

## **COURSE SYLLABUS**

**DEMR 1330 (3:2:4)**

**STEERING AND SUSPENSION I**

**Diesel Service Technology**

**Industrial**

**Technical Education Division**

**Levelland**

**SOUTH PLAINS COLLEGE**

**Fall 2-18**

Rev. 1/8/18

Campus Listed as Appropriate to Class:  
Levelland

## COURSE SYLLABUS

**COURSE TITLE:** Steering and Suspension I  
**INSTRUCTOR:** Terry Chrestman  
**OFFICE LOCATION AND PHONE/E-MAIL:** Office #201, Phone ext. 2756, tchrestman@southplainscollege.edu  
**OFFICE HOURS:** Published on 12<sup>th</sup> class day

### SOUTH PLAINS COLLEGE IMPROVES EACH STUDENT'S LIFE

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#### I. GENERAL COURSE INFORMATION:

- A. Course Description: This course is a study of design, function, maintenance and repair of steering suspension systems. Emphasis is placed on troubleshooting and repair of failed components.
- B. Course Learning Outcomes: The student will identify failed components using visual and troubleshooting procedures and equipment; repair or replace parts on various steering and suspension systems; and adjust components on various steering and suspension systems.
- C. Course Competencies: This course uses established Automotive Service Excellence (ASE) competencies. Upon completion of this course the student must demonstrate the ability to:
  - 1. Perform component service procedures in a safe manner.
  - 2. Disassemble, inspect and reassemble steering gear units.
  - 3. Service axle alignment components.
  - 4. Check, correct and/or establish correct steering geometry.
  - 5. Diagnose a variety of vibration and driveability complaints.
  - 6. Locate service specifications in computer based manuals.
- D. Academic Integrity: (see current college catalog for policy)
- E. SCANS and Foundation Skills: C1 through C20 and F1 through F17. A description of these SCANS skills is incorporated in this syllabus for reference.
- F. Verification of Workplace Competencies: All graduating students in the diesel service technology program will have a comprehensive, exit review exam administered in order to comply with the state requirement for a "capstone learning experience".

#### II. SPECIFIC COURSE/INSTRUCTOR REQUIREMENTS:

- A. Textbook and Other Materials: ) **Fundamentals of Medium/Heavy Duty Commercial Vehicle Systems** by Duffy and Wright, Published by Jones & Bartlett Learning – CDX Automotive ISBN9781284041163 (hardcover); tools per provided list

- a. Attendance Policy: (see current college catalog for policy). Additionally student that attains 3 absences, from a combination of all classes, will be administratively dropped from all classes. There are no excused absences. An absence will be issued when a student attends less than one

half (1/2) the scheduled time, for that particular day. Three (3) tardy circumstances are equal to one absence. A tardy circumstance will also occur for the following:

1. Not staying on task 1 tardy
  2. Cell phone in class or lab area 3 X tardy
  3. Improper use of lab computers (during lab time) 1 tardy
    - a. Checking email
    - b. Playing games
    - c. Looking at a site not associated with the lab project
    - d. Moving computer from assigned location and orientation
  4. Not using safety glasses in the lab 3 X tardy
    - a. Safety glasses not properly covering the eyes
    - b. Not an ANSI approved set
    - c. Not the proper color allowed
  5. Unsafe lab area conditions 2X tardy
    - a. Not operating equipment or handling components safely
    - b. Not maintaining your lab area clean of spills or tripping hazarders
  6. Disrupting class 2 X tardy
    - a. Horse-playing
    - b. Profanity
    - c. Allowing other students to disrupt your lab time
    - d. Using ear buds/head phones during class
    - e. Any disruptive behavior
- 7. Sleeping in Class or Lab 1 Absence** a. The inability to stay awake in class or lab is an indication that you are too tired to function safely in our environment, and you will be dismissed for safety reasons. This is considered an absence since you are not present.
- C. Assignment Policy: Assignments turned in after the assigned due date will not be accepted and will result in a zero grade for that assignment. Reasonable circumstances for a late assignments may be accepted with a penalized grade with the instructor's permission.
- a. Grading Policy/Procedure and/or methods of evaluation: Exams will be given periodically throughout the semester at the instructor's discretion. Lab assignments will be given and completed at the assigned date. At the end of the semester, a comprehensive final exam will be given. These are three categories taken into consideration when computing the final semester grades.
- i. Classroom grades: These grades will constitute 20% of the final semester grade. This will include tests, quizzes, and assignments.
    1. 7% from quizzes and assignments
    2. 13% from major tests
  1. Tutoring – Students who do not pass their first exam will be required to attend three hours of tutoring each week until they pass their next exam. This is a course requirement and will be reflected in the course grade.
- ii. Lab grades: These grades will constitute 60% of the final semester grade. Lab projects and task sheets will be completed at the assigned date. Each student will have one project for the semester. In addition, there are also three bench marks that must be met.
    - a. Lab assignments 60%
    - b. Must complete bench mark tasks before continuing with lab project
    - c. There will be (3) three i. Week one (2) 1. Safety Test
  2. Fork lift trainin
    - ii. Before week three (3)
  1. Measuring equipment
- d. Point deduction from lab projects
    - i. Late or not showing up for the end of semester clean-up will result in forfeit of all project/projects points 100%
    - ii. Leaving a lab project partially disassembled, leaving out parts, or not turning in complete work order. 100 %

- e. Damaging lab projects will result in a deducted grade for projects as follows:
  - i. Damaged, but repaired correctly 5%
  - ii. Damaged, required part replacement 10%
  - iii. Damaged, not repairable 20%
  - iv. Damaged, abandoned 100%

f. NOTE: When you apply for a signature on a project, you will be randomly, verbally, quizzed on your knowledge of the project, procedures, ect. Inability to answer questions will result in an incomplete until you comply with the research assigned at that moment.

iii. Final exam: At the end of the semester, a final exam will be given and the grade earned will count as 20% of the final semester grade. a. Final test will be comprehensive.

**GRADE LEVELS: There are four levels of attainable grades in the diesel technology program. The levels are A - (90 and above); B - (80-89); C - (70-79); F - (69 and below). This grading policy follows industry standards used in certification testing.**

E. Special Requirements: Appropriate safety equipment to be worn and or used as necessary.

### III. COURSE OUTLINE

A. Steering axles

1. Components

2. Geometry of steering

3. Service

B. Rear axles

1. Alignment

2. Adjustment

C. Suspension

1. Types

2. Air leveling

3. Spring service

### IV. HAZARDOUS MATERIALS:

Students will come in contact with chemicals and other materials, which are classified as HAZARDOUS MATERIAL by EPA and/or TCEQ. Examples of these materials include used engine oil, antifreeze, dry cell batteries, various light bulbs and other items. Material Safety Data Sheets (MSDS) are located in the areas affected. Appropriate safety equipment is provided and is expected to be used

### II. ACCOMMODATIONS :

b. Levelland Campus & Reese Campus i. Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611. Reese Center and the Byron Martin Advanced Technology Center (ATC)

### V. DIVERSITY STATEMENT

i. In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and

can be.

## VI. DISABILITIES STATEMENT

i. Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting

## VII. NON-DESCRIMINATION STATEMENT

i. South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

## VIII. CAMPUS CARRY

i. Campus Concealed Carry - Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at:

([http://www.southplainscollege.edu/human\\_resources/policy\\_procedure/hhc.php](http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php)) Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716- 2396 or 9-1- 1

I. ii. Please refer to Senate Bill 11 and South Plains College's campus carry policy if you choose to exercise your rights to carry on campus. Please keep in mind when choosing to carry the nature of the work in the lab and secure your weapon in a manner that will prevent it from interfering with your work.

## IX. CONTINUED ENROLLMENT

It is the desire of the faculty of the Diesel Service Technology Program for you to succeed. To do so involves not only the instructor, but the student. As a student here, you will have the opportunity to acquire knowledge and skills that will equip you to become a successful technician.

Attendance in this program is by choice. With that in mind, we function on the premise that you want to succeed and want to acquire the skills needed to do so. It must be recognized that in order to do so, you, the student, will be required to put forth your share of effort in studies and practical labs.

### A. Academic Integrity: (see current catalog)

Our program has grown in stature over the years largely in part due to the quality of our graduates. They are in demand. In order to maintain the quality and status of our program, we find it necessary to produce the best possible graduates

In trying to keep with our goal of high quality graduates, one-on-one instructor time is critical. We cannot put time and effort towards someone who is not trying to succeed. We cannot permit someone like that to remain, as it becomes a distraction to those of the class who are making the effort. With

quality in mind, if you want to continue in our program, you must meet certain standards, or more appropriately stated, avoid the following which include but are not limited to:

- Not putting effort into the learning process
- Poor performance in classroom or lab
- Overtly displaying an "I don't care" attitude
- Frequent tardiness, absences and leaving early (skipping)
- Being unprepared for class with no demonstrated efforts to improve
- Not being focused on lab work assignments
- Not being prepared for class
- Habitually not following directions
- Cheating, lying, taking credit for another student's work

If it becomes obvious to your instructor that one or more of these conditions apply, it will be strongly recommended that you withdraw from the program. Failure to do so, can, at the instructor's discretion, result in your being administratively dropped. If you find yourself in this situation, you may want to reconsider your career choice.

It is not our intent to allow anyone to fail. Success or failure is entirely up to you. We will do all we can to help you, but you have a part to contribute. Failure to make that contribution will result in failure

## **GENERAL RULES**

1. Always follow safety rules. They are for your protection.
2. Attendance: The attendance policy is in the syllabus for the course(s) you are enrolled. Syllabi for the diesel courses are available anytime via the college website. It is highly advised that you read them as they contain your instructor's policies and requirements. Each instructor may have differences on their requirements and grading. Instructor office hours are also in the syllabus.
3. Safety Equipment (PPE): Safety glasses will be properly worn at all times in the lab areas of our complex. You may have either the clear or the light yellow colored lenses. NO mirrored or otherwise colored lenses. All safety glasses MUST clearly display an "ANSI Z-87-1" or better labeling. As of fall 2014, steel toe boots (or composite) are required and will be worn in the lab area. Penalties for violations of these policies are being dismissed from class for the day with an absence.
4. Service bay doors will be either fully raised or lowered.
5. No smoking, eating, drinking or chewing in the classroom, lab areas or any building on campus.
6. Clothing: Caps only are permitted in the lab area. No shorts to be worn in the lab areas. Loose fitting, floppy and baggy clothing is deemed a safety hazard. No obscene, profane or otherwise inappropriate language (as determined by instructors) or similar items will not be tolerated. Long hair and dangly jewelry should be confined for safety reasons.

7. An instructor will pick up any books, clothes, tools or other personal items that are found lying about at the end of the day. Paying a fine of \$1.00, which is deposited into the Scholarship Fund, may claim the item(s).

8. No parking is allowed inside the south fenced in area. Park in designated parking area only.

9. If you arrive for class "hung over", drunk, under the influence of drugs (prescribed or not), or an instructor believes that you are, you will be either confined to the classroom and/or the campus police will be notified. We deem it as a severe safety hazard.

10. If you are caught sleeping in class or lab, you will be dismissed from class for the day with an absence.

11. Foreman/Inspector: This duty is required of all students on a rotation basis. A schedule will be posted by your instructor as soon as final enrollment is determined. Duties include, but are not limited to: supervising cleanup in a designated area, overseeing equipment storage at end of day, and other items as determined by your instructor.

12. Electronic Devices: No student cell phones are permitted in the classroom or lab area. They are a distraction to your learning, to other students and the class as a whole. You are subject to an absence and being sent home for the day for violation of this policy. For emergency, people may call 806-716-2293 or campus police at 806-891-8883. No music playing devices are permitted. A laptop or tablet device may be used in the classroom or lab area ONLY AS LONG AS that use is directly connected to the current classroom or lab activity that is being conducted

13. You are to have your required set of personal tools by the 5th class day. Your tools must be present at all times in order to be eligible to participate in class. Talk to your instructor if this is a problem.

14. Any item that comes into question and is not covered in these rules or in the course syllabi will be dealt with on an individual basis. See your instructor.

15. It is your responsibility to know and understand these rules. If there are items which you do not understand, ask your instructor.

16. Do not store South Plains College owned tools, equipment or project parts in your toolbox. We can and will use any means necessary to open the box to retrieve the items if you are not present. While your box is present in our facility, it is subject to search at any time as deemed necessary by an instructor. If we have to open a box, we DO NOT relock it. We are not responsible for any damage or losses that may occur due to this policy.

17. All spills are to be cleaned up immediately.

18. No student vehicles are permitted to be in the lab area at any time for any reason.

19. Open Containers: In accordance with Texas Commission on Environment Quality (TCEQ), there are to be NO open and unlabeled containers in the lab or classroom area. This does NOT include cans used to sort and store hard parts such as bolts, nuts, fittings, etc. Only small quantities may be held in open containers, but they MUST be labeled and they MUST be in use at the time.

20. Batteries: If you utilize a battery from our supply rack during a lab activity, the battery will be returned to the rack and reconnected to the charge system at the end of the day. NO EXCEPTIONS.

21. Equipment Keys: The keys for the heavy equipment will be located centrally and must be signed out. The person signing out the key is held responsible for loss or misplacement. All keys will be returned at the end of the class day.

22. Tool Crib: No students are permitted in the tool crib unless accompanied by their instructor. All tools are signed out. The person who signs them out is held responsible for loss or misplacement. All tools to be returned at end of class day. There will be no holdouts overnight unless there are special circumstances such as complicated tool setup.

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**SCANS COMPETENCIES**

- C-1 **TIME**--Selects goal--relevant activities, ranks them, allocates time, and prepares and follows schedules.
- C-2 **MONEY**--Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives
- C-3 **MATERIALS & FACILITIES**-Acquires, stores, allocates, and uses materials or space efficiently.
- C-4 **HUMAN RESOURCES**--Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

**INFORMATION--Acquires and Uses Information**

- C-5 Acquires and evaluates information.
- C-6 Organizes and maintains information.
- C-7 Interprets and communicates information.
- C-8 Uses computers to Process information.

**INTERPERSONAL--Works With Others**

- C-9 Participates as members of a team and contributes to group effort.
- C-10 Teaches others new skills.
- C-11 Serves clients/customers--works to satisfy customer's expectations.
- C-12 Exercises leadership--communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.
- C-13 Negotiates-Works toward agreements involving exchanges of resources resolves divergent interests.
- C-14 Works with Diversity-Works well with men and women from diverse backgrounds.

**SYSTEMS--Understands Complex Interrelationships**

- C-15 Understands Systems--Knows how social, organizational, and technological systems work and operates effectively with them
- C-16 Monitors and Correct Performance-Distinguishes trends, predicts impacts on system operations, diagnoses systems' performance and corrects malfunctions.
- C-17 Improves or Designs Systems-Suggests modifications to existing systems and develops new or alternative systems to improve performance.

**TECHNOLOGY--Works with a variety of technologies**

- C-18 Selects Technology--Chooses procedures, tools, or equipment including computers and related technologies.
- C-19 Applies Technology to Task-Understands overall intent and proper procedures for setup and operation of equipment.
- C-20 Maintains and Troubleshoots Equipment-Prevents, identifies, or solves problems with equipment, including computers and other technologies.

**FOUNDATION SKILLS**

**BASIC SKILLS--Reads, writes, performs arithmetic and mathematical operations, listens and speaks**

- F-1 Reading--locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.
- F-2 Writing-Communicates thoughts, ideas, information and messages in writing, and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.
- F-3 Arithmetic--Performs basic computations; uses basic numerical concepts such as whole numbers, etc.
- F-4 Mathematics--Approaches practical problems by choosing appropriately from a variety of mathematical techniques.
- F-5 Listening--Receives, attends to, interprets, and responds to verbal messages and other cues.
- F-6 Speaking--Organizes ideas and communicates orally.

**THINKING SKILLS--Thinks creatively, makes decisions, solves problems, visualizes, and knows how to learn and reason**

- F-7 Creative Thinking--Generates new ideas.
- F-8 Decision-Making--Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative.
- F-9 Problem Solving--Recognizes problems and devises and implements plan of action.
- F-10 Seeing Things in the Mind's Eye--Organizes and processes symbols, pictures, graphs, objects, and other information.
- F-11 Knowing How to Learn--Uses efficient learning techniques to acquire and apply new knowledge and skills.
- F-12 Reasoning--Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

**PERSONAL QUALITIES--Displays responsibility, self-esteem, sociability, self-management, integrity and honesty**

- F-13 Responsibility--Exerts a high level of effort and preserves towards goal attainment.
- F-14 Self-Esteem--Believes in own self-worth and maintains a positive view of self.
- F-15 Sociability--Demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings.
- F-16 Self-Management--Assesses self accurately, sets personal goals, monitors progress, and exhibits self-control.

A. F-17 Integrity/Honesty--Chooses ethical courses of action

