

# AU3.300 Automatic Transmissions and Transaxles

Course Syllabus for Winter 2022, CRN# 34640

Instructor: Mike LeBlanc

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Class Schedule: Monday - Thursday, 8:00am-11:50am, Feb. 7 to March 10.

Office Hours: 7:30am-8am and by appointment.

**Course Description:** In this class you are learning to repair, replace and troubleshoot automatic transmissions and transaxles. This course also includes 20 hours of advanced electrical troubleshooting techniques.

**Course objectives:** Upon successful completion of this course, students will be able to:

Diagnose general Transmission / Transaxle issues. Perform in vehicle maintenance and repair on Transmissions and Transaxles. Repair out of vehicle Transmission and Transaxle problems. Interpret scope waveform patterns to determine needed repairs on electrical circuits.

**Required Text Book:** 7<sup>th</sup> Edition Automatic Transmissions and Transaxles by James Halderman.

**Tool and Attire Requirements:** Students are to follow proper check out procedures for all Tools. Students will also need: Student work shirts (clean), black pants, leather shoes and all proper Personal Protective Equipment or PPE: Eye (safety glasses), Ear (Hearing protections) and skin (gloves). Failure to comply will stop a student from participating in lab that day.

[Wear a mask or face covering](#) indoors at all times. Your mask or face covering must be properly worn (fully covering nose and mouth and tight-fitting). Mesh masks, face shields, or face covering that incorporates a valve designed to facilitate easy exhalation are not acceptable. If you have a medical condition or a disability that prevents you from wearing a mask or cloth face covering, you must obtain an

accommodation from CFAR (Center for Accessibility Resources) to be exempt from this requirement. **State guidelines do not limit** class size. Physical distancing accommodations can be made upon request and cleaning supplies are also available for personal use.

**Safety Requirements:**

1. All PPE MUST be used according to shop policies.
2. Good housekeeping practices by cleaning up and returning components and tools.
3. Follow shop safety rules according to shop policy.

**Grading System:**

- Professional Work Habits.....15% of final grade
- Quizzes.....15% of final grade
- Homework Assignments.....20% of final grade
- ASE Lab Activities .....35% of final grade
- ASE Style Final Exam.....15% of final grade

**Professional Work Habits:** Grade is based on attendance, professional attire, professional attitude, safety practices including wearing/using appropriate PPE (Personal Protective Equipment), and time on task. You will earn a maximum of 3 points per day.

**Attendance:** 2 of the 3 points you receive for attendance each day come from being punctual and present. You will get 2 points for showing up on time and staying the entire class period. You will only get 1 point if you are late or leave early. You will also receive 1 point a day for being professional. Zero points will be awarded for an absence. There are no excused absences. You are either here or not.

**Professional attire:** Uniform shirts will be worn whenever you are at the ATTC. Shirts will be buttoned up. If wearing extra attire such as a hoodie or sweatshirt, it must be worn underneath the uniform shirt. You may also wear your employer’s uniform shirt as long as the shirt is collared. If you do not have a uniform shirt, you will not be allowed to work in the shop. Pants must be made of burn/tear

resistant material such as denim, canvas, or twill. No Shorts. Shoes need to be closed toed.

**Professional attitude:** Be respectful and courteous to everyone and their vehicles. We often have tours through our facility. The tour groups could be high school students or even the Governor so please watch your language and behavior while on campus. You will be held accountable to the Student Code of Conduct, which outlines expectations pertaining to academic honesty (including cheating and plagiarism), classroom conduct, and general conduct. While lecturing I expect your full attention and thus cell phone and computer use is prohibited except for students with disabilities.

**Safety Practices:** Proper PPE must be worn at all times while in the shop or laboratory environments. You must supply your own safety glasses. If wearing regular glasses, side shields are recommended. NO CONTACTS ALLOWED not even under safety glasses! The college will provide hearing protection.

**Lab Safety:** To ensure lab safety no equipment is to be used, or work performed, unless an instructor is present. You may not use a piece of equipment, or perform certain repair procedures, unless you have been specifically trained on that equipment or procedure. If by chance you should fail to properly follow these rules, you will be asked to leave the laboratory environment.

**Time on task:** Did you come to work or socialize? Over the course of five weeks we must cover a lot of material so staying on task is vital to your success in this class.

**Quizzes:** Some quizzes will be graded, and some will not be. The ungraded quizzes are participation quizzes and you will receive a 100% for participating. We will review the answers in class. Participation quizzes and date assigned quizzes may not be made up. Some quizzes are on the computer and some are handwritten.

**Homework Assignments:** The textbook assignments are based on the chapter readings each week. The readings precede the class lectures, so it is important to

do them on time. Assignments are due one week from opening. I will accept late assignments up to one week late at a 10% penalty.

**ASE Lab Activities:** Assigned labs, associated quizzes, and completed work order must be turned in within one class period of completion in order to receive credit. Students submitting labs more than one day after completion must re-demonstrate procedures in the lab.

**ASE style Final Exam:** The exam will be online or in person, the questions are based on information from chapters 01-17. This is a multiple-choice ASE style exam. No late tests will be accepted unless other arrangements are made with the instructor prior to the start of the test being taken.

You will receive one of these letter grades.

A = 90 - 100% B = 80 - 89% C = 70 - 79% D = 60 - 69% F = 59% and below

IN - Incomplete must be contracted with the instructor

W - Withdraw must be entered in WebRunner by the student prior to the deadline.

**Note:** The IN and W are non-completion grades for academic standing and financial aid. For a tuition/fees refund you must officially drop this class prior to Mondayday, February 14<sup>th</sup>.

**Make-up Tests:** Students absent for any evaluation will need to schedule an appointment with the instructor and together set a time/location to take the exam.

**Breaks:** Breaks & rest periods are scheduled by the student on a time honor system. One 10-15 minute morning break is considered acceptable & sufficient.

**Reading Assignments:** Assigned per topic covered, complete the Chapter Quiz's.

### Class Timeline

#### ***Reading assignments:***

WEEK 1      Chapters 1, 2, 3

WEEK 2      Chapters 4, 5, 6, 7

WEEK 3      Chapters 8, 9, 10

WEEK 4	Chapters 11, 12, 13, 14
WEEK 5	Chapters 15, 16, 17
FINAL	March 10th - March 14th

## **College Policies**

### **Disability services and emergency planning:**

Students who may need accommodations due to documented disabilities, who have medical information which the instructor should know, or who need special arrangements in an emergency should speak with their instructor during the first week of class. If you believe you may need accommodations but are not yet registered with the Center for Accessibility Resources (CFAR), please visit the CFAR Website for steps on how to apply for services or call 541-917-4789.

### **LBCC Comprehensive Statement of Nondiscrimination**

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. For further information, see Board Policy P1015 in our Board Policies and Administrative Rules. Title II, IX, & Section 504: Scott Rolen, CC-108, 541-917-4425; Lynne Cox, T-107B, 541-917-4806, LBCC, Albany, Oregon. To report: [linnbenton-advocate.symplicity.com/public-report](http://linnbenton-advocate.symplicity.com/public-report).

### **Know your rights and responsibilities**

LBCC students have rights: the right to free speech, the right to assemble, the right of a free press, etc. LBCC students also have responsibilities to their community: the responsibility to participate and engage in class, the responsibility to advocate for their needs (ask for help), the responsibility to support a respectful teaching and learning environment, the responsibility to treat all persons with respect, the responsibility to be truthful and honest in all work and

communications, and the responsibility to follow staff directions, local, state, and federal laws.

Rights and responsibilities balance together to create the best learning environment. For example, while you have free speech in the café or courtyard, in class the instructor decides whose turn it is to talk and what the topics for conversation will be. Students are free to believe what they believe, but instructors may require students to learn and recite concepts, principles, or theories for a class even if the student does not believe those concepts. You play a role in creating a positive community at LBCC.

Please review your rights and responsibilities  
(<http://linnbenton.edu/go/studentrights>).

If you believe a student is violating your rights, ask to be treated with respect. If that does not cure the situation, report to Associate Dean Dr. Lynne Cox, Takena Hall Rm. 107. If you believe a faculty member or LBCC employee is violating your rights, please report to Human Resources, Scott Rolen, Calapooia Center Rm. 108 to receive credit.