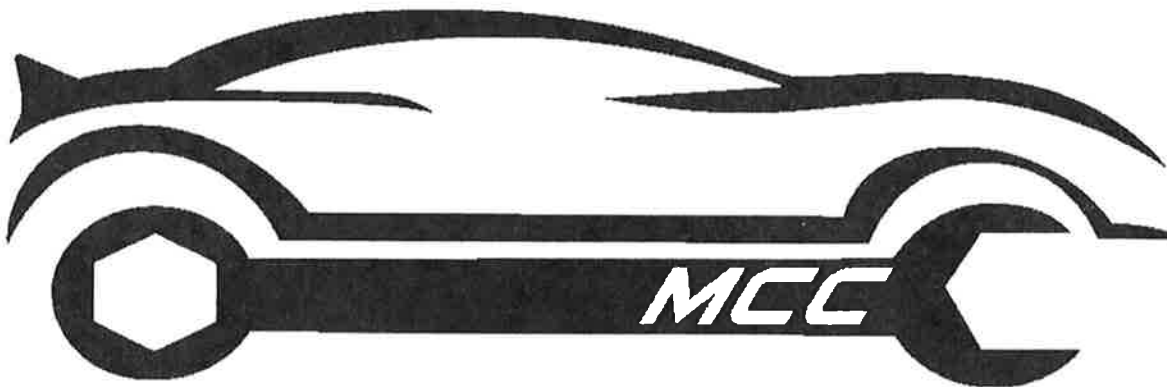




**METROPOLITAN**  
Community College

# **COLLISION REPAIR TECHNOLOGY**



**Student Handbook  
2022**

Program Location:  
2909 Edward Babe Gomez Ave,  
Omaha, NE 68107

## **Metropolitan Community College Mission Statement**

Metropolitan Community College delivers relevant student-centered education to a diverse community of learners.

All efforts have been made to insure the accuracy and inclusion in this handbook. We regret any errors or omissions.

The College tuition is subject to change without prior notice by and at the discretion of the MCC Board of Governors.

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## Overview of Program

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Metropolitan Community College's Program: Metropolitan Community College offers an Associate of Applied Science Degree in Auto collision Technology (ABAS1), a Certificate of Achievement (ABTC1), and two different Career Certificates (ACTCC) (ACESD) to assist in preparing you for the collision industry. Students receive lecture followed by hands-on practical lab experience using state-of-the-art equipment and curriculum materials.

Fundamentals and theories of Collision Repair Systems will be explained and practiced in a structured college environment. Students will also take general education courses designed to prepare the technician for the challenges of the everyday work experience.

***Three program options for the Associate Degree are available: Lockstep Accelerated, Traditional, and Cohort.***

Students who enroll in the Auto Collision Technology Program may be eligible for:

- Scholarships and financial assistance (all programs)
- Wages while on internship at area body shops (Lockstep only)
- A well-paid professional career in one of the fastest growing occupations
- On-the-job pay increases as proficiency improves

The Auto Collision Technology Program is accredited by the National Institute for Automotive Service Excellence (ASE) and holds current certification with the Inter-Industry Conference on Auto Collision Repair (I-CAR). All Auto Collision Technology instructors are I-CAR certified.

### **Instructors:**

The principal instructors within this program along with their credentials are:

**Mr. Joseph Baker:** Fifteen plus years work experience in the automotive collision industry; Associates degree in Applied Science; ASE Master Certification in automotive collision; I-CAR PDP teaching certification; PPG automotive refinishing MVP; Chief Frame Alignment certification in laser measuring.

**Mr. Patrick McKibbin:** Thirty plus years work experience, ten years as body shop manager. ASE Master Certification in auto collision technology.

**Mr. Timothy Sievers:** Twenty-five plus years work experience in the auto collision industry; Associates of Applied Science degree in auto body repair technology; ASE Master Certification in automotive collision; I-CAR PDP teaching certification.

**Mr. Robert Ulfers:** Thirty years work experience in the auto collision industry; ASE Master Certification in automotive collision; I-CAR PDP teaching certification.

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## **Auto Collision Technology – Career Information**

### **(Nebraska Career Information Systems)**

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#### **Occupation Overview**

Automobile collision technicians repair damaged automobiles, buses and light trucks back to pre-loss condition according to repair manual specifications and OEM procedures. They straighten damaged frames, remove dents, refinish vehicles, and replace damaged parts that are beyond repair. Some technicians may install/reinstall parts or replace automotive glass. Others specialize in custom equipment and paint upon customer's request. They use a variety of equipment and tools including drills, welders, hammers, sanders, and power machinery. Some technicians may specialize in one type of repair or segment such as estimating, automotive body repair, refinishing, fiberglass, frame repair or auto glass replacement.

#### **Specialties**

- Automobile-Collision Customizing
- Auto Collision Technicians
- Auto Refinish Technicians
- Frame Repair Specialists
- Glass Installers
- Shop Production Management
- ADAS Calibrations
- Estimating
- Light Duty Truck Collision Repair

#### **Work Activities**

- Examine damaged vehicles and estimate repair costs.
- Remove accessories, trim and bolted parts.
- Utilize frame machines to ensure structural components are properly aligned.
- File, grind or sand parts.
- Repair plastics to pre-damaged conditions.
- Align frames, body parts, window openings and doors.
- Refinish and paint repaired or replacement parts.
- Replace bolted and welded parts.
- Repair or replace body hardware such as door locks, handles, and interior trim.
- Remove and install auto glass
- Pre and Post vehicle scanning.

## **Abilities, Skills and Knowledge**

- Be able to learn the processes of automotive collision repair.
- Be able to accurately read and follow written materials
- Be able to accurately work with numbers and measurements.
- Be able to visualize objects from drawings and blueprints and to see slight differences in objects.
- Be able to perceive space and form accurately and have hand and finger dexterity.
- Be able to handle heavy objects.
- Be able to handle a variety of tasks and do precision work.
- Skills in identifying components of automobile collision construction.
- Skills in understanding the techniques used in automobile collision repair.
- Skills in versatility and being able to change tasks frequently.
- Skills in being very exact and accurate in completing tasks related to automobile collision repair.
- Skills in welding, sheet metal fabrication and repair of auto suspension and electrical systems.
- Skills in memorizing, matching, combining and detecting slight differences in colors.
- Skills in using materials, tools and equipment.
- Skills in detecting similarities and/or slight differences in shapes, widths and lengths.
- Skills in picturing the finished product.
- Skills in record keeping.

## **Work Setting**

**Environment:** Work indoors in auto repair shops that can be noisy at times. Work is often strenuous, can sometimes be dirty and in awkward positions. Safety practices and personal protective equipment must be utilized to avoid injuries from power tools and paint.

**Hours:** Work 40 to 48 hours a week with optional overtime depending on workload.

**Employers:** Automotive collision shops, dealerships, independently owned body shops, insurance carriers, auto rental companies, consumable supply companies, motor vehicle manufacturers, and self-employed.

## **Employment and Wages**

Wages will vary depending on experience, education and location. According to the 2019 US Bureau of Labor Statistics, the average annual income of a collision repair technician is \$54,842. Almost 31 percent of technicians reported annual earnings of \$70,000 or higher.

## **Licensing or Certification (Occupational Outlook Handbook)**

Certification by the National Institute for Automotive Service Excellence (ASE), though voluntary, is the recognized standard of achievement for automotive collision technicians. ASE offers a series of four exams for collision repair professionals twice a year. Technicians

may take from one to four ASE Master Collision Repair & Refinish Exams. Technicians who pass at least one exam and have 2 years of hands-on work experience earn ASE certification.

Completion of a post-secondary program in automotive collision repair may be substituted for 1 year of work experience. Those who pass all four exams become ASE Master Collision Repair & Refinish Technicians. Automotive collision technicians must retake the examination at least every 5 years to retain certification. Continuing education throughout a career in automotive body repair is required.

Automotive parts, body materials, and electronics continue to change and become more complex and technologically advanced. To keep up with these technological advances, technicians must continue to gain new skills, read technical manuals, and attend seminars and classes. An experienced automotive collision technician with supervisory ability may advance to shop supervisor. Some workers open their own body repair shops. Others become automobile damage appraisers for insurance companies.

### **References**

Nebraska Career Information Systems  
421 Nebraska Hall  
Box 880552  
Lincoln, NE 68588-0552  
Ncis2@unl.edu

Occupational Outlook Handbook (2008-09 ed.)  
<http://stats.bls.gov/ocohome.htm>

## **Career Services**

Metropolitan Community College Career Services provide career planning and job search resources, employment information, job listings, guidance and workshops for students seeking employment opportunities.

Career Navigators are available to work with prospective students, current students, and MCC alumni on all career related services. Navigators can assist with career exploration, resume critique, cover letter assistance, job search strategies, mock interview prep, and so much more!!

Students can schedule an appointment with a Navigator at the following campuses:

**Elkhorn Valley Campus, Student Services**

**Fort Omaha Campus, Student Services**

**South Omaha Campus, Student Services**

**South Omaha Campus/Satellite**

Contact Career Services at **531-622-4647** or at [careerservices@mccneb.edu](mailto:careerservices@mccneb.edu)

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## Auto Collision Technology Program

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### **The Program**

There are three program options to achieve the **Associate of Applied Science Degree in Auto Collision Technology (ABAS1)**:

**Accelerated Lockstep:** A one year, four quarter program option where students remain together through all classes throughout the program (page 7).

**Traditional:** A two-year, seven quarter program option where students select the classes they wish to attend. (page 9).

**Cohort:** A fifteen-month, seven quarter program option where students combine work experience with classes in the AUT building. Cohort students are employed in the collision industry and will work with a mentor in a shop facility every other quarter. This is an application-based program.

**Accelerated Lockstep, Traditional and Cohort students may choose to complete the 49.5 credit hour** Certificate in Achievement (ABTC1) (page 10) or Career Certificate (ACESD) (page 11).

### **How to Apply for Admission**

Any student who possesses either a high school diploma or the GED equivalent is eligible to enter the program. If you have a serious interest in an Auto Collision Technology career and would like more information about the AUTB program at MCC, please contact an Academic Advisor at any Student Services office or call toll-free 1-800-228-9553 or reach out to academic advisor Heather Carrico at 531-622-2692 or email [hjcarrico@mccneb.edu](mailto:hjcarrico@mccneb.edu).



## Accelerated Lockstep Program Option - Class Schedule

### FALL QUARTER

Course Section No.	Course Title	Day(s) Time	Credit Hours
AUTB 1040	Auto Collision Repair Welding (first 5 weeks)	Tuesday 8:00 AM -- 4:00 PM	3
AUTB 2450	Collision Estimating I (second 5 weeks)	Tuesday 8:00 AM -- 4:00 PM	3
AUTB 1100	Structural Repair I (first 5 weeks)	Thursday 8:00 AM -- 4:00 PM	3
AUTB 1110	Structural Repair II (second 5 weeks)	Thursday 8:00 AM -- 4:00 PM	3
AUTB 1200	Non-Structural Repair I	Monday 8:00 AM -- 4:00 PM	6
COMS 1000	Communications	Days and Hours to be Determined each Quarter	4.5
<b>Total Credit Hours</b>			<b>22.5</b>

### WINTER QUARTER

Course Section No.	Course Title	Day(s) Time	Credit Hours
AUTB 1210	Non-Structural Repair II	Monday 8:00 AM -- 4:00 PM	6
AUTB 2120	Structural Repair III	Wednesday 8:00 AM -- 4:00 PM	3
AUTB 2300	Automotive Refinishing I	Tuesday 8:00 AM -- 4:00 PM	3
AUTB 2460	Collision Estimating II	Tuesday 8:00 AM -- 4:00 PM	3
AUTB 2550	Electrical and Mechanical Systems	Wednesday 8:00 AM -- 4:00 PM	3
SPCH 1300	Interpersonal Communication	Days and Hours to be Determined each Quarter	4.5
<b>Total Credit Hours</b>			<b>22.5</b>

*\*Students may take a 4.5 credit hour elective in lieu of Automotive Custom Painting and Streetrod Restoration.*

## SPRING QUARTER

Course Section No.	Course Title	Day(s) Time	Credit Hours
AUTB 1220	Non-Structural Repair III (first 5 weeks)	Monday 8:00 AM -- 4:00 PM	6
AUTB 2230	Non-Structural Repair IV (second 5 weeks)	Monday 8:00 AM -- 4:00 PM	6
AUTB 2310	Automotive Refinishing II	Thursday 8:00 AM -- 4:00 PM	6
MATH 1240	Applied Mathematics	Days and Hours to be Determined each Quarter	4.5
AUTB 1300	Street Rod Restoration	Wednesday 8:00 AM – 12:00 PM	3
<b>Total Credit Hours</b>			<b>25.5</b>

## SUMMER QUARTER

Course Section No.	Course Title	Day(s) Time	Credit Hours
*I-AUTB 2981	Internship or AUTB 2240 Non-Structural Repair V (first 2 ½ weeks)	Monday - Thursday 8:00 AM -- 4:00 PM	6
*II-AUTB 2982	Internship II or AUTB 2241 Non-Structural Repair VI (second 2 ½ weeks)	Monday - Thursday 8:00 AM -- 4:00 PM	6
AUTB 2340	Automotive Custom Painting (5 weeks)	Friday 8:00 AM – 4:00 PM	3
PSYC 1000	Psychology	Days and Hours to be Determined each Quarter	4.5
EXPL 1000	Career Explorations	Days and Hours to be Determined each Quarter	4.5
<b>Total Credit Hours</b>			<b>24</b>

*\*Students must complete all other degree requirements before signing up for the 12 credit hour Internship. AUTB 2240 or AUTB 2241 may be substituted for the Internship if offered during the Summer hours. Both internship credit hours must be completed to comply with program requirements.*

### Total Credit Hours All Quarters

Fall	22.5
Winter	22.5
Spring	25.5
Summer	24
<b>Total</b>	<b>93 – 94.5</b>

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## Traditional Program Option

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### Auto Collision Technology (ABAS1)

**Award:** Associate in Applied Science Degree

This degree covers the entire scope of the field, including basic and advanced metal finishing repair, frame repair and alignment, panel replacement, major body repair, and all aspects of automotive painting using the latest technology.

For entry into the Auto Collision program, a written mechanical reasoning test is required.

#### Program Requirements

##### Credit Hours

<b>General Education Requirements .....</b>		<b>22.5</b>
COMMS 1000 Communications	4.5	
MATH 1240 Applied Math	4.5	
PSYC 1000 Psychology	4.5	
SPCH 1300 Interpersonal Communication	4.5	
EXP 1000 Career Explorations	4.5	
<b>Major Requirements for Auto Collision Technology .....</b>		<b>66 - 72</b>
AUTB 1040 Auto Collision Repair Welding	3	
AUTB 1100 Structural Repair I	3	
AUTB 1110 Structural Repair II	3	
AUTB 1200 Non-Structural Repair I	6	
AUTB 1210 Non-Structural Repair II	6	
AUTB 1220 Non-Structural Repair III	6	
AUTB 2120 Structural Repair III	3	
AUTB 2230 Non-Structural Repair IV	6	
AUTB 2240* Non-Structural Repair V	6	
<b>OR</b>		
AUTB 2981 Internship	Variable	
AUTB 2241* Non-Structural Repair VI	6	
<b>OR</b>		
AUTB 2981 Internship	Variable	
AUTB 2300 Automotive Refinishing I	3	
AUTB 2310 Automotive Refinishing II	6	
AUTB 2450 Collision Estimating I	3	
AUTB 2460 Collision Estimating II	3	
AUTB 2550 Electrical and Mechanical Systems	3	
Electives below or other approved electives		
AUTB 1300 Street Rod Restoration	3	
AUTB 2340 Automotive Custom Painting	3	
<b>Total Required Hours .....</b>		<b>93</b>

*\*Students must complete at least one internship experience in order to receive the degree.*

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## Certificate of Achievement

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### Auto Collision Technology (ABTC1)

**Award:** Certificate of Achievement

**Pathway to Associate Degree:** Auto Collision Technology (ABAS1)

This certificate of achievement covers basic sheet metal and frame repair.

#### Program Requirements

#### Credit Hours

<b>General Education Requirements</b> .....		<b>13.5</b>
Communications	4.5	
Mathematics	4.5	
Social Sciences	4.5	
<b>Major Requirements for Auto Collision Technology</b> .....		<b>36</b>
AUTB 1040 Auto Collision Repair Welding	3	
AUTB 1100 Structural Repair I	3	
AUTB 1110 Structural Repair II	3	
AUTB 1200 Non-Structural Repair I	6	
AUTB 1210 Non-Structural Repair II	6	
AUTB 1220 Non-Structural Repair III	6	
AUTB 2120 Structural Repair III	3	
<b>Electives</b> .....		<b>6</b>
<i>Degree-seeking students may take 4.5 hours from any elective, but the other 1.5 hours should come from the <u>major requirements for Auto Collision Technology, SPCH 1300, or EXP 1000.</u></i>		
<b>Total Required Hours</b> .....		<b>49.5</b>

Following is a *suggested* guide for the student planning employment in Auto Collision Technology after three quarters of full-time study.

First Quarter	Second Quarter	Third Quarter
AUTB 1000 .....3.0	AUTB 1210 .....6.0	AUTB 1220 .....6.0
AUTB 1200 .....6.0	AUTB 1110 .....3.0	AUTB 2120 .....3.0
AUTB 1100 .....3.0	Communications ....4.5	Social Sciences .....4.5
Elective .....3.0	Mathematics .....4.5	Elective .....3.0

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## Career Certificate

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### Auto Collision Entry Level Technician (ACTCC)

**Award:** Career Certificate

**Pathway to Associate Degree:** Auto Collision Technology (ABAS1)

This career certificate provides students with the skills and knowledge necessary for an entry level position in the Auto Body industry. An Auto Collision Entry Level Technician repairs damaged auto body parts and completes detailed painting of vehicles in accordance with factory and dealership specifications using hand tools and power tools.

#### Certificate Requirements

##### Credit Hours

**Certificate Requirements for Auto Collision Entry Level Technician ..... 36.0**

AUTB 1040	Auto Collision Repair Welding	3
AUTB 1100	Structural Repair I	3
AUTB 1200	Non-Structural Repair I	6
AUTB 1210	Non-Structural Repair II	6
AUTB 1220	Non-Structural Repair III	6
AUTB 2300	Automotive Refinishing I	3
AUTB 2310	Automotive Refinishing II	6
AUTB 2450	Collision Estimating I	3

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## Career Certificate

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### Auto Collision Estimating (ACESD)

**Award:** Career Certificate

**Pathway to Associate Degree:** Auto Collision Technology (ADAS1)

This Career Certificate qualifies students for a training/intern position as an adjuster for an insurance company or an estimator for a collision repair shop.

#### Certificate Requirements

##### Credit Hours

**Certificate Requirements for Auto Collision Estimating Career Certificate .....27.0**

AUTB 1100	Structural Repair I	3
AUTB 1200	Non-Structural Repair I	6
AUTB 1210	Non-Structural Repair II	6
AUTB 2300	Automotive Refinishing I	3
AUTB 2450	Collision Estimating I	3
AUTB 2460	Collision Estimating II	3
AUTB 2550	Electrical & Mechanical Systems	3

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## **Student Registration Costs**

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### **CLASSIFICATION**

#### **Tuition**

Tuition for a course is based upon the number of credits as specified in the college catalog. The cost per credit depends upon the student's residency status as described below. The student may contact Enrollment Management with regard to questions concerning his/her residency classification.

#### **Resident**

A student qualifies to register for resident tuition rates at Metropolitan Community College if he/she meets one of the following criteria:

- Has a Nebraska mailing address (PO Box not acceptable).
- Is a minor whose parents or legal guardian have a Nebraska mailing address (PO Box not acceptable).
- Is married to a spouse who has a Nebraska mailing address (PO Box not acceptable).
- Has attended or graduated from a Nebraska secondary school during the school year immediately prior to registration at Metropolitan Community College.

#### **Non-Resident**

An individual who does not qualify for the resident tuition rate and is not an international student is considered a non-resident and his/her assessed tuition is according to the non-resident schedule.

#### **International Student**

An international student is any alien who comes to the United States for a temporary stay that will end when its purpose has been accomplished.

#### **Technology Fees**

In addition to tuition, a student is assessed a \$5.00 technology fee per credit. The money generated from this fee is used by the College to purchase high tech equipment (e.g. computers and computer dependent equipment) for its educational programs.

#### **Books and Materials**

The student is expected to obtain his/her own books, supplies and consumable materials needed in his/her studies. The courses in Auto Collision all used the same text. In addition, the general education courses may require texts and other books. View the Book Store link (<https://www.mccneb.edu/Current-Students/Bookstore>) on the Metropolitan Community College web page for the cost of the book(s) required for each scheduled Auto Collision Class.

## **Tools**

The program has all tools in sufficient quantity available for students to check out during lab classes. Students are not required to purchase tools while working in the AUT lab. Students are encouraged to purchase their own set of tools prior to any internship or industry employment. Students have an opportunity, and are encouraged, to utilize the student discount available to them prior to Graduation to purchase their own tools. Discounts are applicable while students are enrolled in the program.

## **Total Cost of Program**

This cost will depend upon whether the student works towards the Associate Degree or the certificate as well as the residency classification of the student. Because costs are subject to change without notice, a student should contact any Student Services office or call 1-800-228-9553 for more information on registration costs.



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## Auto Collision Technology Tool List

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Ear Protection	Safety Glasses
Body Spoon	Comma Dolly
Durablock Flexible Block Set	Long Spot Pick Hammer
Shrinking Hammer	1.8 Tip Primer Paint Gun
Universal Dolly	Wide Face Bumping Hammer
1/4" Drive Socket Set Metric (Shallow & Deep)	1/4" Extensions 3", 6" and 10" long
1/4" Drive Socket Set Standard (Shallow & Deep)	1/4" Drive Ratchet
3/8" Drive Socket Set Metric (Shallow & Deep)	3/8" Ratchet
3/8" Drive Socket Set Standard (Shallow & Deep)	3/8" Extensions 3", 6" and 10" long
1/2" Drive Socket Set Metric (Shallow & Deep)	1/2" Drive Ratchet
1/2" Drive Socket Set Standard (Shallow & Deep)	1/2" Extensions 3", 6" and 10" long
3 LB Hammer	3 Piece Pry Bar Set
Adjustable Wrench	Center Punch
Diagonal Side Cutters	Large Chisel
Metric Combination Wrench Sets (8MM to 22MM)	Metric Set of Allen Wrenches (1.5 to 10MM)
Needle Nose Pliers	Phillips Screwdriver Set (#1, 2, 3 Sizes)
Clip Tool Kit	1/4 Battery Powered Ratchet
Palm Sander	Pin Punch (2 different sizes recommended)
Seam Splitter	Slip Joint Pliers
Small Chisel	Torx Socket Set (Metric)
Standard Combination Wrench Set 3/8" to 1-1/8"	Vise Grip Pliers
Standard Set of Allen Wrenches (.050 to 3/8)	Paint Respirator
Tape Measure (Metric)	Plastic Pry Tool (Clip Remover Set)
Auto Darkening MIG Welding Helmet	Impact Driver
Welding Gloves	Air Cut Off Wheel
OSHA Approved Air Blow Gun	
Lockable Tool Storage	

### **Please note the following tips:**

- \*Mark all your tools including your tool box.
- \*Make sure that all your tools are insured.
- \*Keep your tool box locked when not in use.
- \*Several tool companies offer tool sets that can be purchased at a discount, contact an Auto Body Instructor for a list of possible vendors.
- \*Metropolitan Community College is not responsible for lost or stolen tools.

## Student Information

The following pages contain information that involves student behavior, grading of courses, lab and internship policies, and other information that the student should know.

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## Lab Area Policies

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The Auto Collision Lab area is an extension of the classroom and should be treated as such. In order to provide for a safe, clean environment conducive to learning, the following rules of conduct are expected in the lab area:

1. Safe work practices as defined by the instructor must be followed at all times.
2. All Vehicles entering the lab area must have instructor approval.
3. All work must be related to automotive collision repairs and the curriculum of the program.
4. Visitors are not allowed in lab during class time.
5. Smoking and smokeless tobacco are prohibited on campus.
6. All dust, dirt and other debris in the student's work area is the responsibility of the student. This must be cleaned up before he/she leaves the work area for the day.
7. All broken or defective equipment must be reported to the lab technician or the instructor immediately.
8. Co-workers must be treated with respect. Any verbal or physical abuse among students or staff will not be tolerated.

*Failure to comply with any of the above may lead to a temporary suspension, a failing grade, or disenrollment from the class.*

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## Parts Room Charge Policy

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Students may use the Parts Room to purchase sandpaper, paint, and other consumables needed for their personal lab work. In some cases, these costs may be placed on a charge ticket.

***However, the following parts room charge ticket policy will be strictly enforced:***

1. No parts or supplies will be ordered in the name of Metropolitan Community College.
2. All items ordered from outside sources will be paid for in advance.
3. Items purchased from the parts room may be put on a charge ticket and must be paid at student services. Debit and credit cards are also accepted for online payment.
4. Charges not paid off before the end of the quarter will void any future charge privilege.
5. Any charge ticket approaching \$100 will require some payments before reaching the end of the quarter or charge privilege will be cut off.
6. In the case of non-payment, student will not be allowed to return to class until full payment is made. If payment is not received by the end of the quarter, the unpaid ticket will be sent to the College's business office and a hold will be placed on the student's college account. This will prevent the student from registering for any classes or from participating in any other college activities.
7. Students will be required to **remove** their vehicles after completion of class or upon the discretion of the instructor. Students will only be allowed **one** vehicle at a time for repair in the lab or repair area. Vehicles not removed when requested will be removed at the student's expense.

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## Internships

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Internships provide students with the opportunity to gain on-the-job experience while they are still working towards their degree. It is an excellent way for students to learn what the job is like and also expose them to potential employers. Most interns are paid.

To be eligible for an internship, a student must meet the following criteria. *Students should contact one of the faculty members for more information.*

1. Students enrolled in the degree program must complete *at least* one internship. This internship can be taken in place of either AUTB 2240 or AUTB 2241. Students are allowed to have two internship experiences if they so desire and the instructor approves. These two internships would be in place of AUTB 2240 **and** AUTB 2241.
2. Internships must have the agreement of the instructor and the collision shop owner/manager.
3. Students wishing to enter into an internship must have:
  - A. Completed all other Course requirements with passing grades.
  - B. Attended the internship orientation.
  - C. Shown good work ethic and habits.
  - D. Displayed initiative and a positive attitude.
  - E. Shown the ability to work well with others.
4. Internships are not a vested right, but are allowed at the discretion of the instructor after having observed the student during the previous quarters.
5. Salary arrangements are between the student and the shop owner/manager.
6. The instructor will set the objectives to be accomplished during the period of the internship, and will make site visits at the start, mid-point, and ending of the period for the purpose of progress evaluation.
7. Final evaluation will be completed by the supervisor at the job site. The student's grade will be determined by the instructor from the supervisor's evaluation.

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## Grading Criteria

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All courses are graded according to the College system and standards. These standards appear in the College Catalog. In general, students can receive the following grades in the auto body courses:

- A     Excellent. The student has demonstrated outstanding proficiency in mastering course objectives.
- B     Above Average. The student has demonstrated above average proficiency in mastering all course objectives.
- C     Average. The student has demonstrated average proficiency in mastering course objectives.
- D     Below Average. The student has demonstrated below average but passing proficiency in mastering course objectives.
- F     Failing. The student has not demonstrated a minimum passing proficiency in mastering course objectives.
- I     Incomplete. Due to extenuating circumstances a student may be given an extension of time to complete course objectives. An “I” grade must be made up prior to the end of the succeeding term or it becomes an “F”. Assignment of “I” grades is a faculty prerogative and is issued when the student who has completed the majority of the course requirements is unable to complete the remainder due to unusual or extenuating circumstances.

The assignment of grades is at the prerogative of the instructor. If a student has any issue about his or her grade, the first person to contact is the instructor. If, after talking to the instructor, the student is not satisfied, he or she may contact the office of the Dean in writing.

The grading criteria for a specific course appear in the course syllabus that is handed to students on the first day of the class. In general, these grades are based on written work and hands-on work. In some cases, class attendance and decorum may also count towards a grade.

In those cases where the grade depends mainly on laboratory work and flat rate hour equivalent work, the student will receive a grade contract. An example of such a contract appears on the next page.

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## Vehicle Policy and Procedure Statement

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Students may bring in cars to work on while they are enrolled in any Auto Collision class. In some cases, students are strongly urged to bring in their own work. ***In such cases the following policies and procedures must be strictly followed:***

1. Project vehicles will not be brought on campus without the express permission of a program instructor.
2. The intended work must be approved by the instructor of the class you are registered for.
3. Inside storage will only be allowed for vehicles which:
  - A. Are prepared and masked for refinishing.
  - B. Are at a stage of repair where glass, sunroofs, convertible tops cannot be installed or mechanical parts are missing which prevent moving vehicle.
  - C. For various reasons (as determined by the instructor) cannot be locked or secured.
4. All vehicles stored inside must have keys in vehicle or on key board in parts room.
5. No student will have more than one (1) project vehicle on campus at a time.
6. All project vehicles will have a job sheet signed by the student and the instructor on file with the parts room attendant.
7. All project vehicles will be removed from campus during quarter break and must be removed within twenty-four (24) hours of the end of the quarter.
8. Any student dropping a class or anticipating non-attendance for two (2) weeks or more will remove project vehicle immediately.
9. Any student with a project vehicle on campus must have a current telephone number entered on vehicle job sheet in parts room.
10. All excess parts removed from project vehicle must be properly placed on scrap pile or removed from campus. No tires may be left behind.

**Non-compliance with the above policies and procedures can result in the vehicle being towed at owner's expense and reduction of one (1) grade level on final grade.**

I have read and understand the above policies and procedures.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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