



**AUTO SERVICE TECHNOLOGY (ASE)**

**and**

**AUTOMOTIVE COLLISION TECHNOLOGY (ACT)**

**HANDBOOK**

**NOTE: It is very important that you keep this Handbook for reference.**

## **GENERAL STUDENT INFORMATION**

While PCC expects the student to adhere to the Student Code of Conduct, PCC also assumes the obligation of clearly identifying and enforcing the Student Code of Conduct. PCC maintains the basic understanding that those students who do not follow and adhere to the Student Code of Conduct must be held accountable for their actions. The Vice President for Student Services will be responsible for implementing the Student Code of Conduct.

The following details actions that will be viewed by PCC as either academic misconduct or nonacademic misconduct.

### **ACADEMIC MISCONDUCT**

Any student found guilty of academic misconduct shall be subject to disciplinary action. Academic misconduct includes, but is not limited to the following actions:

1. Cheating or knowingly assisting another student in committing an act of cheating or other forms of academic dishonesty.
2. Plagiarism, which includes, but is not necessarily limited to, submitting examination, theses, reports, drawings, laboratory notes, undocumented quotations, computer-process materials, or other material as one's own work when such work has been prepared by another person or copied from another person.
3. Unauthorized possession of examinations, answer keys, reserve library materials, computer software, computer codes, or laboratory materials.
4. Unauthorized changing of grades on an examination, in an instructor's grade book, or on a grade report, or unauthorized access to academic computer records.
5. Nondisclosure or misrepresentation in filling out applications or other College records in, or for, academic departments or divisions.
6. Unauthorized selling or purchasing of examinations, papers, computer programs, and/or assignments.
7. Stealing or malicious destruction of another student's notes or materials (including computer file materials) or having in possession such materials without the owner's permission.

### **NONACADEMIC MISCONDUCT**

The following list constitutes violations for which students and student organizations are subject to disciplinary action. This list is not designed to be all-inclusive, but offers examples of the types of prohibited conduct:

1. Actual or threatened physical injury to any person (including self) on College-owned or College-controlled property or at a College-sponsored or supervised function, or conduct that endangers the health or safety of a person.

2. Engaging in individual or group conduct that is violent, (including sexual misconduct, attempted suicide, or threats of either) abusive, indecent, unreasonably loud, or similar disorderly conduct that infringes upon the privacy, right, or privileges of other or disturbs the peace or the orderly process of education on campus.
3. Unauthorized use, possession or storage of any firearm, weapon, dangerous chemical, or explosive (including fireworks) on College premises or at College-sponsored activities.
4. Forgery, falsification, counterfeiting, alterations, or misuse of any College record, document, or identification card of a nonacademic nature (e.g., admissions applications or parking permits).
5. Unauthorized entry into or alteration of a College computer record, theft, abuse, computer time, or violation of Computer Center policies.
6. Reporting the presence of a fire, bomb, or explosive or incendiary device on the College campus without good reason to believe the facts reported are true.
7. Unlawful possession, use, distribution, or sale of any narcotic or dangerous drug (as defined by the statutes of the State of Colorado) on College-owned or College-controlled property or at any function sponsored, authorized, or supervised by the College.
8. Theft of, or unwarranted damage to, College-owned or College-controlled property or property of any member of the College community.
9. Failure to comply with the lawful directives of College employees acting within the scope of their duties including those directives issued by a College administrator to ensure the safety and well being of students.
10. Entry into or use of any building, facility, or room, or other College-owned or College-controlled property or grounds without authorized approval. This also includes the unauthorized possession or use of College keys, lock combinations, or other access codes.
11. Participation in illegal gambling activities on College-owned or College-controlled property, or at a function identified with the College.
12. Possession or consumption of alcoholic beverages in contradiction of State law and/or College policy.
13. Possession or consumption of and possession or alcoholic beverages in or unauthorized locations on College-owned or College-controlled property.
14. Entering or attempting to enter any dance, social event, or other College event without proper credentials for admission (e.g., ticket, identification card, or invitation).
15. Failure to make satisfactory settlement for any debts to the College.
16. Failure to comply with College traffic rules and regulations.

17. Smoking in classrooms or other unauthorized campus areas.
18. Extortion (to obtain money or personal property from a person by force, by intimidation, or by undue or illegal power).
19. Cell phones must be turned off while in classrooms and set on PAGER. In the event of an emergency (only ) please notify your family to call 549 3216 (Tool Room )

Student's Name: \_\_\_\_\_

Advisor: \_\_\_\_\_

Advisor's Office Number: \_\_\_\_\_

Advisor's Phone Number: \_\_\_\_\_

Advisor's Office Hours: \_\_\_\_\_

**Department Chairperson**

**Jim Torres .....549-3249**

**Instructors**

Jim Torres, Auto Collision Technology (TE 129) ..... 549-3249  
Robert Maez, Automotive Technology (TE 133) ..... 549-3354  
Cliff Swartwood, Auto Collision Technology (TE 129)..... 549-3216  
Kris Champlain Auto Collision Technology ( TE 129 )..... 549-3249

Automotive Technology Shops ..... 900 West Orman Avenue  
Room TE 184 ..... 549-3354

Automotive Collision Technology Shops..... 900 West Orman Avenue  
Rooms TE 180 ..... 549-3249

**Canon City High School Instructor.....John Duston**  
E-mail [Dustonj@canoncityschools.org](mailto:Dustonj@canoncityschools.org)  
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**Assistant Instructor..... Frank Cowgill III**

## POLICY STATEMENTS FOR AUTOMOTIVE STUDENTS

1. Students enrolled in automotive courses who wish to have their own cars worked on in the auto shop shall pay list price plus 20 percent for all parts used and listed on the repair order. However, if they desire to pay cash when the parts are delivered, there will be no mark up in price as long as no purchase order is written.
2. Students enrolled in Lab classes:
  - ✓ Pay a \$100 deposit before beginning work
  - ✓ May bring only one vehicle at a time
  - ✓ Must make repairs in a professional and timely manner
  - ✓ Must pay all charges against the vehicle upon completion of work. (A vehicle will not be released until payment is made in full.) **ABSOLUTELY NO EXCEPTIONS!**

**Note:** Enrollment is an automotive lab course and does not guarantee the student a work stall.

**PCC reserves the right to move student vehicles outside at any time without notice.**

**The student is responsible for storage of his/her own parts and supplies.**

**Students must mark all parts and supplies with their name, or these items will be considered junk and discarded.**

**PCC IS NOT liable in the case of theft, vandalism, accidents, or any other loss of property.**

**Thirty days after completion of a vehicle a storage fee will be assessed at the rate of \$5 per day.**

**Items left in the shop or courtyard will become the property of PCC (after 30 days) to dispose of at our discretion.**

3. Repair work on all cars **must** coincide with the phase of training being taught at that time and its value for instructional purposes **must be approved by the instructor** of the class. The make, model, and age of automobiles have a direct bearing on their instructional value.
4. Any vehicle brought into the shop must:
  - ✓ be scheduled in for work
  - ✓ be assigned a work bay or area
  - ✓ have a repair order made out and signed by the owner

5. Only students enrolled in automotive and collision classes may work on cars in the shops. Students are not permitted to work in the shops except during the regularly scheduled hours for the class or club in which they are enrolled, or through previous arrangement with their instructor—if make-up time is requested. When reporting for make-up time, the student must first contact and notify the instructor in charge of this request to make up time. An instructor must be present while work is being performed.
6. All accounts should be paid in advance in \$100 increments. Some small items (less than \$20) may be charged until the end of the month, or pay day, with department approval. **All accounts must be paid in full at the end of each month or before final week of the semester.** Unpaid bills will be turned in to the cashier's office for collection. Collection fees may be assessed if not paid in a timely manner at 20 percent.
7. All major repairs will be paid in advance in \$100 increments. Additional work will not be performed until the previous account is paid in full.
8. All students must know the location of and how to use fire extinguishers.

#### **HOW TO OPERATE FIRE EXTINGUISHERS:**

- ✓ Hold upright and pull pin.
  - ✓ Direct discharge nozzle at the base of flame and squeeze the handle.
  - ✓ Return the extinguisher to the tool room for recharge.
9. Students must be at their workstations, properly dressed and equipped, ready to go to work at the time class is scheduled.
  10. Proper dress for shops shall consist of clean, snug fitting clothing suitable for comfortable work. All clothing must be kept in good repair. (A work uniform may be required).
  11. All tools must be checked out of the tool room from the attendant by a checkout system.
  - 12. NO STUDENT WILL ENTER THE TOOLROOM OR INSTRUCTOR'S OFFICE WITHOUT THE INSTRUCTOR AND THE TOOLROOM ATTENDANTS PERMISSION!!**
  13. Do not waste materials and supplies. Any wasted materials will be charged to you.
  - 14. All broken or damaged tools and equipment must be reported to the instructor as soon as breakage or damage is discovered.**
  15. Breaks (coffee/smoke) are determined by the individual instructor. Breaks will be discontinued for any class or individual that abuses the privilege. Breaks will be taken in the shop area only.
  16. No smoking in classrooms or shops. Smoking will be permitted only in designated areas.
  17. Telephones are for official college business and are not for personal calls.

18. Safety practices ***must*** become a part of every day life to protect you, your fellow worker, and the equipment with which you work. ***Avoid horseplay—use common sense.***
19. **APPROVED EYE PROTECTION DEVICES MUST BE WORN IN THE SHOPS.** This is state law stating that anyone not wearing eye protection will be dismissed from class.
20. Report any dangerous situation to your instructor at once.
21. In case the building is ordered evacuated due to a bomb threat or other emergency, pick up all of your personal belongings, exit the building, and move to the far side of Valdez Park and wait for further instruction.
22. Report all accidents immediately. First aid stations are located within the tool room for each shop.
23. No student shall operate any piece of equipment until he has been instructed on its proper and safe operation. Equipment must be returned to its proper storage area upon completion of its use or the end of the class period.
24. **Do not tamper with any project in the shop that you are not directly connected with.**
25. All students must have their instructor's permission and clearance before driving school or customer vehicles. Road test only on the routes designated by the instructor.
26. Anyone driving a car from the shop area or carrying a package or box (tool box) must be willing to allow examination of its contents at any time. These items may be checked periodically.
- Note:** Driving a vehicle in a reckless or unsafe manner will constitute a loss of parking privileges or suspension from PCC.
27. All school vehicles or mockup components must be left completely assembled in a craftsman-like manner and in operating order by the end of the phase of training for which it was used or the end of the semester, whichever comes first.
28. Students are responsible for reading and being aware of the college catalog concerning college policies and procedures.
29. Parts or accessories cannot be removed from shop vehicles or engines to be used other than for instructional purposes. The vehicles and engines are state property. Shop instructors do not have the authority to give permission for removal or other use.
30. Shop equipment cannot be loaned for work outside the shop. Shop instructors do not have the authority to loan equipment to anyone.

31. No parking in the shop or courtyard area unless your car is to be worked on. Your vehicle will be ticketed. You must obtain permission from an instructor before parking in the courtyard.
32. Parking of the student's car is permitted only in the student parking lot. College Law Enforcement Officers will ticket cars parked on the roadway behind the auto shop in the courtyard area.
33. For automotive majors, the minimum grade standard in automotive classes for graduation is "C." Students with less than a grade "C" in any of the freshmen automotive classes, may not enroll in a sophomore auto class until they have earned a "C" or higher in all freshmen classes.
34. **GRADING:** Professional attitudes can be developed, and you will be observed continually for progress in this area. Your conduct reflects an image of your profession. Items of concern are as follows:
  - ✓ cleanliness of person and clothing
  - ✓ good grooming
  - ✓ cleanliness of work area and in returning tools and equipment
  - ✓ steadiness on the job—attendance and efficient use of class time
  - ✓ quality of work
  - ✓ use of language—foul language is an ignorant mans way of trying to express himself

#### **INSTITUTIONAL ATTENDANCE POLICY:**

35. All teachers will maintain an official attendance record of all students in all classes.

Any student that misses a credit class for 20 percent of the class contact hours will be officially and immediately dropped by his/her instructor via the drop class card. For example: a student in a three credit hour class which meets 45 contact hours would be dropped after missing 9 hours. In the event a student returns to the class that he/she has been dropped from, it is at the instructor's discretion if the student can or cannot be reinstated. The student must initiate a readmit slip to be approved by the instructor and department chair and submitted to the Records office immediately.

It is expected that any student who is reinstated will make up all missed work and complete the course on schedule.

Written tests will be made up after class by appointment.

#### **CONDUCT:**

36. Foul language is not permitted. Students will be dismissed from class and will receive an absence.
37. Theft is a criminal act. Pueblo Community College will prosecute those who are caught stealing.\*

38. Pueblo Community College will not allow physical or verbal abuse or sexual harassment of its instructors or students. Those in violation will be suspended according to Pueblo Community College Policies and Procedures.
39. Sitting or writing on vehicles will require disciplinary action.
40. Students are not permitted to leave the shop area without permission.

**\* If a student leaves the shop area without permission he/she will be dismissed for the rest of the day and the hours lost will be counted against their attendance record.**

## **SAFETY PRACTICES FOR AUTOMOTIVE STUDENTS**

1. All students must know the location of and how to use fire extinguishers.

### **HOW TO OPERATE FIRE EXTINGUISHERS:**

- ✓ Hold upright and pull pin.
- ✓ Direct discharge nozzle at the base of flame and squeeze the handle.
- ✓ Return the extinguisher to the tool room for recharge.

2. **APPROVED EYE PROTECTION DEVICES MUST BE WORN IN THE SHOPS.**

**This is state law—anyone not wearing eye protection will be dismissed from class.**

3. Keep clear of any machine or equipment, which you are not operating. Never attempt to operate a piece of equipment or tool for which you have not received operational instructions. Avoid distracting a person while they are operating equipment.
4. Use care with all equipment—use the right tool for the job.
5. Shock tools such as chisels, punches, hammers, etc., should be kept dressed to avoid splintering of burred or mushroomed striking surface.
6. Keep screw drivers, scribes, picks, or other sharp pointed tools out of pockets.
7. Turn off all equipment as soon as you are finished with the job. If you have to leave your work area for some time, **turn off equipment.**
8. Floors and equipment must be kept clean at all times. Soak up spilled oil, antifreeze, gasoline, etc., with sawdust immediately.
9. When using an air hose, direct it so the air stream or flying particles will not strike you or anyone else. **(Do not blow yourself off with compressed air.)**
10. Hold material in a vise when drilling.

11. Never weld with greasy clothing or near flammable material. Disconnect the battery cables before welding on a vehicle.
12. Keep oil and grease off welding equipment. An explosion may result.
13. Use proper eye and body protection when welding—do not watch the arc or allow someone else’s arc flash to reach your eyes.
14. When the torch is not in operation, be sure all valves are turned off and the regulators are “backed out.”
15. Always or while MIG welding disconnect the battery cables and isolate them when working on the electrical system.
16. Do not wear any jewelry, rings, watches, etc., while working in the shop.
17. A gassing battery generates hydrogen. Any spark or open flame will cause it to explode. Avoid sparks or flame around a battery.
18. Avoid contact with battery acid. It will damage eyes, burn the skin, and ruin clothing. If you accidentally get acid in your eyes, flush your eyes with clear water for several minutes and then seek professional help.
19. Do not leave any gasoline in open containers or store in glass bottles or jugs. Return gasoline containers to the tool room immediately after use.
20. Do not use gasoline for cleaning purposes.
21. Never look directly into a carburetor when the engine is being cranked or while it is running.
22. When priming an engine, use a priming can. **Do not** prime when cranking the engine.
23. Do not use water on a gasoline fire.
24. Do not leave bottles, cans, pipe, sockets, or other round items where they can be stepped on.
25. **ALWAYS USE SUPPORTS OR JACK STANDS FOR SUPPORT BEFORE GETTING UNDER AN ELEVATED VEHICLE.**
26. Do not run an engine in the shop without connecting the exhaust ventilating system.
27. Always check the brakes and under the hood for fuel leaks or other loose items before starting or moving an automobile.
28. Disconnect the battery ground cable if the car is left incomplete.

29. Drive slowly in the shop and around the immediate area.
30. Do not attempt to lift beyond your strength.
31. Do not permit any slivers to remain in your hands as this often causes infection.
32. Do not rise up quickly from a stooping or squatting position.
33. Follow all instructions. Do not take chances. If you don't know, look it up in the manual or ask the instructor.
34. Stand creepers up or roll them back under the vehicle when they are not in use. **Do not stand on creepers.**
35. Fuel lines must be plugged immediately after they are disconnected.



Program: **AUTOMOTIVE AND AUTOMOTIVE COLLISION TECHNOLOGY**

<b>SAFETY AND POLICY AWARENESS STATEMENT</b>
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I have read, studied, and been instructed concerning safety and program policies. I am aware of and possess knowledge of program safety precautions including **asking** for and receiving help to gain this said knowledge.

**I accept the responsibility to comply with said policy statements and safety rules.**

**In the event that I Fail to comply with these rules, and my failure to comply results in property damage, I will accept financial responsibility.**

**I understand that eye protection is a requirement by law, and that I can be dismissed from class at any time, without credit, for failing to comply with this statute.**

**I also understand that Pueblo Community College, and the respective program, is not responsible for personal items or tools, which are lost, stolen, or damaged. A person's homeowner's insurance policy may be implemented to cover these items. Insurance coverage becomes the students' responsibility.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Pueblo Community College instructors have my permission to release information about my grades and abilities to employers, potential employers, or agencies who request such information. Permission to release this information is valid not only while I am actively enrolled as a student, but will also apply after I leave PCC, unless I cancel the release in writing.

Signed: \_\_\_\_\_