



**METROPOLITAN**  
Community College

# **COLLISION REPAIR TECHNOLOGY**



## Student Handbook

# 2018

# **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 a Career Certificate (ACESD). 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.

***Two program options for the Associate Degree are available: Lockstep Accelerated and Traditional (see next page).***

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

- Scholarships and financial assistance (both Lockstep and Traditional)
- 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 the National Automotive Technicians Education Foundation, Inc. (NATEF). All Auto Collision Technology instructors are I-CAR certified.

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

**Mr. Patrick McKibbin:** Thirty plus years work experience, ten years as Body Shop manager, NIASE Master Technician auto collision technology.

**Mr. Joseph Baker:** Ten 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.

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## **Auto Collision Technology - Career Information (Nebraska Career Information Systems)**

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### **Occupation Overview**

Automobile collision technicians repair damaged bodies and body parts of automotive vehicles, such as automobiles, buses and light trucks according to repair manual specifications. They straighten bent frames, remove dents and replace crumpled parts that are beyond repair. Some may straighten bumpers or replace broken glass. Others install custom equipment upon customer's request. They use a variety of equipment and tools including drills, welders, files, sanders and power machinery. Some may specialize in one type of repair, such as fiberglass, frames or auto glass.

### **Specialties**

- Automobile-Collision Customizing
- Auto collision Technicians
- Frame Repair Specialists
- Glass Installers
- Shop Estimators
- Truck-Body Builders

### **Work Activities**

- May examine damaged vehicles and estimate repair costs.
- Remove accessories and trim.
- Chain or clamp frame to alignment machine to pull damaged metal into alignment.
- File, grind or sand parts.
- File or sand plastic until part is smooth and blends with the rest of the surface.
- Install upholstery.
- Align frames, body parts, window openings and doors.
- May paint repaired or replacement parts.
- Replace parts.
- Check and repair or replace body hardware such as door locks, handles, and interior trim.
- May install auto glass.

### **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 products.
- Skills in record keeping.

### **Work Setting**

**Environment:** Work indoors in auto repair shops that are often noisy. Work is often strenuous, dirty and in awkward or cramped positions. Safety practices must be followed to avoid cuts, burns and injuries from power tools and inhalation of paint fumes.

**Hours:** Work 40 to 48 hours a week; up to 60 hours if self-employed.

**Employers:** Auto and truck dealers that specialize in body repairs and painting; trucking and auto rental companies; motor vehicle manufacturers; and self employed.

### **Employment and Wages**

Wages will vary, depending on experience, education and location.

### **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 two 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 (pg. 7).

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

**Both accelerated lockstep and traditional students may choose to complete the 49.5 credit hour Certificate in Achievement (ABTC1) (pg. 10) or Career Certificate (ACESD) (pg. 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 at 1-800-228-9553 or the Applied Technology Center (ATC) 531-622-5800.

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**Accelerated Lockstep Program Option  
Class Schedule**

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**FALL QUARTER**

<b>Course Section No.</b>	<b>Course Title</b>	<b>Day(s) Time</b>	<b>Credit Hours</b>
<b>AUTB 1040</b>	Auto Collision Repair Welding (first 5 ½ weeks)	Tuesday 8:00 AM – 4:00 PM	3
<b>AUBT 2450</b>	Collision Estimating I (second 5 ½ weeks)	Tuesday 8:00 AM – 4:00 PM	3
<b>AUTB 1100</b>	Structural Repair I (first 5 ½ weeks)	Thursday 8:00 AM – 4:00 PM	3
<b>AUTB 1110</b>	Structural Repair II (second 5 ½ weeks)	Thursday 8:00 AM – 4:00 PM	3
<b>AUTB 1200</b>	Non-Structural Repair I	Monday 8:00 AM – 4:00 PM	6
<b>ENGL 1220</b>	Technical Writing (Level 1)	Days and Hours to be Determined ea. Quarter	4.5
<b>INFO 1001</b>	Information Systems & Literacy	Days and Hours to be Determined ea. Quarter	4.5
<b>RDLS 1200</b>	Student Success Strategies <b>or</b> Approved Elective	Days and Hours to be Determined ea. Quarter	4.5
<b>Total Credit Hours</b>			<b>31.5</b>

**WINTER QUARTER**

<b>Course Section No.</b>	<b>Course Title</b>	<b>Day(s) Time</b>	<b>Credit Hours</b>
<b>AUTB 1210</b>	Non-Structural Repair II	Monday 8:00 AM – 4:00 PM	6
<b>AUTB 2120</b>	Structural Repair III	Wednesday 8:00 AM – 11:30 AM	3
<b>AUTB 2300</b>	Automotive Refinishing I	Tuesday 8:00 AM – 11:30 AM	3
<b>AUTB 2460</b>	Collision Estimating II	Tuesday 12:30 PM – 4:00 PM	3
<b>AUTB 2550</b>	Electrical and Mechanical Systems	Wednesday 12:30 PM – 4:00 PM	3
<b>ENGL 1240</b>	Oral and Written Reports (Level II)	Days and Hours to be Determined ea. Quarter	4.5
<b>Social Sciences</b>	Social Science Requirement	Days and Hours to be Determined ea. Quarter	4.5
<b>Total Credit Hours</b>			<b>27</b>

### SPRING QUARTER

Course Section No.	Course Title	Day(s) Time	Credit Hours
AUTB 1220	Non-Structural Repair III (first 5 ½ weeks)	Monday / Tuesday 8:00 AM – 4:00 PM	6
AUTB 2230	Non-Structural Repair IV (second 5 ½ weeks)	Monday / Tuesday 8:00 AM – 4:00 PM	6
AUTB 2310	Automotive Refinishing II	Thursday 8:00 AM – 4:00 PM	6
HMRL 1010	Human Relations Skills	Days and Hours to be Determined ea. Quarter	4.5
MATH 1240 or FINA 1000	Applied Mathematics or Financial Literacy	Days and Hours to be Determined ea. Quarter	4.5
<b>Total Credit Hours</b>			<b>27</b>

### SUMMER QUARTER

Course Section No.	Course Title	Day(s) Time	Credit Hours
*I-AUTB 2981	Internship or AUTB 2240 Non-Structural Repair V	Monday through Friday 8:00 AM – 5:00 PM	6 - 10
*II-AUTB 2981	Internship or AUTB 2241 Non-Structural Repair VI	Monday through Friday 8:00 AM – 5:00 PM	6 - 10
<b>Total Credit Hours</b>			<b>12 – 20</b>
<p><i>*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.</i></p>			

<b>Total Credit Hours All Quarters</b>	
Fall	31.5
Winter	27.0
Spring	27.0
Summer	12.0 – 20.0
<b>Total</b>	<b>97.5 – 105.5</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>27</b>
English Level I	4.5
English Level II	4.5
Mathematics	4.5
Social Sciences	4.5
HMRL 1010 Human Relations Skills	4.5
INFO 1001 Information System & Literacy	4.5
<b>Major requirements for Auto Collision Technology</b> .....	<b>70.5-78.5</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
RDLS 1200 Student Success Strategies or Elective	4.5
<b>Total Required Hours</b> .....	<b>97.5 – 105.5</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>
English	4.5	
Mathematics	4.5	
Social Sciences	4.5	
<b>Major requirements for Auto Collision Technology</b> .....		<b>36.0</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	

*Select 6.0 credit hours of electives.*

*Degree-seeking students may take 4.5 hours from any elective, but the other 1.5 hours should come from the major requirements for Auto Collision Technology, HMRL 1010, or INFO 1001.*

**Total Required Hours**.....**49.5**

**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 Estimating (ACESD)

**Award:** Career certificate

**Pathway to associate degree:** Auto Collision Technology (ABAS1)

This career certificate qualifies students for a training/intern position as an adjustor for an insurance company or an estimator for a collision repair shop.

<b>Requirements for Auto Collision Estimating career certificate .....</b>			<b>27.0</b>
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 and 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 s/he meets one of the following criteria:

- Has a Nebraska mailing address (P.O. Box not acceptable).
- Is a minor whose parents or legal guardian have a Nebraska mailing address (P.O. Box not acceptable).
- Is married to a spouse who has a Nebraska mailing address (P.O. 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.

#### **Costs of 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 use the same text; the cost of this text is about \$130. In addition, the general education courses may require texts and other books. The total costs for the books and supplies needed for the associate degree should run around **\$500**. The costs for books and supplies for the certificate should run around **\$300**. These costs include the cost for the auto body text.

## APPROXIMATE TOTAL COSTS OF PROGRAM 2017 Academic Year

### Associate in Applied Science Degree

Residency Status	Credits	Books	Tools	Total
Resident (\$61.00 tuition + \$5.00 fee per credit)*	97.5-105.5	\$500	\$1,500 -3000	Price varies based on credits and tools
Non-Resident (\$91.50 tuition + \$5.00 fee per credit)*	97.5-105.5	\$500	\$1,500 -3000	Price varies based on credits and tools
International (\$91.50 tuition + \$5.00 fee per credit)*	97.5-105.5	\$500	\$1,500 -3000	Price varies based on credits and tools

### Certificate

Residency Status	Credits	Books	Tools	Total
Resident (\$61.00 tuition + \$5.00 fee per credit)*	52.5	\$300	\$1,500 -3000	Price varies based on tools
Non-Resident (\$91.50 tuition + \$5.00 fee per credit)*	52.5	\$300	\$1,500 -3000	Price varies based on tools
International (\$91.50 tuition + \$5.00 fee per credit)*	52.5	\$300	\$1,500 -3000	Price varies based on tools

### Specialist Diploma

Residency Status	Credits	Books	Tools	Total
Resident (\$61.00 tuition + \$5.00 fee per credit)*	24.0	\$300	\$1,500 -3000	Price varies based on tools
Non-Resident (\$91.50 tuition + \$5.00 fee per credit)*	24.0	\$300	\$1,500 -3000	Price varies based on tools
International (\$91.50 tuition + \$5.00 fee per credit)*	24.0	\$300	\$1,500 -3000	Price varies based on tools

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

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## Auto Collision Technology Program Tool List

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<u>All Classes</u>	
Ear protection	
Safety glasses	
<u>AUTB 1200 - Non-Structural 1</u>	
Body spoon	
Comma dolly	
Durablock Flexible Block Set	
Husky 54" tool box \$298 Home Depot SKU#1001075943	
Long spot pick hammer	
Shrinking hammer	
Universal dolly	
Wide face bumping hammer	
<u>AUTB 1210 - Non-Structural 2</u>	
1/4" Drive socket set metric (shallow and deep)	
1/4" Drive socket set standard (shallow and deep)	
1/4" Extensions 3", 6" and 10" long	
1/4" Drive ratchet	
3/8" Drive socket set metric (shallow and deep)	
3/8" Drive socket set standard (shallow and deep)	
3/8" Ratchet	
3/8" Extensions 3", 6" and 10" long	
1/2" Drive socket set standard (shallow and deep)	
1/2" Drive socket set metric (shallow and deep)	
1/2" Drive ratchet	
1/2" Extensions 3", 6" and 10" long	
3 lb Hammer	
3 Piece pry bar set	
Adjustable wrench	
Center punch	
Diagonal side cutters	
Flat screwdriver set (5 piece different sizes)	
Large chisel	
Metric combination wrench set (8 mm to 22 mm)	
Metric set of Allen wrenches (1.5 to 10mm)	
Needle nose pliers	
Phillips screwdriver set (#1, 2, 3 sizes)	

Pin punch (2 different sizes recommended)	
Seam splitter	
Slip joint pliers	
Small chisel	
Standard combination wrench set 3/8" to 1-1/8"	
Standard set of Allen wrenches (.050 to 3/8)	
Torx socket set	
Vise grip pliers	
<b><u>AUTB 2300 - Refinish 1</u></b>	
Paint respirator	
<b><u>AUTB 1100 - Structural 1</u></b>	
Tape measure (metric)	
<b><u>AUTB 1110 - Structural 2</u></b>	
1/4" drive socket set standard (shallow and deep)	
1/4" drive socket set metric (shallow and deep)	
1/4" drive ratchet	
3 lb hammer	
<b><u>AUTB 1040 - Welding</u></b>	
Auto darkening MIG welding helmet	
Diagonal side cutters	
Igniter (striker)	
Torch tip cleaner	
Welding gloves	
Welding goggles (shade 5)	

If a student were to purchase all these required tools, the total estimated cost would be around **\$1000** to **\$5000** (approximate costs; differ by manufacturer).

**Please note the following tips:**

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

### **Total Cost of Program**

The approximate total cost of the program appears on page 23. This cost will depend upon the 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.

## 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 Auto body repairs and the curriculum of the program.
4. Visitors are not allowed in lab during class time.
5. Smoking and smokeless tobacco are prohibited in the lab. Use only designated smoking areas.
6. Spitting on lab floor is unsanitary and not allowed.
7. 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.
8. All broken or defective equipment must be reported to the lab technician or the instructor immediately.
9. 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 parts, paint, and other things needed for their 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 off before the end of the quarter they were charged in.
4. Charges not paid off before the end of the quarter will void any future charge privilege.
5. Any charge ticket approaching \$100.00 will require some payments before reaching the end of the quarter or charge privilege will be cut off.
6. If payments are being made, charges of up to \$200.00 will be allowed but no ticket may exceed \$200.00.
7. 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.
8. 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 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

# EXAMPLE

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## Grade Contract

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### Auto Collision Program

**Course:** AUTB 2240 (Non-Structural Repair V)

**Quarter:**

**Instructor:**

### **Grade contracts are required for students in AUTB 2230, AUTB 2240, AUTB 2241**

It is our understanding that, in order to receive the grade specified, the student must do the following:

Grade	Criteria
“A”	Complete 55 or more hours of flat rate work repair according to industry standards and successfully pass any quizzes or tests with a 70% or better.*
“B”	Complete between 50 and 54 hours of flat rate work repair according to industry standards and successfully pass any quizzes or tests with a 70% or better.*
“C”	Complete between 45 and 49 hours of flat rate work repair according to industry standards and successfully pass any quizzes or tests with a 70% or better.*
“D”	Complete between 40 and 44 hours of flat rate work repair according to industry standards and successfully pass any quizzes or tests with a 70% or better.*
“F”	Complete less than 40 hours of flat rate work repair according to industry standards.

\*Quizzes and tests are at the discretion of the instructor based upon needs of the class. There is no set number of quizzes or tests given in this course.

**To receive the stated grade, both criteria for lecture and lab work must be met.**

To receive the appropriate letter grade based upon the above criteria, the student must also demonstrate good work habits. These include:

- Attending class on a regular basis.
- Coming to class on time.
- Calling the instructor beforehand when you cannot attend class or are going to be exceptionally late.

- Doing assigned work while in class. Not taking an excessive number of breaks (class schedules are usually set up so that students are allowed a 10 minute break for every two hours of class). The instructor will generally announce times for breaks.
- Cleaning up work area when done with work.
- Maintain a safe working environment for self and others.
- Treating co-workers with respect.

Students not meeting these criteria will be reduced by one grade even though he/she meets the grade criteria in the table. Thus if a student does 45 hours of flat rate work and gets 70% or better on his/her tests or quizzes (a “C” according to the above criteria), but does not demonstrate good work habits, he/she will receive a grade of “D.”

**Industry standards are defined as work that is acceptable for customer delivery.**

The assignment of grades is ultimately the responsibility of the instructor based upon the above criteria. If a student believes that his/her final grade is inappropriate, he/she may petition the Dean **only after** discussing their concerns with the instructor. All grade appeals to the Dean must be in writing.

I have read these criteria and understand them completely.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

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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 more than 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 towing vehicle 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: \_\_\_\_\_

## **Nondiscrimination & Equal Opportunity Statement**

Metropolitan Community College does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, transgender status, marital status, age, disability, current or prior military service, protected veteran status or membership in any other class that is protected under local, state or federal law or regulation in admission or access to its programs and activities or in its treatment or hiring of employees. The College complies with Title VI of the Civil Rights Act of 1964, the Civil Rights Act of 1990, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975 and related Executive Orders 11246 and 11375, and all amendments to the above.

### **Contacts:**

**Concerning Title VI (race), Title IX (gender equity), Section 504 (disability) and Americans with Disabilities Act/Program and Services Accessibility, and Age, contact:**

Vice President for Student Affairs: 531-622-2681, [aarich@mccneb.edu](mailto:aarich@mccneb.edu) or

Dean of Student Advocacy and Accountability: 531-622-2202, [jangholdt@mccneb.edu](mailto:jangholdt@mccneb.edu)  
(students);

Associate Vice President of Human Resources: 531-622-2236, [mmoeglin@mccneb.edu](mailto:mmoeglin@mccneb.edu)  
(employees);

Director of Facilities: 531-622-2529, [bsedlacek@mccneb.edu](mailto:bsedlacek@mccneb.edu) (accessibility);

Or the United States Department of Education Assistant Secretary for Civil Rights –  
Office for Civil Rights (OCR): 1-800-421-3481, [ocr@ed.gov](mailto:ocr@ed.gov).

**Concerning hiring and employment-related complaints of discrimination or harassment based on race, color, national origin, religion, sex, sexual orientation, gender identity, transgender status, marital status, age, disability, current or prior military service, protected veteran status or membership in any other class that is protected under local, state or federal law or regulation, or affirmative action or diversity issues, contact:**

Associate Vice President for Equity and Diversity: 531-622-2649, [cgooch@mccneb.edu](mailto:cgooch@mccneb.edu)

### **The address for all of the above individuals is as follows:**

Metropolitan Community College

30th and Fort streets

P.O. Box 3777

Omaha, NE 68103-0777

All efforts have been made to ensure the accuracy and inclusion of information contained herein. We regret any errors or omissions.



Metropolitan Community College  
**APPLIED TECHNOLOGY  
CENTER**