



### Outcome-based 18/SU Course Syllabus

**Course Rubric Number Section:** ABDR 1431 1001  
**Lecture-Lab-Credit:** 2-6-4  
**CIP Code:** 47.0603  
**Course Title:** Basic Refinishing  
**Course Description:** An introduction to current refinishing products, shop safety, and equipment used in the automotive refinishing industry. Emphasis on surface preparation, masking techniques, and refinishing of trim and replacement parts.  
**Prerequisites:** Take ABDR-1371; Minimum grade C,CR;  
**Co-requisites:**  
**Course Meets:** 1FC1 110 LEC M 03:00PM 04:50PM 1ARL 101 LAB M 08:00AM 11:40AM 1ARL 101 LAB M 01:00PM 02:50PM  
**Instructor:** Ariel Pevia  
**Office Phone Number:** 2548674854  
**Email Address:** ajpevia@tstc.edu  
**Office Fax Number:** 2548672315  
**Building & Office Room Number:** fentress 1ARL101  
**Office Hours:** Tuesday 8:00 A.M. to 12:00P.M.

|                                    |                         |
|------------------------------------|-------------------------|
| <b>Approved by:</b> Clint Campbell | <b>Date:</b> 2018-05-03 |
|------------------------------------|-------------------------|

#### Course Outcomes

- CO1:** Use proper industry refinishing tools
- CO2:** Perform proper surface preparation and masking skills
- CO3:** Refinish trim and cut-in replacement parts
- CO4:** Apply personal and environmental safety procedures. (6/23/2011)

#### TSTC Grading Policy

(Grades for courses must be C or better)

| Grade | Percent  | Description                              | Grade Points |
|-------|----------|--|--------------|
| A     | 90-100   | Excellent/Superior Performance Level     | 4            |
| B     | 80-89    | Above Required Performance Level         | 3            |
| C     | 70-79    | Minimum Required Performance Level       | 2            |
| D     | 60-69    | Below Required Performance Level         | 1            |
| F     | Below 60 | Failure to meet Performance Requirements | 0            |
| IP    | --       | In Progress                              |              |
| W     | --       | Withdrawal                               | 0            |
| CR    | --       | Credit                                   | 0            |
| AUD   | --       | Audit of Course                          | 0            |

See College Catalog for complete descriptions.

#### Competencies Rating Scale

| Rating Scale Key |       |                        |  |
|------------------|-------|------------------------|--|
| 6                | 90+   | Proficient             | Student consistently performs the task accurately to industry standards without supervision.   |
| 5                | 80-89 | Proficient             | Student performs the task to industry standards with no supervision.   |
| 4                | 70-79 | Proficient             | Student performs the task to industry standards with little supervision. This is the minimum performance rating for STAR skill completion. |
| 3                | 60-69 | Exposed/Not Proficient | Student has been introduced to the task and can perform some of the tasks to industry standards.   |
| 2                | 50-59 | Exposed/Not Proficient | Student has been introduced to the task, but cannot perform the task to industry standards.  |
| 1                | 0-49  |                        | Student was absent or did not complete assignment.   |

## Campus Standard Policies

The [Student Handbook](#) contains valuable information on campus policies and procedures.

- Student Code of Conduct
- Student Drug and Alcohol Testing Policy
- Plagiarism
- Student Grievances and Complaints

## Disability Services

Any student who, because of a disability, may require special accommodations in order to meet the course requirements, should contact the Disability Services office, as soon as possible, to make necessary arrangements. Please note that instructors are not allowed to provide classroom accommodation to a student until appropriate verification from the Disability Services office has been provided.

### Abilene Campus

Susan Hash  
Testing and Support Services  
Abilene Main Campus Bldg. Rm. 112  
325-734-3641

### Breckenridge Campus

Lisa Langford  
Testing and Advisement located in  
The Main Building Rm. 106  
254-559-7731

### Brownwood Campus

Nicole Whitley  
Testing and Advisement  
Building 2 Rm. 120  
325-641-5955

### Fort Bend Campus

Schauna Boynton  
Brazos Center Rm. 113  
346-239-3394

### Harlingen Campus

Corina De La Rosa  
Disabilities Services  
Student Support Services  
Student Services Bldg. Rm. 216  
956-364-4521

### Marshall Campus

Annette Ellis  
Administration and Admissions Rm. 150  
909-923-3313

### Sweetwater Campus

Misty Walden  
Disability Services  
Student Support Services  
Lance Sears Building Rm. 140  
325-236-8292

### North Texas Campus

Amanda Warren  
Student Services, Room 227  
972-617-4724

### Waco Campus

Marilyn Harren  
Disabilities Services Office  
Student Services Center Rm. 198  
254-867-3600

### Williamson County

Chemese Armstrong  
  
Enrollment Services Rm. B113C  
512-759-5907

## Tutoring Statement

The Supplemental Instruction & Tutoring Program at TSTC offers free tutoring and academic support services to help you achieve your academic and career goals. You can access the Tutoring Schedule, as well as *MyTSTC Video Tutor Library*, by visiting: [https://portal.tstc.edu/student/Student\\_Learning/Pages/Tutoring.aspx](https://portal.tstc.edu/student/Student_Learning/Pages/Tutoring.aspx) (shortened link: [goo.gl/Z9vJvY](https://goo.gl/Z9vJvY)). For more information, please contact Norma A. Salazar@ [956-364-4557](tel:956-364-4557).

## Learning Resource Center

The purpose of the TSTC Learning Resource Center is to serve the TSTC Community and support academic, advanced, specialized and emerging programs, contributing to the educational and economic development of the State of Texas. You can access the Learning

## Resources

### Tools, Materials:

| Item | Resource   | Quantity |
|------|--|----------|
| 1    | Brushes  | 1        |
| 2    | Sponge pads  | 2        |
| 3    | Squeegees  | 2        |
| 4    | 3-Ring loose leaf binder                             | 1        |
| 5    | Tool box   | 1        |
| 6    | Solvent Resistant gloves                             | 2 pair   |
| 7    | White Coverall, disposable                           | 1 pair   |
| 8    | Particle masks                                       | 10       |
| 9    | Sanding block  | 1        |
| 10   | Paint Respirator                                     | 1        |
| 11   | New Chemical cartridges                              | 2        |
| 12   | 2 Pre-filters  | 2        |
| 13   | Razor blade scraper                                  | 1        |
| 14   | Single edge razor blades                             | 1 pkg.   |
| 15   | Long board (Hutchins AF-16)                          | 1        |
| 16   | Clear safety glasses                                 | 2 pair   |
| 17   | HVLP paint gun (Harbor Freight)                      | 1        |
| 18   | regulator Air (for paint gun)                        | 1        |
| 19   | Air coupler fitting (Milton #729)                    | 1        |
| 20   | Air coupler fitting (Devilbiss HC-4419)              | 1        |
| 21   | Scantrons  | 1 pkg.   |
| 22   | Latex gloves (Harbor Freight)                        | 1 box    |
| 23   | Dual Action Air Palm Sander 6 inch Hook and Loop Pad | 1        |

| Grade Scheme         |  |                  |
|----------------------|--|------------------|
| Category Description |  | Category Value   |
| Lab Grades           |  | 1000             |
| Assessment Label:    | Assessment Description   | Assessment Value |
| Lab Safety:          | Identify and explain safety standards.   | 25.00            |
| Lab performance 1:   | Performance Test #1 Parts and Equipment Identification   | 100.00           |
| Lab performance 2:   | Masking  | 200.00           |
| Lab performance 3:   | Apply Single Stage Finish  | 200.00           |
| Lab performance 4:   | Apply Tri-coat let down  | 200.00           |
| Lab performance 5:   | Apply seam sealer  | 25.00            |
| Lab performance 6:   | Apply chip resistant coating   | 25.00            |
| Lab performance 7:   | Lab material check in sheet. A stewardship document of the use of consumable surface preparation materials used throughout the semester. | 25.00            |
| Lab                  | Dailv Lab Performance worksheet. A documentation of various projects used to develop skills in the surface                               | 200.00           |

|                             |  |                         |
|-----------------------------|--|-------------------------|
| performance 8:              | preparation and application of various top coat systems.       |                         |
| <b>Category Description</b> |  | <b>Category Value</b>   |
| Lecture                     |  | 1000                    |
| <b>Assessment Label:</b>    | <b>Assessment Description</b>                                  | <b>Assessment Value</b> |
| Homework 1:                 | Study worksheet Lesson 1 prepare the painting environment      | 25.00                   |
| Homework 2:                 | Study worksheet Lesson 2 Prepare and use the paint mixing area | 25.00                   |
| Homework 3:                 | Study worksheet Lesson 3 Prepare and use Air Supply Equipment  | 25.00                   |
| Homework 4:                 | Study worksheet Lesson 4 Masking Techniques                    | 25.00                   |
| Homework 5:                 | Study worksheet Lesson 5 Prepare surface for top coat system   | 25.00                   |
| Homework 6:                 | Study work sheet Lesson 6 Apply Primer Sealer                  | 25.00                   |
| Homework 7:                 | Study work sheet Lesson 7 Apply Single Stage                   | 25.00                   |
| Homework 8:                 | Study work sheet Lesson 8 Apply Base coat /Clear coat Finish   | 25.00                   |
| Quiz 1:                     | Lesson 1 prepare the painting environment                      | 75.00                   |
| Quiz 2:                     | Lesson 2 Prepare and use paint mixing area                     | 75.00                   |
| Quiz 3:                     | Lesson 3 Prepare and use Air Supply Equipment                  | 75.00                   |
| Quiz 4:                     | Lesson 4 Mask vehicle for refinishing                          | 75.00                   |
| Mid-Term Exam:              | Mid-Term Exam  | 200.00                  |
| Quiz 5:                     | Prepare surface for top coat system                            | 75.00                   |
| Quiz 6:                     | Applying primer sealer Lesson 6                                | 75.00                   |
| Quiz 7:                     | Applying single stage Lesson 7                                 | 75.00                   |
| Quiz 8:                     | Apply Base coat /Clear coat finish                             | 75.00                   |
| <b>Category Description</b> |  | <b>Category Value</b>   |
| Final                       |  | 1000                    |
| <b>Assessment Label:</b>    | <b>Assessment Description</b>                                  | <b>Assessment Value</b> |
| Final:                      | Final Exam   | 1,000.00                |
| Total Assessment Points     |  | <b>3,000.00</b>         |
| <b>A = 3,000-2,700</b>      | <b>B = 2,699-2,400</b>   | <b>C = 2,399-2,100</b>  |
| Total Category Points       |  | <b>3,000.00</b>         |
| D = 2,099-1,800             |  | <b>F = 1,799-0</b>      |

| <b>Description of Graded Elements of the Course</b> |  |                                   |                         |
|---|--|-----------------------------------|-------------------------|
| <b>Assessment Label</b>                             | <b>Assessment Description/Course outcomes met</b>  | <b>Assessment Value in Points</b> | <b>% of Final Grade</b> |
| Lab Safety  | Identify and explain safety standards.<br><b>Course outcomes met:</b> CO1, CO4                         | 25.00                             | 0.83%                   |
| Homework 1  | Study worksheet Lesson 1 prepare the painting environment<br><b>Course outcomes met:</b> CO1, CO4      | 25.00                             | 0.83%                   |
| Homework 2  | Study worksheet Lesson 2 Prepare and use the paint mixing area<br><b>Course outcomes met:</b> CO4, CO1 | 25.00                             | 0.83%                   |
| Quiz 1  | Lesson 1 prepare the painting environment<br><b>Course outcomes met:</b> CO1, CO4                      | 75.00                             | 2.50%                   |
| Lab performance 1                                   | Performance Test #1 Parts and Equipment Identification<br><b>Course outcomes met:</b> CO1, CO4         | 100.00                            | 3.33%                   |
| Homework 3  | Study worksheet Lesson 3 Prepare and use Air Supply Equipment<br><b>Course outcomes met:</b> CO1, CO4  | 25.00                             | 0.83%                   |
| Quiz 2  | Lesson 2 Prepare and use paint mixing area<br><b>Course outcomes met:</b> CO4, CO1                     | 75.00                             | 2.50%                   |
| Lab performance 2                                   | Masking<br><b>Course outcomes met:</b> CO1, CO2, CO3   | 200.00                            | 6.67%                   |
| Homework 4  | Study worksheet Lesson 4 Masking Techniques<br><b>Course outcomes met:</b> CO4, CO1                    | 25.00                             | 0.83%                   |

|                   |   |                 |                |
|-------------------|---|-----------------|----------------|
|                   | <b>Course outcomes met:</b> CO2, CO4  |                 |                |
| Quiz 3            | Lesson 3 Prepare and use Air Supply Equipment<br><b>Course outcomes met:</b> CO1, CO4   | 75.00           | 2.50%          |
| Quiz 4            | Lesson 4 Mask vehicle for refinishing<br><b>Course outcomes met:</b> CO4, CO1   | 75.00           | 2.50%          |
| Mid-Term Exam     | Mid-Term Exam<br><b>Course outcomes met:</b> CO1, CO2, CO4  | 200.00          | 6.67%          |
| Homework 5        | Study worksheet Lesson 5 Prepare surface for top coat system<br><b>Course outcomes met:</b> CO1, CO4, CO3   | 25.00           | 0.83%          |
| Quiz 5            | Prepare surface for top coat system<br><b>Course outcomes met:</b> CO1, CO3, CO4  | 75.00           | 2.50%          |
| Homework 6        | Study work sheet Lesson 6 Apply Primer Sealer<br><b>Course outcomes met:</b> CO3, CO4, CO1  | 25.00           | 0.83%          |
| Lab performance 3 | Apply Single Stage Finish<br><b>Course outcomes met:</b> CO1, CO3, CO4  | 200.00          | 6.67%          |
| Homework 7        | Study work sheet Lesson 7 Apply Single Stage<br><b>Course outcomes met:</b> CO1, CO3, CO4   | 25.00           | 0.83%          |
| Quiz: 6           | Applying primer sealer Lesson 6<br><b>Course outcomes met:</b> CO1, CO3, CO4  | 75.00           | 2.50%          |
| Lab performance 4 | Apply Tri-coat let down<br><b>Course outcomes met:</b> CO3, CO4, CO2, CO1   | 200.00          | 6.67%          |
| Lab performance 5 | Apply seam sealer<br><b>Course outcomes met:</b> CO1, CO2, CO4, CO3   | 25.00           | 0.83%          |
| Homework 8        | Study work sheet Lesson 8 Apply Base coat /Clear coat Finish<br><b>Course outcomes met:</b> CO1, CO3, CO4   | 25.00           | 0.83%          |
| Quiz 7            | Applying single stage Lesson 7<br><b>Course outcomes met:</b> CO4, CO3, CO1   | 75.00           | 2.50%          |
| Lab performance 6 | Apply chip resistant coating<br><b>Course outcomes met:</b> CO4, CO3, CO2, CO1  | 25.00           | 0.83%          |
| Quiz 8            | Apply Base coat /Clear coat finish<br><b>Course outcomes met:</b> CO1, CO3, CO4   | 75.00           | 2.50%          |
| Final             | Final Exam<br><b>Course outcomes met:</b> CO1, CO2, CO3, CO4  | 1,000.00        | 33.33%         |
| Lab performance 7 | Lab material check in sheet. A stewardship document of the use of consumable surface preparation materials used throughout the semester.<br><b>Course outcomes met:</b> CO1   | 25.00           | 0.83%          |
| Lab performance 8 | Daily Lab Performance worksheet. A documentation of various projects used to develop skills in the surface preparation and application of various top coat systems.<br><b>Course outcomes met:</b> CO1, CO2, CO3, CO4 | 200.00          | 6.67%          |
|                   |   | <b>3,000.00</b> | <b>100.00%</b> |

| Course Schedule |   |   |                           |
|-----------------|---|---|---------------------------|
| Unit/<br>Week   | Unit Description/Objectives   | Assessment Label:Description  | Due Date                  |
| 1               | 1 Introduction of the course Syllabus and Requirements. Safety/ Orientation   |   |                           |
|                 | <ul style="list-style-type: none"> <li>Identify all fire exits and safety equipment in the lab.</li> </ul>                        | <i>Lab 1: Identify and explain safety standards.</i><br><b>Lab Safety:</b> Identify and explain safety standards.   | End of class              |
| 2               | 2 Lesson 1: Prepare the painting environment  |   |                           |
|                 | <ul style="list-style-type: none"> <li>Describe and use the different types of spray equipment in the refinish area.</li> </ul>   | <i>Lab 2:Setup and use final preparation, spray equipment</i><br><b>Homework 1:</b> Study worksheet Lesson 1 prepare the painting environment   | Next Week                 |
| 3               | 3 Lesson 2: Prepare and use the paint mixing area   |   |                           |
|                 | <ul style="list-style-type: none"> <li>Identify the function of each tool and equipment found in the paint mixing area</li> </ul> | <i>Lab 3: Identify and use tools found in the paint mixing area.</i><br><b>Homework 2:</b> Study worksheet Lesson 2 Prepare and use the paint mixing area<br><b>Quiz 1:</b> Lesson 1 prepare the painting environment | Next week<br>End of class |
| 4               | 4 Lesson 3: Prepare and use Air Supply Equipment  |   |                           |

| Lesson 3: Prepare and use Air Supply Equipment |  |   |
|--|--|---|
|  | <ul style="list-style-type: none"> <li>Identify and follow safety practices used with air supply equipment.</li> </ul>                                     | <p><i>Lab 4: Identify and Describe air supply equipment found in a refinish shop</i></p> <p><b>Lab performance 1:</b> Performance Test #1 Parts and Equipment Identification      Next Week</p> <p><b>Homework 3:</b> Study worksheet Lesson 3 Prepare and use Air Supply Equipment      Next Week</p> <p><b>Quiz 2:</b> Lesson 2 Prepare and use paint mixing area      End of class</p> |
| 5  | 5 Lesson 4: Masking Techniques   |   |
|  | <ul style="list-style-type: none"> <li>Identify the different types of masking material. Describe how proper masking prevents paint over-spray.</li> </ul> | <p><i>Lab 5 Identify the different types of masking material.</i></p> <p><b>Lab performance 2:</b> Masking      Next Week</p> <p><b>Homework 4:</b> Study worksheet Lesson 4 Masking Techniques      Next Week</p> <p><b>Quiz 3:</b> Lesson 3 Prepare and use Air Supply Equipment      End of class</p>  |
| 6  | 6 Continuation Lesson 4: Masking Techniques  |   |
|  | <ul style="list-style-type: none"> <li>Identify the different types of masking material. Describe how proper masking prevents paint over-spray</li> </ul>  | <p><i>Lab 6: Identify the different types of masking material.</i></p> <p><b>Quiz 4:</b> Lesson 4 Mask vehicle for refinishing      End of class</p>  |
| 7  | 7 Mid-Term Exam  |   |
|  |  | <p><i>Lab 7: Skill development masking, applying surfacer, and block sanding.</i></p> <p><b>Mid-Term Exam:</b> Mid-Term Exam      End of class</p>  |
| 8  | 8 Lesson 5: Prepare surface for top coat system  |   |
|  | <ul style="list-style-type: none"> <li>Describe Proper steps to prepare vehicle before it is moved into the spray booth</li> </ul>                         | <p><i>Lab 8: Describe Proper steps to prepare vehicle before it is moved into the spray booth.</i></p> <p><b>Homework 5:</b> Study worksheet Lesson 5 Prepare surface for top coat system      Next week</p>  |
| 9  | 9 Continuation Lesson 5: Prepare surface for top coat system   |   |
|  | <ul style="list-style-type: none"> <li>Describe Proper steps to prepare vehicle before it is moved into the spray booth</li> </ul>                         | <p><i>Lab 9: Describe Proper steps to prepare vehicle before it is moved into the spray booth</i></p> <p><b>Quiz 5:</b> Prepare surface for top coat system      End of class</p>   |
| 10   | 10 Lesson 6: Apply Primer Sealer   |   |
|  | <ul style="list-style-type: none"> <li>Apply primer sealer to assigned project</li> </ul>  | <p><i>Lab 10: Apply primer sealer to assigned project.</i></p> <p><b>Homework 6:</b> Study work sheet Lesson 6 Apply Primer Sealer      Next Week</p>   |
| 11   | 11 Lesson 7: Apply single stage  |   |
|  | <ul style="list-style-type: none"> <li>Describe How to apply a solid single stage finish. Describe how to apply a metallic single stage finish</li> </ul>  | <p><i>Lab 11: Apply a solid single stage finish. Apply a metallic single stage finish.</i></p> <p><b>Lab performance 3:</b> Apply Single Stage Finish      Next Week</p> <p><b>Homework 7:</b> Study work sheet Lesson 7 Apply Single Stage      Next Week</p> <p><b>Quiz 6:</b> Applying primer sealer Lesson 6      End of class</p>  |
| 12   | 12 Lesson 8: Apply Base coat /Clear coat Finish  |   |
|  | <ul style="list-style-type: none"> <li>Describe how to apply a Base coat / Clear coat</li> </ul>   | <p><i>Lab 12: Apply Base coat /Clear coat finish</i></p> <p><b>Lab performance 4:</b> Apply Tri-coat let down      Next Week</p> <p><b>Lab performance 5:</b> Apply seam sealer      Next Week</p> <p><b>Homework 8:</b> Study work sheet Lesson 8 Apply Base coat /Clear coat Finish      Next Week</p> <p><b>Quiz 7:</b> Applying single stage Lesson 7      End of class</p>           |
| 13   | 13 Continuation Lesson 8: Apply Base coat /Clear coat finish   |   |
|  | <ul style="list-style-type: none"> <li>Describe how to apply a Base coat / Clear coat</li> </ul>   | <p><i>Lab 13: Apply Base coat /Clear coat finish</i></p> <p><b>Lab performance 6:</b> Apply chip resistant coating      Next week</p> <p><b>Quiz 8:</b> Apply Base coat /Clear coat finish      End of class</p>  |
| 14   | 14 Review for Final Exam   |   |

|    |                         |  |
|----|-------------------------|--|
|    | • Review for Final Exam | Lab 14: Finish up lab objectives   |
| 15 | 15: Final Exam          | <p>Lab: 15 Finish up on lab objectives</p> <p><b>Final:</b> Final Exam End of class</p> <p><b>Lab performance 7:</b> Lab material check in sheet. A stewardship document of the use of consumable surface preparation materials used throughout the semester. End of class</p> <p><b>Lab performance 8:</b> Daily Lab Performance worksheet. A documentation of various projects used to develop skills in the surface preparation and application of various top coat systems. End of class</p> |

### **Safety Procedures**

Students are required to participate in a safety lecture prior to performing in the laboratory portion of the course. A written test will be given to each participating student covering the presented safety materials. Students must complete the safety test with 100% accuracy prior to receiving lab assignments.

All lecture and laboratory safety rules and regulations will be followed in every detail. Failure to comply with this policy will result in dismissal from class until further notice.

### **Acceptance Attire**

- NIOSH approved with clear safety glasses will be worn at all times
- Full-toed shoes (no slippers, sandals, flip-flops, or bare feet)
- Full length pants (must extend past ankles)
- Pants must fit around waist within 3 inches of belly button
- Shirts (no sleeveless or tank tops)
- Shirts with and without buttons can be worn with instructor approval on neck opening exposure
- Clothing must be reasonably snug fitting (not excessively loose, baggy, torn)
- An inappropriate slogan on clothing is not acceptable.
- Jogging clothes, sweats, or warm-ups are not acceptable.
- Acceptable headgear: ball caps or bump caps (**No** do-rags, bandanas or shower caps)
- The Instructor has the final authority concerning matters of dress

### **Classroom and Lab Behaviors**

- Smoking in classrooms, laboratories and shops are prohibited
- Smoking is permitted only in designated areas
- Smoking is prohibited within 20 feet of a building, when permitted
- Smoking is prohibited within the fenced area surrounding the ACM and CAT Labs.
- The consumption of drinks, candy and other food items is restricted to lounge areas
- Eating or drinking in laboratories are hazardous because of the toxic nature of lab materials being handled
- No horseplay at any time
- Be responsible – Be a professional

### **Participation Policy**

A Student is expected to attend and participate during the scheduled period of instruction (lecture and lab). This begins with the first scheduled class day of the term. **A student deemed a non-participant for more than 10% ( \_\_\_days) of the lecture or 10% ( \_\_\_days) of the lab periods, regardless of grades earned on assignments, will have to repeat the course.**

A student is considered tardy up to 15 minutes into the scheduled lecture or lab, and thereafter will be considered a non-participant for that period of instruction.

A sum of two tardies is equivalent to one non- participation period.

### **Late work / Test Policies**

All students are required to be present for class. However, unexpected circumstances will occur. If a student has an excused absence, death or illness in the immediate family, the student must notify the instructor of record immediately. If a test is missed, the instructor has to give permission for make up. The missed test must be made up before the next scheduled period of instruction.

An excused absence only allows for make up of missed assignments or test. The absence is recorded.

Assignments are due at the beginning of class of the set due date. Late assignments will not be accepted and a grade of "zero" will be earned for said assignment. Students who prior contacted the instructor may be considered excused.

### **Pop Test**

Can be given at any time by the instructor and are not make up items.

### ***Exemptions***

Students can be exempted from a final exam if:

- A. Lecture average is 90 or above
- B. Attendance is perfect
- C. Assignments are completed and turned in
- D. Projects are complete

### ***Cell Phone Policy***

Cell phones may not be brought into the classroom or lab as they are unsafe and disruptive to the environment.

Anyone failing to adhere to this policy will be dismissed from class and issued a non-participation grade (absence) for that period of instruction.

### ***Departmental Awards Ceremony/Cleanup Policy***

Each student is expected to participate in the awards ceremony and cleanup activities once the date has been identified.

Students final exam grade is dependent upon their participation at these functions. One half ( $\frac{1}{2}$ ) of the final exam grade for the course is participation. One half ( $\frac{1}{2}$ ) of the final exam grade is completing the final exam for the course.

Students with unexpected circumstances can be excused by the department chair only.

TSTC school calendar identifies the end of the semester. Student break begins the day after..