure to complete any of the required ASSET classes will either delay or deny your graduation from this program.*

Course Objectives

Students will be able to:

- 1) Independently demonstrate standardized safety and hazardous waste handling practices.
- 2) Independently apply technical information and skill sets learned at school to the actual work environment.
- 3) Develop the ability to work effectively with other technicians in the actual work environment.
- 4) Prepare for eventual full-time placement in the automotive industry.
- 5) Utilize manufacturer's repair information and technical service bulletins for accurate diagnosis and repair.

Method of Evaluation

A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system.

- 1) Evaluation of hands-on work performance that measures students' ability to safely identify necessary action or repair, diagnose and measure vehicle systems, and perform necessary tasks related to vehicle repair.
- 2) Mentor technician evaluation of students' progress while working on necessary tasks relating to diagnosis, replacement, repair, testing, and adjustment of vehicle systems and components.

- 3) Skills-based summative assessment that measures students' ability to successfully complete the necessary NATEF tasks related to diagnosis, replacement, repair, testing, and adjustment of vehicle systems and components.
- 4) Observation of students' performance in areas of attitude, skill development, absenteeism, and quality of work will be assessed by appropriate business personnel in conjunction with ASSET coordinator based on a minimum of three site visits during each work experience session.

Class Participation is 100% of your grade! (Reference the ASSET Student Evaluation Form.)

- **Dealership Management Evaluation**
- **Instructor Evaluation**
- **Lead Technician Evaluation**
- **Student Notebook Log-book must be completed and turned in by December 12th at 6:00 p.m.**

A Plus/Minus grading system will be used for final grades. Example:

70-73% = C 74-76% = C 77-79% = C+ College credit towards Associate of Science Degree, No Ford Certification

0%-69% No College Credit, No Ford Certification

80%-100% College Credit and Ford Certification

Note: Students who become certified in a content area are able to perform that warranty service at a Ford Dealer while they are still in training during their cooperative work experience.

Class Participation Rubric:

BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	Points Possible
Student misses class or leaves class early or shows up to class late. (0 Points)	Student comes to class late or leaves class early, but asks permission or provides an excuse (5-7 Points)	Student is always on time. Student only leaves class with permission after completing assignments. (8-10 Points)	All students start with 10 possible points each day. The points are documented in the grade center at the beginning of class.
Student does not participate in assigned tasks. (0 Points)	Student Participates in assigned tasks but does not take an active role or leadership role. The student tends to watch others work.	Student takes a leadership role in all assigned tasks. Student is willing to help others. (8-10 Points)	Points are finalized at the end of class. At the end of class points will either remain at 10 or be lowered.

	(5-7 Points)		
Student Violates Safety Rules. (0 Points)	Student Does not violate safety rules but needs to be asked what he or she is doing? Student does not clean work area or needs to be told to clean up. (5-7 Points)	Student is safe and encourages others to be safe. Student cleans the shop area and encourages others to clean up. (8-10 Points)	There are 10 points possible per class session for this grading rubric under class participation, and will account for 25% of the total grade points.

Class Policies:

Please identify yourself by first and last name, and the course you are taking, for all communications. (For example: Brad McCombs AT196). Your name should be included in all communication.

Please use proper English when communicating. Courtesy and patience are mandatory when “replying” to other student “posts”. Do not use abbreviations. (“btw” is spelled by the way.)

Communication technical requirements: You must have access to a computer and a high-speed Internet connection. It is preferred the computer you use have a microphone and camera for recording “chat messages” in discussion boards. You may use campus resources for a personal computer if you do not have your own.

Email: My preferred method of contact is by email through your Blackboard student email account. I will answer all emails within 24 hours. If you do not receive a reply from me within 24 hours, please assume I did not receive your email and resend it.

Please include a topic heading for all emails.

Brad.mccombs@gcccd.edu

Telephone: My telephone number is (619)-660-4267. I will return phone calls during business hours or answer immediately. If for some reason I don’t answer my phone, leave a detailed message on my voicemail and I will call you back the same business day. My mobile phone should be used for emergencies or issues you feel need my immediate attention (619) 701-1226.

Drop Policies: Students may be dropped from this course if more than 4 classes or Laboratory Assignments are missed without an excused absence. Student's course grade may be dropped 1 grade letter if more than 4 classes are missed.

Late Work: if you do not complete an assignment within the week allowed for that assignment, you may appeal, and your maximum score will be adjusted to 70% regardless of your actual score. This policy only applies to emergency appeals for access to content.

Students With Special Needs or Requiring Additional Help: [You Tube Resources for Students](#)

Please contact me directly if you are having trouble or require additional assistance or resources. We are here to help you succeed. There are also additional services at the following web link:

[Disabled Students Programs and Services](#)

We will be using a computer based learning system called Blackboard. Students requiring extra help with Blackboard can use the following resource: [Cuyamaca College Computer Lab](#)

Computer Lab

Homework and Quizzes: The homework for this class is self-study of Ford E Learning Modules. We suggest you complete the following modules during your Work Experience class:

Secure Web Logon

WARNING!

THIS IS A FORD MOTOR COMPANY PRIVATE COMPUTER SYSTEM. USAGE MAY BE MONITORED. UNAUTHORIZED ACCESS OR USE MAY RESULT IN CRIMINAL OR CIVIL PROSECUTION, DISCIPLINE UP TO AND INCLUDING TERMINATION OF EMPLOYMENT, TERMINATION OF ASSIGNMENT, OR LOSS OF ACCESS.

By signing on to the system I agree that, where consistent with applicable law: 1) I do not have any expectation of privacy in my use of the system. 2) My name and business contact information may be collected, processed, and stored by Ford in databases located in the U.S.A., and transferred among Ford and Ford's global affiliates (including the affiliates identified in Ford's most recent annual report on SEC Form 10-K available at the Ford corporate website) and their service providers for the purposes of my business relationship or arrangement with Ford. and 3) Ford actively monitors its information, systems, and data to identify and respond to security threats and losses, and any information or data identified through this monitoring may be shared among Ford and Ford's global affiliates and service providers, and provided to government authorities (including law enforcement).

Ford recognizes that in certain jurisdictions there are specific laws, regulations, and labor agreements that may apply, and Ford will comply with such requirements. [Click here for additional important terms and conditions.](#)

Enter your userid and password to login

Salaried Employees can login using their CDS ID and Password

USERID:

PASSWORD:

NOTE: PLEASE DO NOT SHARE YOUR USER ID OR PASSWORD WITH ANYONE

Dealers: To reset your password using your Q&A Profile, [click here.](#)

Figure 2 Ford secure login warnings

Electronic Use Policies: [My Video Reflections of Acceptable Use](#)

We must recognize the differences and expectations of using electronic information for online learning. Technology has made information more accessible increasing the need of acceptable use policies, which are facilitated through Federal, State, and local laws and GCCCD college district.

Federal and State laws offer protections for copyright holders to make copies or facilitate the copying of the work they have created. Fair use provides for limited use of copyright material. These limitations are found in sections of [copyright law](#).

The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes

The nature of the copyrighted work

The amount and substantiality of the portion used in relation to the copyrighted work as a whole

The effect of the use upon the potential market for, or value of, the copyrighted work (1)

The law protects the creativity and innovations of copyright holders by limiting the unauthorized use of their work. This promotes creativity by awarding protections for intellectual property development, which benefits society by stimulating innovative ideas and artwork.

[Cuyamaca College Student Conduct and Discipline Procedures](#)

It is important to maintain a collegial conduct on campus, and this conduct extends to the online classroom. Privacy cannot be guaranteed when using campus computer systems or linking to Internet through campus resources. Treat all communication with values portraying higher learning.

The following quote was copied from the Cuyamaca College website:

“Your instructors are eager to help you succeed in your studies at Cuyamaca College. But success means more than just receiving a passing grade in a course. Success means that you have mastered the course content so that you may use the knowledge in the future, either to be successful on a job or to continue with your education” (Cuyamaca College Catalog, 2011-2012, p. 28). Therefore, dishonesty will not be tolerated in this course. This includes, but is not limited to, cheating, plagiarizing, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. Students who are found to be dishonest will receive academic sanctions, such as an “F” grade on the assignment or exam and will also be reported to the Associate Dean of Student Affairs for possible further disciplinary action. Sample 4 “Academic honesty is required of all students. Plagiarism--to take and pass off as one’s own work the work or ideas of another--is a form of academic dishonesty. Penalties may be assigned for any form of academic dishonesty”(Cuyamaca College Catalog, 2011-2012, p. 28). Sanctions for breaches in academic integrity may include receiving a grade of an “F” on a test or assignment. In addition, the Associate Dean of Student Affairs may impose further administrative actions.”

Blackboard Tools offers SafeAssignment, which is an electronic [plagiarism](#) checker.

GCCCD Social Media Guidelines:

Although online conversations on social media sites are often casual, they must remain professional and respectful. Comments on the colleges' official pages are monitored to ensure compliance with the social networking guidelines. Inappropriate posts will be removed.

Content that will be deleted includes:

- An advertisement for a commercial business
- Libelous, slanderous or defamatory comments
- Vulgar, racist or sexist slurs
- Obscenities
- Comments pertaining to violence
- Incorrect information
- Information that violates student privacy under FERPA
- Comments that are not respectful
- Comments that are not relevant to the topic
- A commenter who is misrepresenting himself/herself
- A single person who is dominating the conversation
- We welcome photos, videos, and comments posted to the Cuyamaca College Facebook wall. Please review the GCCCD Social Media Guidelines if you are unsure the content you want to post is appropriate. We appreciate your cooperation.

[Is online learning right for me?](#)

[Support for online learning.](#)

E-Learning Modules:

Online Web-Based Training Classes: The following classes must be completed to be certified to perform AC service and electrical diagnosis and be certified to perform warranty service in these content areas at a Ford Dealership. Each module takes one to three hours to complete. **These modules should already be completed, if they are not please complete them during your cooperative work experience class.**

Basic Electrical Theory and Operation	34S11W0
Battery Starting & Charging System Theory & Op	34S12W0
Electrical Diagnosis Tools and Testing I	34S13W0
Electrical Diagnosis Tools and Testing II	34S14W0
Electronics Theory and Operations	34S15W0
Understanding Electronic Systems	34S16W0
IDS - DTC's, PID's, DMM	30G11W1
Network Communication	34S27W0
IDS - O'scope, SGM, & PMI	34S28W0
Automotive Measuring Tools	32S02W0
Climate Control Theory and Operation	35S01W1
Electronic Climate Control Theory and Operation	35S03W0
Climate Control System Diagnosis	35S04W0
Hybrid Vehicle Components and Operation	30N26W2
2012 FOCUS ELECTRIC COMPONENTS AND OPERATION	30N41W0

FALL 2015 ACADEMIC CALENDAR

Registration	July 13 - August 14
Last Day to Pay for Registration	August 6

Professional Development - Organizational Meetings	August 10 - 14
Regular Day & Evening Classes Begin	August 17
Program Adjustment	August 17 - August 28
Census Day (Semester length Classes)	August 31
Holiday (Labor Day)	September 7*
Last Day to Apply for P/NP Semester Length Classes	September 18
Last Day to Apply for Fall 2015 Degree/Certificate	October 9
End of First 8-Week Session	October 10
Second 8 - Week Session Begins	October 12
Last Day to Drop Semester Length Classes	November 6
Holiday (Veterans' Day Observed)	November 11 (Wednesday)*
Holiday (Thanksgiving)	November 26, 27, 28*
End of Second 8-Week Session	Monday, December 7
Final Examinations	December 8, 9, 10, 11, 12, and 14
Close of Fall Semester	December 14
Winter Recess	December 15 - January 22
Instructor Grade Deadline	December 17

