Instructor Information

Instructor:    Michael Slater
Office:       302B, LRS
Mailbox:      LRS 103
Hours:        M-R 7:30 am – 1:00 pm, Friday: By Appointment Only
Phone:        501-812-2892
Email:        mslater@uaptc.edu

*All emails and telephone calls will receive a response within two business days.

Chair:        Michael Slater       501-812-2285       mslater@uaptc.edu
Dean:         Dr. Bentley Wallace   501-812-2858       bewallace@uaptc.edu

*If your emails and telephone calls do not receive a response within two business days, the appropriate chain of command is above.

Course Information

Course delivery method:  This course will be delivered through lecture in the classroom and hands on lab exercises.  Class days and meeting times are Thursdays from 8:00 am-1:00 pm.

Catalog Description

This course will identify the common frame types, steering, wheel alignment and suspension systems. This course deals with two important, interrelated systems: Frame and the suspension. 2 lecture hours, 4 lab hours. (4 credit hours/special course fee)

Course Materials

Text books:


Required Items:

Safety glasses
Side shields if wearing prescription glasses
Hearing protection (disposable ok)
Multimeter (DVOM preferred)
Work shoes (oil resistant sole necessary and protective toe preferred)
Work clothes (no shorts)
Pen or pencil
Notebook or paper

Optional:
Small flashlight
Mechanics gloves
Nitrile gloves

Mission Statement

University of Arkansas – Pulaski Technical College provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

Institutional Learning Outcomes and General Education

UA-PTC supports a college-wide institutional learning assessment program which concerns effective instructional methods and promotes student learning achievement by assessing:

1. Communication
2. Critical Thinking
3. Cultural Awareness
4. Information Literacy
5. Professionalism
6. Quantitative Literacy
7. Technology Literacy

For more information, please consult the following website: https://uaptc.edu/sla

Department / Program Learning Outcomes

The Power Sports/Equipment Technology Program, consistent with the College’s mission and the Division’s objectives, encourages the success of its students in all technical fields and academic disciplines by promoting:

1. Apply safe work practices in a manner compatible with OSHA requirements and power sports/equipment technology industry expectations.
2. Select specialized tools and equipment for use in power sports/equipment maintenance, diagnostics, and repair.
3. Identify functional relationships among power sports/equipment components and systems.
4. Interpret service manuals and schematics.
5. Apply basic principles of service and repair to power sports/equipment.
6. Identify, troubleshoot, diagnose, and solve mechanical equipment/engine problems associated with power sports/equipment applications.
7. Apply preventative maintenance concepts to power sports/equipment care and storage.

Student Learning / Course Outcomes

1. Students gain knowledge to become employable as power sports/power equipment technicians.
2. Students are able to repair their own power sports/power equipment.

Policies

Report a Complaint or Concern

UA-PTC takes very seriously complaints and concerns regarding the institution. Most complaints or concerns of a specific nature should be initiated and resolved at the campus level through normal college processes whenever possible. UA - Pulaski Technical College receives and resolves complaints using a variety of methods. To report a complaint or concern, please follow the link below.

https://www.uaptc.edu/report-a-concern-complaint

UA-PTC Attendance Policy

Education at UA-PTC requires students’ active involvement in the learning process. Thus, students are expected to attend all classes and actively engage in all learning assignments and/or opportunities provided in their classes. Class attendance should be treated as mandatory by all students as attendance will be taken by all instructors during the first two weeks of class. Additionally, a written policy on student attendance that is tied to course objectives and included in a course syllabus will be provided for each course by instructors.

Departmental Attendance Policy

Students are expected to attend all class sessions. If there is a reason a student cannot make it to class, it is expected they will contact the instructor prior to class starting. Military and Jury duty are the only excused absences.
Students may not be dropped for attendance. However, in order to build soft skills employers require of their employees, failure to attend will adversely affect a student’s grade and may result in a non-passing score. Attendance will be counted until census week, and monitored after that for departmental purposes. Three (3) tardies equal one (1) absence. A tardy is defined as coming to class late, or leaving early. If a student misses more than half a class, it will be annotated as an absence.

Course Policies

The UA-PTC Catalog rules and regulations will be enforced in this course at all times. Please consult the following website for more information: https://www.uaptc.edu/catalog

Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars as determined by the instructor are detailed in the paragraph below.

Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations. Some guidelines for communication are included in this syllabus to help you.

Refer to the 2018-2019 Academic Catalog and read the Code of Student Conduct beginning on page 103.

All students are required to obtain a UA-PTC student ID. It must be brought to school every day.

Each student will participate in cleaning the shop and their work area at the end of class.

Students will wear Personal Protective Equipment (PPE) in the shop. No exceptions.

Cell phones may be used in the shop to photograph work being done. No personal use.

Be prepared to get dirty and greasy every day.

If a student’s underwear is visible, they will fix it, or be dismissed from class.

No inappropriate clothing is allowed.

If any student is involved in an accident requiring assistance (for example, getting something in their eyes and needing assistance to the eye wash station), everyone is expected to give
assistance. If any student refuses to assist anyone who is injured, that student will be dismissed and will leave campus for the remainder of the day.

All accidents will be reported to the instructor immediately and will have an accident report filed.

If a tool or piece of equipment is found to be broken, not operating properly, or breaks, it will be brought to the instructors attention so it can be replaced and taken out of service.

All students will be required to work in the tool room.

If any tool or equipment leaves the tool room, it will be signed out.

All students are required to put tools and equipment back in their designated locations after use.

No dependents or significant others are allowed in the classroom or lab at any time.

There are online safety tests that must be completed before students are allowed to work in the shop. These tests must be passed with a grade of 100%. Any student who does NOT complete all safety tests by 22 JAN 19, will be dropped from the Power Sports/Equipment Technology program.

Grading Policy

Letter grades will be based on the following scale:

- 90 to 100%   A
- 80 to 89%     B
- 70 to 79%     C
- 60 to 69%     D
- 0 to 69%      F

Note: the safety tests MUST be passed with a score of 100%. The safety tests are online and self-paced. Students will have until 22 January 2019 to pass all safety tests. If a student has not passed all safety tests with a score of 100% by 22 January 2019, the student will be dropped from the Power Sports/Equipment Technology program.

There are two finals for the online safety tests. Even though you MUST pass with a 100%, the grade you receive will be from your first attempt at the finals. For example, if you make an 88%
on your first attempt, that will be the score that counts towards your grade, but you must retake the finals and pass with a 100% to avoid being dropped from the program.

<table>
<thead>
<tr>
<th>Online Safety Tests: 2 @ 50 points each</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test 2: 50 points</td>
</tr>
<tr>
<td>Test 4: 50 points</td>
</tr>
<tr>
<td>Test 5: 50 points</td>
</tr>
<tr>
<td>Test 6: 50 points</td>
</tr>
<tr>
<td>Test 7: 50 points</td>
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<tr>
<td>Test 8: 50 points</td>
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<tr>
<td>Final: 50 points</td>
</tr>
<tr>
<td>Homework: 50 points</td>
</tr>
<tr>
<td>Projects: 50 points</td>
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<tr>
<td>Class Participation: 450 points</td>
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<tr>
<td>Total Points Possible: 1000 points</td>
</tr>
</tbody>
</table>

* Instructors have one week to provide feedback and post grades for all assignments unless otherwise noted by a departmental policy that has been approved by the Dean of the School.

In an online class, eligibility for Financial Aid is based on student participation. Logging into the course does not constitute participation. For purposes of roster certification, students must complete a gradable attendance artifact.

**Academic Integrity**

It is expected that all students who attend UA-PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The UA-PTC catalog states, “The gaining of knowledge and the practice of honesty go hand-in-hand.”
The catalog also states, “The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.”

The complete Academic Integrity Policy is in the UA-PTC code of conduct.

**Accommodation Policy**

Services for Students with Disabilities: UA-PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the American with Disabilities Amendments Act (ADAAA) of 2008. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Disability Services Office (Main Campus: 501-812-2738 or South Campus: 501-812-2862) and must provide current and relevant documentation.

Students requesting accommodations should inform the instructor at the beginning of the course or as soon as accommodations are approved. It is the student's responsibility to provide their Accommodation Letter to the instructor. Accommodations are not retroactive and will only be provided once your instructor receives the Accommodation Letter.

**Student Code of Conduct**

All students are expected to abide by the UA-PTC Student Code of Conduct. For the full Student Code of Conduct, access the most current version of the UA-PTC Academic Catalog. [http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2](http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2)

**Sexual Misconduct**

No person at UA-Pulaski Technical College will, on the basis of gender, be excluded from participation in, be denied benefits of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity. All college administrative policies and procedures regarding sex discrimination, sexual harassment, and sexual misconduct are in compliance with Title IX. Students who feel they are victims of sexual misconduct should contact the UA-PTC Title IX Deputy Coordinator for Students:

Michelle Anderson, Director of Student Life and Leadership
Campus Center Building Room 216
501-812-2756
manderson@uaptc.edu
Course Evaluations

Students may be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.

Information Literacy

UA-PTC is committed to the Information Literacy Competency Standards for Higher Education as established by the Association of College and Research Libraries and endorsed by the National Forum on Information Literacy. Therefore, all courses will incorporate an information literacy component so that, by graduation, all students will be able to recognize the need for information, then locate, evaluate, synthesize, and communicate information in an ethical manner. Information literacy encompasses critical thinking, research, media, technology, health, business, and visual literacy skills to produce lifelong learners who can make informed decisions in the workplace and in their personal lives.
### Tentative Course Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Assignment/Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>School policies, shop policies, safety videos. Shot safety: proper equipment operation, tool identification and proper usage. Safety Data Sheets (SDS), Hazardous Materials</td>
</tr>
<tr>
<td>2</td>
<td>Chapter 3: Tools. Test. Students complete online safety tests.</td>
</tr>
<tr>
<td>3</td>
<td>Chapter 17: Frames and Suspension.</td>
</tr>
<tr>
<td>4</td>
<td>Continuation of Chapter 17. Test.</td>
</tr>
<tr>
<td>5</td>
<td>Continuation of Chapter 17.</td>
</tr>
<tr>
<td>6</td>
<td>Continuation of Chapter 17. Test.</td>
</tr>
<tr>
<td>7</td>
<td>Continuation of Chapter 17.</td>
</tr>
<tr>
<td>8</td>
<td>Continuation of Chapter 17. Test.</td>
</tr>
<tr>
<td>9</td>
<td>Continuation of Chapter 17.</td>
</tr>
<tr>
<td>10</td>
<td>Chapter 18: Brakes, Wheels, and Tires.</td>
</tr>
<tr>
<td>11</td>
<td>SPRING BREAK: 17-25 March</td>
</tr>
<tr>
<td>12</td>
<td>Continuation of Chapter 18.</td>
</tr>
<tr>
<td>13</td>
<td>Continuation of Chapter 18.</td>
</tr>
<tr>
<td>14</td>
<td>Continuation of Chapter 18. Test.</td>
</tr>
<tr>
<td>15</td>
<td>Continuation of Chapter 18.</td>
</tr>
<tr>
<td>16</td>
<td>Continuation of Chapter 18.</td>
</tr>
</tbody>
</table>

### Final Exam Schedule: The week of 6-10 May, 2019. Specific day and time is yet to be determined.

Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for *Mike Slater’s Frames and Suspension* class at UA - Pulaski Technical College, and I understand its content. I also understand the rules for the class, and I will follow and abide by these rules, including those relating to attendance, assignments, grading criteria, plagiarism, and behavior.

________________________
Semester

________________________
Date

________________________
Print name

________________________
Signature

________________________
UA-UA-PTC Email address

________________________
Telephone