



Automotive Service Technology



TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY
— MURFREESBORO / SMYRNA —

2023-24 PROGRAM HANDBOOK

Automotive Service Technology
TCAT Murfreesboro, Smyrna Campus
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**2023-24 PROGRAM HANDBOOK
TABLE OF CONTENTS**

INTRODUCTION

- MISSION
- ACCREDITATION
- WELCOME
- ACKNOWLEDGEMENT PAGE.....

PROGRAM INFORMATION

- PROGRAM DESCRIPTION.....
- PROGRAM OUTCOMES.....
- PROGRAM OBJECTIVES.....
- PROGRAM OUTLINE.....
- PROGRAM AWARDS.....
- COURSE OUTLINE.....

GRADING AND PROGRESS STANDARDS.....

- GRADING STANDARDS.....
- RETENTION STANDARDS
- PROGRAM GRADING PROCEDURES.....
- SKILL GRADE CALCULATION

TCAT – MURFREESBORO POLICIES.....

- ATTENDANCE
- TARDIES
- TBR GENERAL POLICY ON STUDENT CONDUCT AND DISCIPLINARY SANCTIONS.....
- ACADEMIC MISCONDUCT.....
- ACCEPTABLE COMPUTER USE.....
- DISRUPTIVE CONDUCT
- SMOKING.....
- LIVE WORK
- COOPERATIVE EDUCATION.....

CLASSROOM POLICIES

- DRESS CODE.....
- ID BADGE.....
- FOOD/DRINK
- CELL PHONES.....
- CLASS BREAK TIMES.....
- MUSIC
- SLEEPING IN CLASS
- VEHICLE CLEANLINESS
- TOOLS
- PROFESSIONALISM.....
- LEAVING CLASSROOM/LAB SPACE.....
- TIME SHEETS.....
- INSTRUCTOR DESK
- VALID DRIVER’S LICENSE.....

SAFETY POLICIES

- FIRST AID KIT
- SAFETY.....

EPA/OSHA.....
FIRE PROCEDURES.....
TORNADO PROCEDURES.....
HAZARDOUS MATERIALS COMMUNICATION

INTRODUCTION

Institutional Mission

The mission of the Tennessee College of Applied Technology Murfreesboro is to be the leading training provider for workforce development by delivering the best in technical education to our region.

Program Mission

The mission of the Automotive Service Technology program is to enable students to obtain a thorough understanding of the design, construction, and theory of the operation within the automotive systems and their relationship to the complete automobile.

Institution Accreditation

Tennessee College of Applied Technology is accredited by the Commission of the Council on Occupational Education (COE). The COE, originally founded in 1971 as a regional accrediting agency of the Southern Association of Colleges and Schools, is the successor to the Commission on Occupational Education Institutions (COEI). In 1995, the Council became a national accrediting agency. In 2006, the Council celebrated its 35th year of assuring quality and integrity in career and technical education. The Council's accreditation process is conducted on behalf of more than 181,000 students across the nation who pursue careers in a variety of technical fields.

Program Accreditation

The Automotive Service Technology program is Automotive Service Excellence (ASE) certified by the ASE Educational Foundation. According to the ASE Educational Foundation, "Programs can earn ASE certification upon the recommendation of the ASE Educational Foundation." The ASE Educational Foundation was founded to develop, encourage, and improve automotive technician education. The ASE Educational Foundation examines the structure and resources of training programs and evaluates them against national accepted standards of quality. The ASE Educational Foundation's precise national standards reflect the skills that students must master. ASE certification through NATEF evaluation ensures that certified training programs meet or exceed industry-recognized, uniform standards of excellence.

Welcome

I would like to welcome you to the Automotive Service Technology program at the Tennessee College of Applied Technology – Murfreesboro. Throughout the course of your program, you will be exposed to the tools, skills, and theory lessons needed to earn and maintain an entry-level position in the field. There are many opportunities and pathways for this program, and you will be learning about them throughout your time here.

It is important that you stay on task and push your limits to learn and grow. This program is designed to act as a mock job setting. You should arrive on time and leave when class is dismissed, interact with fellow students respectfully, operate a safe and clean workspace, and

develop professional traits that will be used for the rest of your career. If you treat this class like it is your job, the transition into employment will be smoother and easier for you and your employer.

I am here to assist you with questions, concerns, and anything else that may arise. All of us at TCAT – Murfreesboro are dedicated to your success, so please don't hesitate to reach out. I sincerely hope this course will be of help to you in your career journey.

Best,

John Broughton, Adam Burlett, Eric Love, Philip Sanderson

Acknowledgement Page

(Please return the completed form to your instructor.)



I have received and read my copy of the Program Handbook in preparation for my course of study at TCAT – Murfreesboro.

The Program Handbook describes important information about TCAT – Murfreesboro. I understand that if I have questions or concerns at any time about the Handbook, I will consult my instructor for clarification.

I will act in accordance with the standards of safety and conduct outlined in this Program Handbook and in the TCAT – Murfreesboro Student Handbook as a condition of my enrollment.

Student's Signature

Student's Name (Print)

Date

PROGRAM INFORMATION

Program Description

This program includes nine instructional areas as recognized by the National Institute for Automotive Service Excellence. Training in each area includes classroom instruction and practice on simulated vehicle systems before receiving hands-on experience diagnosing and repairing “live” vehicles. Upon completion of an instructional area, students will be able to perform procedures expected of an automotive technician employed in the automotive field. Once an instructional area is mastered, students advance to the next area until all areas are complete. During training, students prepare to take the ASE certification exams.

Program Outcomes

- Train students for entry into the automotive repair field
- Prepare students to take the ASE certification exams
- Encourage professional and ethical behavior to ensure success in a wide range of endeavors

Program Objectives

Students will demonstrate:

- Transportation service technology safety and environmental practices; proper use, maintenance, and storage of basic transportation service equipment and tools; communication skills; interpersonal and employability skills.
- Competency in general engine diagnosis; cylinder head and valve train diagnosis and repair; engine block assembly diagnosis and repair; lubrication and cooling systems diagnosis and repair; and fuel, electrical, ignition, and exhaust systems inspection and service.
- General automatic transmission/transaxle diagnosis, transmission/transaxle maintenance and adjustment, in-vehicle transmission/transaxle repair, and off-vehicle transmission/transaxle repair.
- Clutch diagnosis and repair; transmission/transaxle diagnosis and repair; drive/CV shaft diagnosis and repair; rear axle theory, diagnosis, and repair; and four-wheel drive components and service.
- General steering and suspension systems diagnosis, steering systems diagnosis and repair, front and rear suspension systems diagnosis and repair, miscellaneous suspension system service, wheel alignment diagnosis, adjustment, and repair, and wheel and tire diagnosis and repair.
- General brake diagnosis, hydraulic system diagnosis and repair, disc and drum brake diagnosis and repair, power assist unit diagnosis and repair, and wheel bearings, parking brakes, electrical diagnosis and repair, and anti-lock brake and traction control systems.
- General electrical/electronic system diagnosis; battery system diagnosis and service; starting system diagnosis and repair; charging system diagnosis and repair; lighting systems diagnosis and repair; gauges, warning devices, and driver information system

diagnosis and repair; horn and wiper/washer diagnosis and repair; and accessories diagnosis and repair.

- A/C systems diagnosis and repair; refrigeration systems component diagnosis and repair; heating and engine cooling systems; operating systems and related controls diagnosis and repair; and refrigerant recovery, recycling, and handling.
- General engine diagnosis; computerized engine controls diagnosis and repair; ignition system diagnosis and repair; in fuel, air induction, and exhaust systems diagnosis and repair; emissions controls systems diagnosis and repair; engine related service; and engine electrical systems diagnosis and repair.

Program Outline

The training program sequence must be logically sequence and allow for flexibility. The following is a guideline that can be used. The actual sequence may vary according to the goals of the training program and the individual goals of the student. A 1-hour safety and orientation module must be completed each trimester before any certificate or diploma is awarded.

Course	Title	Customary Hours
AST 0001	Worker Characteristics	6
AST 1010	Braking Systems	150
AST 1020	Steering and Suspension	150
AST 1030	Heating & Air Conditioning	126
	Brake & Chassis Technician Certificate	432
AST 0002	Worker Characteristics	6
AST 2010	Engine Repair	150
AST 2020	Engine Performance	276
	Automotive Apprentice Certificate	864
AST 0003	Worker Characteristics	6
AST 3010	Automotive Electrical Systems	276
AST 3020	Manual Drivetrain Systems	75
AST 3030	Automatic Transmissions	75
	Automotive Service Technician Diploma	1296

Program Awards

Undercar Specialist Certificate	432 hours
Automotive Apprentice Certificate	864 hours
Automotive Service Technician Diploma	1296 hours

Course Outline

- I. **SAFETY AND ORIENTATION**
 - A. Safety
 - B. Tools and Equipment

- C. Communication
- D. Interpersonal and Employability Skills
- II. ENGINE REPAIR**
 - A. General Engine
 - B. Cylinder Head and Valve Train
 - C. Engine Block
 - D. Lubrication and Cooling Systems
 - E. Fuel Electrical, Ignition, and Exhaust Systems (required only for A1 ASE certification test)
- III. AUTOMATIC TRANSMISSION/TRANSAXLE**
 - A. General Transmission/Transaxle Diagnosis
 - 1. Mechanical/Hydraulic Systems
 - 2. Electronic Systems
 - B. Transmission/Transaxle Maintenance and Adjustment
 - C. In-vehicle Transmission/Transaxle Repair
 - D. Off-vehicle Transmission/Transaxle Repair
 - 1. Removal, Disassembly, and Assembly
 - 2. Oil Pump and Converter
 - 3. Gear Train, Shafts, Bushings, Oil Pump, and Case
 - 4. Friction and Reaction Units
- IV. MANUAL DRIVE TRAIN AND AXLES**
 - A. General Drive Train
 - B. Clutches
 - C. Transmissions/Transaxles
 - D. Drive Shaft, Half Shaft, and Universal Joint/Constant Velocity Joints
 - E. Drive Axles
 - 1. Ring and Pinion Gears
 - 2. Differential Case Assembly
 - 3. Limited Slip Differential
 - 4. Axle Shafts
 - F. Four Wheel Drive/All Wheel Drive
- V. SUSPENSION AND STEERING**
 - A. General Suspension and Steering
 - B. Steering Systems
 - 1. Steering Columns and Manual Steering Gears
 - 2. Power Assisted Steering Units
 - 3. Steering Linkage
 - C. Suspension Systems
 - 1. Front Suspension
 - 2. Rear Suspension
 - 3. Miscellaneous Service
 - D. Wheel Alignment
 - E. Wheels and Tires
- VI. BRAKES**

- A. General Brake Systems
- B. Hydraulic System
 - 1. Master Cylinder
 - 2. Lines and Hoses
 - 3. Valves and Switches
 - 4. Bleeding, Flushing, and Leak Testing
- C. Drum Brakes
- D. Disc Brakes
- E. Power Assist Units
- F. Miscellaneous Systems (Wheel Bearings, Parking Brakes, Electrical, etc.)
- G. Antilock Brake and Traction Control System
- VII. ELECTRICAL/ELECTRONIC SYSTEMS**
 - A. General Electrical/Electronic Systems
 - B. Batteries
 - C. Starting Systems
 - D. Charging Systems
 - E. Lighting Systems
 - 1. Headlights, Parking Lights, Taillights, Dash Lights, and Courtesy Lights
 - 2. Stop Lights, Turn Signals, Hazzard Lights, and Back-up Lights
 - F. Gauges, Warning Devices, and Driver Information Systems
 - G. Horn and Wiper/Washer Systems
 - H. Accessories
 - 1. Body
 - 2. Miscellaneous
- VIII. HEATING AND AIR CONDITIONING**
 - A. A/C System
 - B. Refrigeration System Components
 - 1. Compressor and Clutch
 - 2. Evaporator, Condenser, and Related Components
 - C. Heating, Ventilation, and Engine Cooling Systems
 - D. Operating Systems and Related Controls
 - 1. Electrical
 - 2. Vacuum/Mechanical
 - 3. Automatic and Semi-Automatic Heating Ventilation and A/C Systems
 - E. Refrigerant Recovery, Recycling, and Handling
- IX. ENGINE PERFORMANCE**
 - A. General Engine Diagnosis
 - B. Computerized Engine Controls
 - C. Ignition Systems
 - D. Fuel, Air Induction and Exhaust Systems
 - E. Emission Control Systems
 - 1. Positive Crankcase Ventilation
 - 2. Exhaust Gas Ventilation
 - 3. Exhaust Gas Treatment

4. Intake Air Temperature Controls
 5. Early Fuel Evaporation
 6. Evaporative Emissions Controls
- F. Engine Related Service
- G. Engine Electrical Systems (required only for A8 ASE certification test)
1. Battery
 2. Starting
 3. Charging

GRADING AND PROGRESS STANDARDS

Grading Standards

Evaluations of student achievement toward a program's identified occupational competencies are recorded for each student at the end of 432 hours of instruction that comprise a term. Those evaluations shall be based on the following scale of progress:

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59
P	Pass
CONT	Continuing/Incomplete
W	Withdrew

Students will be graded in the following categories:

- Skill Proficiency
- Theory/Related Information

A student must maintain a "D" or better average per course code and an overall combined average of a "C" or better for the 72-day period of instruction, which comprises a term. Failure to maintain the required grade average will result in suspension at the end of the term. Additional retention standards for specific programs may be established based on accrediting or licensing requirements.

Retention Standards

A student who fails during any term to attain a cumulative GPA at or above the level indicated below for the customary clock hours attempted or the average grade per course will be placed on suspension at the end of the term.

Standard:

- A student must maintain a "D" or better average per course code and an overall combined average of a "C" or better for the 72-day period of instruction, which comprises a term.

Additional retention standards for specific programs may be established by the college based on accreditation or licensing requirements applicable to a program.

Program Grading Procedures

Students in the Automotive Service Technology program will be graded on three key aspects of training: (1) skill proficiency, (2) theory (related information), and (3) worker characteristics. Students receive a numerical grade in each of the grading areas. The three numerical grades are

averaged together to arrive at the student's trimester grade. Students will have a midterm and final evaluation each term.

Skill Grade Calculation

Generally speaking, skill proficiency is the ability of the student to correctly perform tasks and assignments in the lab/shop area. Tasks on trainers and live work will be compared to outcomes expected from an entry-level technician.

All students must demonstrate hands-on competency or mastery of a task before credit will be given. The stated performance level for completion or mastery is a grade of 85% on a job sheet. Students making less than 85 points on any job sheet must redo the sheet.

Student skill is evaluated as job sheets are completed. Students will be given 100 points for successful completion on the job. Students will be observed and evaluated with points deducted after job completion for the reasons listed below:

- Shop Cleanliness (10 pts)
- Tool Usage (10 pts)
- Time on Task (10 pts)
- Work Order Completion (10 pts)
- Following Proper Procedures (10 pts)
- Accurate Completion of Work (50 pts)

The performance standards are listed on each job sheet. The rubric for each task sheet list is:

- 0 – Student did not attempt or was not exposed to task
- 25% - 1 – Student attempted task but did not have an understanding of the task or completed it poorly
- 50% - 2 – Student had an understanding of the task but had a lot of errors
- 75% - 3 – Student had a good understanding but still had errors on the task
- 100% - 4 – Student completed the task without any errors.

Theory/Related Information

Students will be evaluated on their knowledge of automotive theory. This is accomplished through a series of written tests (closed book). Tests taken during the grading period will be averaged together to arrive at the student's related information grade. Students are required to attempt a minimum of eight (8) required tests during the grading period. It is the student's responsibility to keep up with their test grades and the number of tests they take.

Open book tests are the review questions at the end of each chapter. These questions may be answered with the help of the textbook or any other materials the student finds beneficial. Students are encouraged to see the instructor if they are having difficulty finding the answers to the questions.

Worker Characteristics

A worker characteristic grade is given each term. Points may be deducted for a variety of reasons. At the end of the grading period, the points are tallied to get a student's worker characteristic grade for that term. Points may be deducted for the following reasons:
Attendance factors heavily in the grade.

- Clean Up
 - Students are expected to clean and maintain their work area and the shop. Shop cleaning and classroom cleaning will be rotated on a weekly basis. The last thirty minutes of the day are used to clean. Students are expected to clean for the entire thirty minutes. Students are also expected to initiate the cleanup process without being told to do so. Points may be deducted for failure to participate or lack of performance.
- Classroom Time
 - Class time should be spent efficiently and wisely. Sleep is unacceptable and will result in a major deduction in points. Any disruptive behavior including talking above a whisper may result in a deduction. Students must spend their time studying the appropriate material.
- Shop
 - Every minute in the shop is to be spent performing the tasks assigned by the instructor. If the student does not have a project to work on, he/she is to report to the instructor and one will be assigned.
 - All students are expected to be in his/her assigned work area for the duration of the project. If your crew has been assigned a project, you have been assigned a project. Working on a different project is only acceptable with the instructor's permission.
 - The student will receive a 15-minute break in the morning and a thirty-minute lunch. All socializing is to be done during these periods. Tardiness will also result in a deduction.
- Attitude
 - Attitude is one of the most important factors of the worker characteristic grade. The student's attitude should be characteristic of a good worker and conducive to a learning environment. A poor or uncooperative attitude will result in a reduction in points. If a problem or conflict arises, feel free to speak with the instructor before, during, or after class.
- Attendance
 - Attendance is an important aspect of worker characteristics. Points are deducted after six (6) hours have been missed. Deductions for absences is in half hour and whole hours. Exceeding the allowed absences may affect your financial aid eligibility.

TCAT – MURFREESBORO POLICIES

Attendance

As stated in the Student Handbook, “The nature of the programs at the Tennessee Colleges of Applied Technology is such that it is necessary for every student to attend regularly. Excessive interruptions due to absences will have an adverse effect on student progress.”

5.5% Absences – Instructor Counseling and Documentation

- Students who miss 5.5% of their enrolled hours for the term (24 hours for full-time students enrolled in 432 hours) must be formally counseled by their instructor. Absences affect the work ethic grade and could affect financial aid.
- The instructor documents the meeting with a signed attendance counseling form or memo. The student receives a copy, and the instructor retains a copy for his/her records.

9.7% Absences – One-Term Suspension with Appeal Opportunity

- Students who miss 9.7% of their enrolled hours for the term (42 hours for full-time students enrolled in 432 hours) are reported by the instructor to Student Services.
- The Student Services Office notifies the student of the option to (1) accept the one-term suspension or (2) appeal the suspension within three business days of notice. An appeal form is provided to the student.
- Student appeals are forwarded to an Attendance Appeal Committee (appointed by the Vice President of Student Services) for review of the documentation. Only one appeal will be granted within a 12-month period.
- If approved to continue, the student and the instructor are notified via email of the stipulations for approval (e.g. not missing additional classes for the term); if the student fails to meet the stipulations, the instructor notifies Student Services to proceed with suspension. If the initial appeal is not approved and suspension is recommended by the committee, the appeal is then reviewed by the Vice President of Student Services.
- In consultation with the President, the Vice President provides the final decision on suspension to Student Services, so the student and the instructor can be notified via email.

Tardies

As stated in the Student Handbook, “A student is considered tardy if not in the classroom at the designated time for class to start. Multiple tardies will result in the following discipline.”

5 Tardies – Instructor Counseling and Documentation

- Students who are tardy five times in the term (four times for part-time students) must be formally counseled by their instructor. Further tardies can lead to probation and other sanctions.

- The instructor documents the meeting with a signed tardy counseling form or memo. The student receives a copy, and the instructor retains a copy for his/her records.

6 Tardies – Probation and Student Success Plan

- Students who are tardy six times in the term (five times for part-time students) are reported by the instructor to Student Services.
- The Student Services Office places the student on probation, and the student is required to complete a Student Success Plan with the appropriate Student Services representative.

7 Tardies – Review by Vice President for Possible Suspension

- Students who are tardy seven times in the term (six times for part-time students) are reported by the instructor to Student Services.
- The Student Services Office notifies the Vice President of Student Services for review. In consultation with the President, the Vice President provides the final decision on suspension to Student Services, so the student and the instructor can be notified via email.

Three-Day No Call/No Show

Students are responsible for notifying their instructor each time they are absent. When a student misses three (3) consecutive days without contacting the college, that student may be presumed to have withdrawn from the college and will be exited from the program.

TBR General Policy on Student Conduct and Disciplinary Sanctions

TCAT – Murfreesboro is governed by the Tennessee Board of Regents (TBR). Students enrolled in a TBR postsecondary educational institution are citizens of their civic communities as well as the academic community. As such they are expected to conduct themselves as law-abiding members of each community at all times.

Admission to an institution of postsecondary education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between the institution and the academic community which it seeks to serve, the Tennessee Board of Regents (“TBR” or “the Board”) has authorized the presidents of the institutions under its jurisdiction to take such action as may be necessary to maintain conditions on institution-owned and controlled property and to preserve the integrity of the institution and its educational environment.

Pursuant to this authorization and in fulfillment of its duties to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, the Board has developed this policy, which is intended to govern student conduct at the institutions under its jurisdiction.

In addition, students are subject to all federal, state and local laws and ordinances. If a student’s violation of such laws or ordinances also adversely affects the institution’s pursuit of

its educational objectives, an institution may enforce its own policies regardless of the status or outcome of any external proceedings instituted by other civil or criminal authorities.

Students are responsible for compliance with this policy and with institutional policies and regulations.

The policy in its entirety may be found at: <https://policies.tbr.edu/policies/general-policy-student-conduct-disciplinary-sanctions>.

Academic Misconduct

Academic misconduct is any action or attempted action designed to provide an unfair academic advantage or disadvantage for oneself or others. Academic misconduct includes a wide variety of behaviors such as plagiarism, cheating, fabrication, and other academic dishonesty. For purposes of this policy the following definitions apply:

- Plagiarism. The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper attribution. Examples include but are not limited to copying of passages from works of others into one's own work without acknowledgment; summarizing or paraphrasing ideas from another source without proper attribution, unless such information is recognized as common knowledge; and using facts, statistics graphs, representations, or phrases without proper attribution;
- Cheating. Using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination. Examples include but are not limited to copying another's work; obtaining or giving unauthorized assistance; unauthorized collaboration or collusion with another person; having another person take a test for a student; and the use of unauthorized materials or devices. The term academic exercise includes all forms of work submitted for credit or hours;
- Fabrication. Falsifying, fabricating, or misrepresenting data, research results, citations or other information in connection with an academic assignment. Unauthorized falsification or invention of any information or citation in an academic exercise.

Academic misconduct is prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed in accordance with this policy, the instructor has the authority to take academic discipline consistent with institutional policy, procedures, and processes.

An instructor who determines that a student has engaged in academic misconduct may choose to exercise academic discipline by lowering to any extent, including to a grade of "F" or "zero," a student's grade in the course, assignment, or examination affected by the alleged academic misconduct.

The policy in its entirety may be found at: <https://policies.tbr.edu/policies/general-policy-student-conduct-disciplinary-sanctions>.

Acceptable Computer Use

All computer use including Internet use must be in support of education and research and appropriate for the assignment. The College is not responsible for a student's access to any inappropriate material. All students at the College will be taught ethics and acceptable use of the computer system and the Internet. If there is a complaint about inappropriate usage, the instructor will resolve it. If not resolved by the instructor, the President or Vice Presidents will review the complaint. Inappropriate usage may be grounds for suspension or dismissal from the College.

This policy is in conjunction with TBR Policy IT Acceptable Uses 1.08.05.00.

Inappropriate usage includes but is not limited to:

- Using the network or Internet for personal and private matters including electronic mail outside the College.
- Hate mail, harassment, discriminatory remarks, and other antisocial behaviors including spamming.
- Accessing pornographic or obscene material.
- Accessing confidential material including but not limited to test files and personal/personnel records.
- Destroying, inappropriate deleting or changing, or otherwise damaging hardware or software.
- Downloading and/or installing programs or data files on College computers without permission of the Instructor.

Removal from Class for Disruptive Conduct

As stated in the TCAT – Murfreesboro Student Handbook, "Students are expected and encouraged to develop proper work habits and to maintain a sincere, cooperative attitude at all times." This includes:

- actively and routinely participating in all class functions in a timely manner
- coming to class with the necessary tools and equipment required to participate in class activities
- wearing appropriate attire for the program area and displaying their name tag
- maintaining a respectful and cooperative demeanor at all times with instructors, institutional officials, and classmates
- avoiding inappropriate language or conduct deemed disruptive to the institution's learning environment
- following all institutional procedures related to absences and tardiness (e.g. arriving to class on time, notifying instructor of planned and unplanned absences, etc.)

Pursuant to Tennessee Board of Regents (TBR) policy, students who engage in disruptive conduct or other conduct that violates the TBR's General Policy on Student Conduct and Disciplinary Sanctions 3:02:00:01 may be temporarily removed or excluded from class by the

instructor for each class session in which the conduct occurs. Repeated infractions may result in additional disciplinary sanctions.

Smoking

TCAT Murfreesboro's campuses are smoke free. This includes all tobacco and electronic cigarettes, vape products, and smokeless tobacco. Students may only smoke/vape in their personal vehicles.

Live Work

Live work projects performed by students enhances the technical training of students. The Tennessee Board of Regents Guideline Tennessee College of Applied Technology – A030, Instructional Projects, is the basis for all live-work projects performed at the Tennessee College of Applied Technology. Live work will be conducted when training programs require such projects for the acquisition of occupational skills leading to employment. Live work will be assigned to individual students by their instructor as part of the student's training program. All services are to be performed only by students with the instructional assistance of their instructor.

Work can only be accepted if it can be completed within a reasonable timeframe and projects cannot be allowed to remain in the Tennessee College of Applied Technology possession if not being actively worked on. Live Work projects will be assessed for timely completion.

Upon approval of the need to perform the service at hand, and verification of project ownership by the instructor of the training program, the instructor will complete a "Live Work and/or Service Agreement" form. This form will be submitted to the President or his/her designee for approval and signature. Upon approval of the need to perform the service at hand, and verification of project ownership, a Live Work Agreement form will be completed with a copy of the form being provided to the individual for whom the work is being performed. The owner of the project shall be responsible for providing the parts, supplies, and materials for individual projects. All live work is to be completed under the instructor's supervision and may be released only after a thorough final inspection.

The policy in its entirety may be found at: <https://policies.tbr.edu/guidelines/instructional-projects-colleges-applied-technology>.

Cooperative Education

Cooperative Education (Co-op) is an educational program that combines classroom instruction with practical work experiences directly related to the student's curriculum. This combined classroom study and work experience is a meaningful way for students to learn and to assist in making informed career choices while earning credit. Students interested in Cooperative Education should meet with their instructor to discuss co-op opportunities. The instructor must submit a co-op request form to the Vice President for approval. The student, instructor, employer, and Vice President must sign the formal co-op agreement. To be eligible for cooperative education, students must have completed at least 50% of their program of study.

CLASSROOM POLICIES

Dress Code

Safety glasses and uniforms must be worn in the shop area at all times.

ID Badge

Students must always wear their Tennessee College of Applied Technology student photo identification badges while on campus. The badges must be displayed so that they are readily visible. If a student loses his or her student ID badge, the student may request a replacement from Student Services after paying a \$5 fee to the Business Office.

Food/Drink

Food/drink in the classroom/lab space is at the discretion of the instructor.

Cell Phones

Cell phone use in the classroom/lab space is at the discretion of the instructor.

Class Break Times

Day class begins at 7:45am. Students are to be in their seats when the roll is taken. Lunch break is 11:00-11:45am.

Evening class begins at 1:00pm. Students are to be in their seats when the roll is taken. Dinner break is 6:00-6:30pm.

Music

No music may be played in the shop area.

Sleeping in Class

Students are expected to develop proper work habits and to remain engaged and on task in class. Students are not permitted to sleep in class. Repeated violations may result in the student being sent home for the day.

Vehicle Cleanliness

Cleanliness is an excellent indication of professional, quality work. All students are to take every precaution to ensure that a clean and undamaged vehicle is returned to the owner. Fender covers are required on every vehicle in the shop. Paper is to be placed across the seat and in the floor of every vehicle in the shop (no exceptions!). The work area is to be kept clean and orderly. Before returning a vehicle or speaking with its owner, a student should try to attain as clean, neat, and professional of an appearance as possible (hands, face, clothing, etc.).

Tools

A technician's tools are his/her livelihood.

- All tools are to be cleaned and returned to their proper place at the end of the day.

- Tools should be used for their intended purpose.
- No student shall use tools belonging to another student without the student's permission.
- No student shall use the instructor's tools without his/her permission.

Professionalism

Students are expected to maintain a professional attitude at all times. Every aspect of the repair process should include this professional attitude. Students are expected to communicate with co-workers (students) and consumers (vehicle owners) in a courteous manner.

Leaving Classroom/Lab Space

Students are not to leave the classroom or shop area without the permission of the instructor. Students leaving without permission will be subject to program disciplinary action. Repeated abuses may be referred to the Vice President of Student Services for progressive discipline.

Time Sheets

Accurate record keeping is extremely important, especially when working on commission; therefore, time sheets must be correct when handed in. Students who turn in time sheets with errors will receive a five-point deduction in their skill proficiency grade.

Instructor Desk

The instructor's classroom desk is off limits. Anything in or on the desk is off limits. Students violating this rule will face progressive discipline.

Valid Driver's License

No student shall operate a motor vehicle without a valid driver's license. Any student who does not have a valid driver's license in his/her possession must notify the instructor immediately.

SAFETY POLICIES

First Aid Kit

A first aid kit is available in the lab area. If you are injured, you should notify the instructor as soon as possible.

Safety

- Safety in the classroom will be discussed by your instructor. After completion of the safety instruction, students will be required to sign a safety form identifying that you have been instructed and understand the safety procedures that apply to your program.
- Safety precautions must be followed at all times. Students jeopardizing their safety, the safety of others, or committing safety violations will face progressive discipline, up to and including, suspension or expulsion from enrollment at the TCAT – Murfreesboro.
- Use common sense!
- Do not use any piece of equipment that does not have all safety devices in place and working properly.
- Do not use any piece of equipment that is not in proper working condition.
- Do not use any tool or piece of equipment unless you have been trained in its use.
- When raising a vehicle with a floor jack, always use jack stands.
- Never work beneath a vehicle unless it is properly supported.
- When hoisting an engine, stay clear of the area directly beneath it.
- When raising a vehicle on a lift, make sure the car is securely supported.
- Never start a vehicle unless you are sure all the necessary systems are working properly (brakes, trans, steering, etc.).
- Never start a vehicle unless you are sure everyone is clear.
- Use caution when using a press. Some parts may shatter and cause severe injury.
- Never stand directly in front or directly behind a vehicle.
- Always use exhaust hose to vent dangerous fumes.
- Use caution at all times.
- Students must have prior permission to pull their vehicles into the shop.
- Eye protection must be worn at all times or points will be deducted from the worker characteristic grade.
- Absolutely no horseplay is allowed in the shop or classroom. Points will be deducted from the worker characteristic grade and/or progressive discipline may result.

EPA/OSHA

EPA and OSHA regulations must be followed at all times. Students violating this policy may be subject to progressive discipline. Students may also be subject to legal action by the appropriate authorities.

Fire Procedures

In the event of a fire drill or an actual fire, students should immediately exit the building and report to the back parking lot.

Tornado Procedures

In the event of a tornado drill or actual tornado, students should immediately seek shelter in hallway outside of the classroom.

Hazardous Materials Communication (“Right to Know” Law)

Students should read the booklet called “Hazardous Communication Program” found in the Right to Know Compliance Center. After reading and reviewing the materials, the student should complete lesson #1 in the Safety and Orientation course. Students must pass the Hazardous Materials Communication and Safety Test with 100% accuracy. Any score of less than 100% will require a retake. After completion of the lesson, all materials should be returned to the Right to Know Compliance Center.