SYLLABUS: Small Engine Tune Up

COURSE NUMBER: SMER 1331

INSTRUCTOR: Michael Welch

OFFICE AND CLASSROOM: Hooks High School, Room #109

TELEPHONE: 903/547-2215

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OFFICE HOURS: 7:30am-8:00am, 1230pm-1:00pm

TEXTBOOK: Small Engine and Equipment Maintenance, American Technical Publishers

Donald R. Koloski and R. Bruce Radcliff, authors ISBN#978-0-8269-0048-7

COURSE DESCRIPTION: Instruction in tune up procedures for small engines including analysis, valve train, ignition fuel, starter, cutter, and safety compliance systems. Emphasis on use of appropriate equipment and procedures.

STUDENT OUTCOMES: Students will be able to describe the proper sequence performed during a tune up; and tune up a variety of small engines including the overhaul of the various types of fuel systems.

STUDENT REQUIREMENTS: Students will attend class lecture and will take exams on each section covered. Each section will have a workshop assignment to complete.

STUDENT ASSESSMENT: Daily Participation 25% of final grade

Lab Assignments 25% of final gade

Chapter Exams 40% of final grade

Final Exam 10% of final grade

GRADING SCALE: A 90-100

B 80-89

C 70-79

D 69 & below

ABSENTEE POLICY: Texarkana college’s absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during a class or leaves the class before it is over , he/she may be considered absent. Three tardies constitute one absence. Regular attendance enhances academic success. Students are expected to attend each meeting of their registered courses. Withdrawal from a course may affect a student’s current or future financial aid ability. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

EXCUSED ABSENCES: A Student’s absence due to school trips and/or school business will not be counted against a student’s allowable number of absences. Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty or religious holy days when students follow correct notification procedures. Absences for sickness with a doctor’s note will not be counted against a student, but the student is responsible for work missed. Make up work must be completed by the second class meeting after returning from an absence. Student should not stop attending class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day to Drop, the student may receive a grade of “F” in the class.

MAXIMUM ALLOWABLE ABSENCES: A student may be dropped from the class after four unexcused absences. Three tardies count as one absence.

ACADEMIC DISHONESTY: Cheating on a test, plagiarism, collusion, or falsification of records will make a student liable for disciplinary action. Proven violations will result in the student being dropped from the class with an “F”.

DISABILITY ACT STATEMENT: Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Larry Andrews at 903/823-3283, or go by the Recruitment, Advisement, and Retention Department located in the Administration Building for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. It is best to request these changes at the beginning if not before the start of class so there is ample time to make the accommodations.

FINANCIAL AID: Attention! Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid Office before making a decision.