**Ivy Tech Community College**

**Lafayette Campus Syllabus**

**COURSE INFORMATION**

**Course Title:** Automotive Capstone

**Course Prefix & Section:** AUTI 279-T0D

**Prerequisites/Corequisites:** Program Advisor Approval (must be taken in the last 9 credit hours).

**Course CRN:** 42133

**Credit Hours:** 2 **Contact Hours:** 3

**Days:** Monday **Time:** 6:00pm – 8:50pm

**Building:** Griffin Hall **Room:** 105

**Delivery Method:** Virtual Instruction (More information below)

**100% Refund Deadline:** January 19th – February 1st 2022

**Non-Attendance Drop Date:** February 2nd, 2022

**Last Day to Withdraw:** April 19th, 2022

**CONTACT INFORMATION**

**Instructor Name:** Jason Allen

**Office Location:** Griffin Hall 178P

**E-mail Address:** jallen68@ivytech.edu

**Phone Number:** 765-269-5932

**Office Hours:** Varies – See Posted Hours

**School Office Location:** Griffin Hall

**School Office Phone Number:** 765-269-5229

**Instructor Supervisor Name:** Bryce Eaton

**Instructor Supervisor Phone Number:** 765-269-5281

**Instructor Supervisor E-mail Address:** beaton1@ivytech.edu

**Instructor Supervisor Office Location:** Griffin Hall 178M

**Instructor Supervisor Office Hours:** Varies – See Posted Hours

**NEED SUPPORT?**

Ivy Tech Technical Support: Help Desk

Phone: 1-888-IVY-LINE (1-888-489-5463), select Option 4

Visit the Student Help Center <http://ivytech.edusupportcenter.com>

Submit a Help Ticket [https:/helpdesk.ivytech.edu/SelfService/Create.html](https://helpdesk.ivytech.edu/SelfService/Create.html)

**Ivy Tech Online Learning Support**

Locate your campus online learning support <https://link.ivytech.edu/ed-techs>

**REQUIRED TEXT OR OTHER INSTRUCTIONAL MATERIALS/SUPPLIES**

No book required for this course.

**Additional Resources**

none

**Mandatory Professional Dress Requirement:**

Ivy Tech Automotive Technology requires a student to wear an approved uniform shirt (available at the bookstore), close fitting pants worn up and around the waist (work pants or blue jeans with a belt), and quality shoes or boots (no flip flops or sandals). These uniforms must be kept neat and clean. This policy has been implemented to ensure that all automotive students present and conduct themselves as professionals at all times. A student will be given two weeks at the beginning of fall and spring semester and one week during summer semester to purchase the uniform shirt and comply with the dress code. **Any student not complying with the dress code will not be allowed to participate in class activities and will not receive any lab credit for that day.**

Students are required to wear clear lens safety glasses for laboratory work. All students **MUST** properly wear safety glasses in the lab at all times. **NO EXCEPTIONS**. Students will not be allowed in the lab area without safety glasses.

**COURSE OUTLINE OF RECORD**

**Catalog Description:** This course covers advanced engine performance and electrical topics. This is a capstone course which prepares the student for entry into the field of Automotive. With the help of career Services this course reviews the procedures for conducting a job search, resume and cover letter writing, interviewing, and follow-up communications. This course provides for taking program outcomes assessments.

**Major Course Learning Objectives:**

Upon successful completion of this course, the student will be expected to:

1. Write a cover letter and prepare a resume. (f, g, h, i)
2. Demonstrate knowledge of job search engines. (f)
3. Demonstrate knowledge of proper interviewing skills and attire. (f)
4. Complete end of program assessments. (f)
5. Complete advanced engine performance and electrical projects. (a, b, c, d, e, f, h, i)
6. Apply global training to the automotive business environment.

**Course Content:**

* Resumes
* Interviewing
* Job searches
* Capstone completion
* End of program assessment
* Advanced engine performance and electrical projects
* Global environment recognition and application

**Course Policies & Procedures**

**Professionalism**

Professional conduct points will be awarded each class period. In the event that a student cannot attend a certain class, some professionalism points can be salvaged if the absence is reported before the class period begins (according to the time stamp on the e-mail or phone message). With the permission of the instructor missed quizzes may be made up. Items that will affect your daily professionalism score include:

 Tardiness

 Sleeping

 Talking during lecture

 Inappropriate language or discussions

 Cell phone use, Lab top use, Any electronic device use

 Non-class related work, inappropriate dress

**ASE Education Foundation/ATMAE Skill Level Explanation:**

Students will be evaluated and be given a skill level grade of 1-5 for ASE Education Foundation/ATMAE documentation purposes for accreditation requirements. Ideally a student should work to obtain a skill level of 5 on all tasks.

|  |
| --- |
| 0= did not complete |
| 1= lecture/ book/ quiz only (did not complete lab activity) |
| 2= demonstration only |
| 3= completed with a lot of help |
| 4= completed with very little help |
| 5= completed without additional help |

**HOW IS MY GRADE CALCULATED?**

Grades in this course are determined by the following criteria:

Assignments ………………………..…………………..…. 100%

**Grading Scale**

All scores will be maintained in Ivy Learn’s online grade book. Students are responsible to track their progress by referring to the online grade book. Grades are entered into MyIvy at the midpoint of the term, based on the available graded items up to that point in time. Students should check their midterm grade and discuss any concerns with their instructors.

Insert percentage weights of each component and grading scale here.

|  |  |
| --- | --- |
| **Letter Grade** | **Percentage** |
| **A** | 90 - 100 |
| **B** | 80 - 89 |
| **C** | 70 - 79 |
| **D** | 60 - 69 |
| **F** | 59 or less |

In order to pass this class, students must earn a D or higher.

**Course Grade**

Midterm and final grades are available for students by logging into the College’s online student system, MyIvy, at the following address: <https://my.ivytech.edu/>. Grades will not be distributed by mail.

**INSTRUCTIONAL METHOD**

**VI – Virtual:** Students are required to participate in weekly live sessions via webcast technology following the course schedule or view a recording of the live session. The remainder of the course activities are delivered asynchronously via IvyLearn. Fifty to one hundred percent of the contact hours will be assigned to live activities. The live sessions require students to have sufficient broadband access and a device with a microphone or headset. A webcam may be required. Students may be required to take exams at an approved proctoring site or via other virtual proctoring options. If more than two exams are required, automated proctoring solutions should be used where available.

**COURSE SCHEDULE**

The calendar can be accessed from the main navigation area on the left-hand side of IvyLearn.

**Due Dates & Deadlines**

Students are required to submit work on time to receive credit. Deadlines for each week/assignment are summarized on the calendar. Students should check their course calendar frequently for deadlines and to be aware of what to expect next. Deadlines are listed in Eastern Time and are subject to change. If you are in a time zone other than Eastern, please read how to update your time zone. <https://guides.instructure.com/m/4212/l/717410-how-do-i-set-a-time-zone-in-my-useraccount->

Students are responsible for timely assignment submission. Should a computer system or network go down, students must still turn in work in a timely manner. Don’t wait until the last minute. Plan ahead by seeking alternative means for submitting work before it is due. If you have any concerns about being able to complete an assignment due to current circumstances, please contact your instructor as soon as possible to discuss arranging an alternative

**Attendance & Participation**

You are expected to attend online for every class session so I can give updates and make sure you are following the assignments schedule. Please contact me if you have any difficulty with anything in the course.

Students are expected to attend and participate regularly in class meetings, online learning activities assigned as part of a course of instruction. Faculty are required to report student participation in compliance with institutional policies and federal financial aid guidelines. Faculty and staff shall be sensitive to students’ religious beliefs and observances, including an expectation that instructors make reasonable arrangements when a student must miss an exam or other academic exercise due to their religious observance. When notified in advance, and when possible, faculty will make allowances for students to make up missed work.

**Late & Make-Up Policy**

Late assignments will be assigned a grade of “0” unless a student has received prior approval from the instructor. If a student has a problem or scheduling conflict that prevents the student from submitting an assignment on time, the student should contact the instructor immediately. The instructor will determine if the seriousness of the problem warrants an extension on the assignment. Unless absolutely unavoidable, students need to contact their instructor before missing the deadline – not after. Instructors have the right to decline accepting work for any credit after a deadline passes with a few specific exceptions, including but not limited to:

If there is an outage of the IvyLearn system that is verified, instructors will provide an extension for students to submit work at no penalty.

If the student has documentation of serious illness or death of a family member, instructors will work with the student to determine an alternate deadline, as appropriate.

**Non-Attendance Drop – Don’t Get Dropped from Class!**

Ivy Tech performs administrative drops for students who do not “attend” class early in the semester. Students need to complete an assignment prior to Attendance Drop Deadline listed below in order to avoid being dropped for non-attendance. Examples may include, but are not limited to, such things as attending a live or synchronous session; posting in a graded discussion board, blog or wiki; or submitting a written assignment or taking a quiz. Posting any items not related to the graded assignments or communication with the instructor will be reviewed but may be disqualified for attendance purposes.

**Attendance Drop Deadline:**  February 2nd, 2022

**Last Day to Withdraw**

Withdrawing from a course may delay progression toward program completion and may impact your financial aid. If a student wishes to withdraw from this course, students are responsible for officially withdrawing through MyIvy. If you must withdraw, consult with your faculty advisor and with a financial aid advisor, if applicable. There is no refund for withdrawn courses.

**The last day to withdraw from this course:** April 19th, 2022

**COURSE COMMUNICATION**

**Communication Etiquette & Expectations**

Students are expected to uphold their responsibilities in terms of appropriate and professional communication with faculty and peers. Please review the ‘Students Rights and Responsibilities’ section of the student handbook (located within MyIvy) and [review common netiquette (Internet etiquette) practices.](https://ivylearn.ivytech.edu/courses/683084/pages/communicate-effectively?module_item_id=14665382)

Ivy Tech Community College instructors are committed to responding to students’ written inquiries sent via the Conversations tool in IvyLearn (instructions below), within 36 hours, including weekends.

**Notifications**

IvyLearn has a robust notification system that students can opt to use to receive course notifications for many course activities and events such as new announcements, due dates, and grade updates. Students can receive those notifications via many different channels including text messages and are highly encouraged to customize their notifications. Learn more about notification like how to setup and customize <https://guides.instructure.com/m/4212/l/710344-how-do-i-set-my-canvasnotification->

**E-mail**

E-mail communication from the College will be directed to the student’s MyIvy e-mail account. Students are responsible for checking their Ivy Tech e-mail accounts, even if they also use other e-mail accounts. Please refer to the Student Handbook online through MyIvy for more information.

Students will also receive e-mail communication from IvyAdvising. These e-mails are generated to inform the student and the student’s advisor about academic concerns and successes in the student’s current classes. Please consult with your Academic Advisor if you have questions or to request more information.

**ACADEMIC HONESTY STATEMENT**

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement and will result in Academic consequences ranging from failure on an assignment up to termination from the college.

Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

**CONDUCT**

**Cell Phones in Class:** Cell phones and other electronic devices (laptops, music devices, etc.) should be used only as allowed by the instructor. If in doubt, ask the instructor before class begins if your planned usage is appropriate.

Any use of cell phones during a quiz or test is strictly prohibited. Any student who violates this policy will earn a zero on the quiz or test.

Emergency calls may be addressed to the Campus Reception Office at (765) 269-5277.

For off campus sites, emergency calls may be directed to their main office as follows:

Montgomery County Instructional Center in Crawfordsville: 765-359-0570

White County Instructional Center in Monticello: 574-583-4891

Frankfort Instructional Site: 765-269-5820

**DISABILITY SUPPORT SERVICES/ADA STATEMENT**

Contact Disabilities Support Services (DSS) <http://ivytech.edu/dss/>

Ivy Tech Community College seeks to provide reasonable accommodations for qualified individuals with documented disabilities. If you need an accommodation because of a documented disability, please contact the Office of Disability Support Services in Room 1323 at the beginning of each semester. If you will require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classrooms.

**TITLE IX STATEMENT/NOTIFICATION**

Ivy Tech Community College is committed to providing all members of the College community with a learning and work environment free from sexual harassment and assault. Ivy Tech students have options for getting help if they have experienced sexual assault, relationship violence, sexual harassment or stalking. This information can be found at <https://www.ivytech.edu/prevent-sexual-violence/index.html>.

If students write or speak about having survived sexual violence, including rape, sexual assault, dating violence, domestic violence, or stalking, federal law and Ivy Tech policies require that instructors share this information with the Campus Title IX Coordinator. The Campus Title IX Coordinator will contact students to let them know about accommodations and support services at the College and in the community as well as options for holding accountable the person who harmed them. When contacted, students are not required to speak with the Campus Title IX Coordinator.

If students do not want the Title IX Coordinator notified, instead of disclosing this information to their instructor, students can speak confidentially with certain individuals at the College or in the community. A list of these individuals can be found at <https://www.ivytech.edu/prevent-sexual-violence/index.html> under Confidential Employees and/or Community Resources.

**EXTRA ASSISTANCE**

Learning Commons, Learning Resource Center, and Writing Row

Free tutoring is available online and on-campus in the Learning Commons (room 220) and the Learning Resource Center, both of which are located on the second floor of the Gipe Hall building housing the library, one floor above the Library.  Trained student-peer tutors, course instructors, and Learning Resource instructors provide tutoring on-campus in a various subject areas including mathematics, English, computer science, anatomy and physiology, accounting, microbiology, physics, physical science, and Spanish.  The Writing Row assists students in writing and improving papers for all classes offered at the College.

Online tutoring is available 24/7 at Tutor.com.  This site offers live-tutoring for a wide range of courses including those in accounting, biology, business, chemistry, computer sciences, economics, English, French, history, HLHS, mathematics, political science, psychology, BOAT, SCIN, software development, sociology, and Spanish.  For a complete list of courses supported by Tutor.com, go to <https://www.ivytech.edu/17031.html>.

Supplemental instruction for mathematics, chemistry, and physics classes also is available in room 219 on the second floor above the library. The supplemental instruction schedule is posted outside this room.

Some additional tutoring with limited hours is available at the Crawfordsville, Frankfort, and Monticello sites.  Please check with the front desk at each site for information about tutoring hours and subject availability.

**COMMUNITY RESOURCES**Looking for help with emergency funds, food, counseling, or transportation? Or just need to talk? Find help for these issues and more that are available in Lafayette and throughout the entire state.  Go to MyIvy, look for Student Resources, then click on IvyAssist.  Services include campus and community resources that are free or have sliding scale modest costs.

**VETERANS/MILITARY NOTICE**

If you are a Veteran, currently serving as a member of the Armed Forces (Active, Reserve or National Guard), or an immediate family member, promptly communicate with your instructor any potential commitments or deployments that may interfere with course requirements. If you are receiving GI Bill benefits or have questions about your benefits, contact the Veterans Affairs Office, located in the Express Enrollment Center or by email at lafayette-veteransaffairs@ivytech.edu.

Library:

The Campus Library, located in Lafayette, provides materials for college research assignments, computers, study rooms, course reserves and reference assistance. The Ivy Tech Virtual Library is available to students’ on-and-off campus offering full-text magazines and journals, and books. For access to these and other resources, click on the Library tab in MyIvy.

Go to <http://www.ivytech.edu/library/> and choose the link for your campus.

**COURSE EVALUATIONS**

Course evaluations by students will be available to complete at the end of the course using an online survey.

**EMERGENCY PROCEDURES**

Please note emergency evacuation procedures posted in the classroom.

For local notifications, register your phone number with IvyAlert at <https://www.ivytech.edu/alert/>.

**CERTIFICATION AND LICENSING STATEMENT**

Ivy Tech cannot guarantee that any student will pass a certification or licensing exam. Your success will be determined by several factors beyond the instruction you are given in the classroom including your test-taking skills, your willingness to study outside of class, and your satisfactory completion of appropriate practice exams. Certification and licensure exam questions are drawn from databases of hundreds of possible questions; therefore, a thorough understanding of the subject matter is required. Ivy Tech’s coursework is designed to assist you in understanding the material sufficiently to provide a firm foundation for your studies as you prepare for the exam.

**COPYRIGHT**

Students shall adhere to the laws governing the use of copyrighted materials. They must ensure that their activities comply with fair use and in no way infringe on the copyright or other proprietary rights of others and that the materials used and developed at Ivy Tech Community College contain nothing unlawful, unethical, or libelous, and do not constitute any violation of any right of privacy.

**CHILDREN ON CAMPUS**

So that each student may give full attention to the task of learning, and to comply with insurance regulations, children are prohibited from attending classes, exams, clinical, or laboratories with the parent or guardian. Children also may not accompany adults using the Learning Resource Center or open computer laboratory. Students are also discouraged from bringing children to scheduled meetings with a course instructor, faculty, or advisor so that the student’s full attention may be focused on the topic of discussion.

If a student brings a child to class, an exam, or a clinical, the student and the child will be asked to leave. Exceptions may be made for instructional activities which meet the course objectives. The student will be responsible for any consequence detailed in the course syllabus for missing the class, exam, etc. Students are encouraged to make alternative arrangements for children in the event of school cancellations, childhood illnesses, and other issues. Unaccompanied children cannot be left in the library.

**COVID-19**

Guidance for the Health and Safety of Self and Others

Follow the most current ITCC Face Coverings Policy and other Covid-19 information at <https://www.ivytech.edu/coronavirus.html>.

* Follow college signage
* Practice good hand hygiene
* Follow instructions for cleaning protocols

**RIGHT OF REVISION**

This syllabus and the information contained within it are subject to change without notice.

Spring 2022 semester dates:

 16-week classes: Jan. 19, 2022 thru May 17, 2022

Spring 2022 Semester Holidays:

 MLK Jr. Day January 7th, 2022

 Spring Break March 16th – March 22nd, 2022

**ASSIGNMENTS AND COURSE SCHEDULE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Class Meeting** | **Topic** | **Assigned Work** | **Work Due and Exams** |
| **M1** | Smart Goals | Goals paper and ASE exams | End of day M2 |
| **M2** | Cover Letters | Cover letter paper | End of day M3 |
| **M3** | Follow-up letters | Follow-up letter paper | End of day M4 |
| **M4** | Resumes | Resume  | End of day M5 |
| **M5** | LinkedIn profiles | LinkedIn assignment | End of day M6 |
| **M6** | SP/2  | SP/2 assignments | End of day M7 |
| **M7** | Career Services | Visit advisor from CCEC | End of day M8 |
| **M8** | Job Search | Find 10 jobs you might like | End of day M9 |
| **M9** | ASE testing | Extra Credit | End of day M10 |
| **M10** | Global  | Complete research for Global Assignment | End of day M11 |
| **M11** | Cont. | Continue Global project | End of day M12 |
| **M12** | Case Studies | Case study | End of day M13 |
| **M13** | Service Management | Manager assignment | End of day M14 |
| **M14** | Exit Survey | Exit Survey | End of day M15 |
| **M15** | Career Readiness | Interview practice | End of day M16 |
| **M16** | End of class! | Financial Planning Assign. | Submit all work |