

## COURSE SYLLABUS

**Course Title:** AUMT 1419-271 Automotive Engine Repair (4:2:8)

**Semester/Year:** Spring 2018

**Instructor:** Mr. Gary Ufford

**Office/Location:** Lubbock Center, 3907 Ave. Q, Lubbock, TX. 79412, Room 136B

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**Office Hours:** Check posted hours after classes begin or by appointment.

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#### **I. GENERAL COURSE INFORMATION**

- A. Course Description: Automotive Engine Repair ( 4:2:8) – Prerequisite:** AUMT 1407 or consent of instructor. Co-requisite: concurrent enrollment in AUMT 1306 or consent of instructor. This course covers the fundamentals of engine operation, diagnosis and repair, including lubrication systems and cooling systems. Emphasis will be on overhaul of selected engines, identification and inspection, measurements, and disassembly, repair, and reassembly of the engine. Safety procedures are emphasized throughout the course. Elements of the course may be taught manufacturer specific.
- B. Course Goals/Objectives:** Fundamentals of engine operation, diagnosis and repair including lubrication systems and cooling systems. Emphasis on overhaul of selected engines, identification and inspection, measurements, and disassembly, repair, and reassembly of the engine. May be taught manufacturer specific.
- C. Course Competencies:** A = 100-90 B = 89-80 C = 79-70 F = 69 or below  
A grade of a C or higher is required in AUMT 1419 and AUMT 1306 in order to successfully complete this course.
- D. Academic Integrity.** It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his own, any work which he has not honestly performed, is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension. For further information concerning Cheating and Plagiarism, read the section on Academic Integrity in the SPC General Catalog. **If you have a question as to whether you may work with other students on any assignment, ASK YOUR INSTRUCTOR. On some assignments working with others is encouraged.**
- E. SCANS and Foundation Skills.** Specific SCANS competencies and foundation skills applicable to this course are listed adjacent to each objective in the course objective table. They include: Foundation Skills (F) 1,2,3,4,5,6,8,9,10,11,12,14. Competencies (C): 5,6,7,11,14,15,16,18,19,20. A complete list of SCANS competencies and foundation skills is attached at the end of this syllabus.
- F. Verification of Workplace Competencies-Technical Education Division.** The learning outcomes of this course will prepare the student to meet the competencies measured in a comprehensive elective course experience (Course #=s AUMT 1366, AUMT 2366). In addition the student will also be prepared to take the ASE Student Certification test for Automotive Engine Repair.

## II SPECIFIC COURSE/INSTRUCTOR REQUIREMENTS

### A. Textbook & Other Required Materials:

1. Halderman, James D. Automotive Technology Principles, Diagnosis ,and Service 5th edition, Pearson Publishers, 2016 (with on-line curriculum)
2. Pen or pencil, and paper or notebook for note taking and assignments
3. Safety Glasses and Hearing Protection sufficient for course length.

### B. Class Attendance Policy. Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive **without notice. Excessive absences means 4 (four) or more absences for any reason. Two (2) tardies will count as one absence. Excessive absences cause you to miss key points of a class and show you are not reliable/dependable for employment** Leaving class without instructor approval is considered an absence, regardless of the time you leave. Excessive absences in this course may cause you to be withdrawn from AUMT 1306 also since AUMT 1306 and AUMT 1419 are concurrent enrollment courses.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

### C. Assignment Policy: All assignments are due at the beginning of class on the due date unless otherwise stated by your instructor. **Part of these assignments will be on-line through the on-line curriculum, you should log on to this at the beginning of the semester in order to complete them on time. There may be no makeup assignments and no late assignments will be accepted.** The dates printed in this syllabus can change. Every effort will be made to inform students of those changes, but the students are ultimately responsible for all assignments regardless of any changed dates. Please check the dates with your instructor throughout the course.

### D. Grading Policy/ Procedure and/or Methods of Evaluation: All exams are mandatory for effective student evaluation. Exams will cover theory and practical skills pertaining to all aspects of material presented. Adequate study time should be set aside for exam reviews. **There may be no makeup exams. All fees owed to South Plains College, including projects, are required to be paid in full before you take your final exam.** The ASE Student certification test mentioned above can be used in place of your final exam.

You will be evaluated during this course by the following method:

Unit exams, Written Assignments = 25%

Unit skills tests/Lab sheets = 50%

Final Exam: = 25%%

A unit skills test is a measure of how well you follow instructions, your safety in the shop, your use of tools, your cleanliness in the work area and your attention to detail while you perform diagnostics or repairs within a required time period.

A task sheet is used to plan and track students while they perform required skills in the shop. This is not used to average your grade, but it is a professional evaluation of how well you work independently and your level of expertise in completing assigned tasks. Prospective employers will want to see this during an interview, so please follow the shop and repair procedures to the best of your ability.

**E. Special Requirements: A student's conduct is expected to follow the guidelines stated in the college catalogue and student handbook, any deviation will result in immediate disciplinary action. No smoking, chewing, or dipping is permitted in the building or outside the back doors of the shop and food and drinks are not allowed in any classroom, lab or shop.** These activities will be limited to break time in the designated areas only. Breaks will be limited to 20 minutes. A detailed list of lab/shop guidelines will be handed to you at the beginning of class, you are expected to follow them whenever you are in the shop. Please turn off all cell phones, pagers, etc. during class. Do not park on the back lot unless preauthorized by your instructor, unauthorized vehicles can be towed at the owner's expense.

**Dress Code:** The Automotive Program requires you to dress appropriately. Flip flops or opened toed shoes are not allowed in the shop, proper foot attire should be worn to protect your feet, leather work boots are recommended. Jeans/pants will be worn so that neither one falls to your thighs or knees, belts must hold them at your waist line. Safety glasses will be worn at all times in the shop. If a student fails to comply with the above dress code, he or she, will be sent home and given an absence for that day.

# **LUBBOCK CAMPUS GUIDELINES**

## **CHILDREN ON CAMPUS**

Many of the students attending classes at South Plains College - Lubbock Camps are also parents who value the opportunity to participate in higher education. Sometimes students are faced with the decision of whether to remain at home with their children, bring children with them to class, or be absent from class. The following guidelines address concerns for the safety of children on campus and provide for an environment conducive to learning.

## **CHILDREN IN THE CLASSROOM**

**Students are not allowed to bring children to class** and will be asked to leave in the interest of providing an environment conducive for **all** students enrolled in the class. Students are responsible for adherence to the attendance requirements set forth by the instructor in the course syllabus.

## **UNATTENDED CHILDREN ON CAMPUS**

**Children may not be left unattended.** In order to provide for the safety of children on campus, parents or other guardians are responsible for supervising children while utilizing services or conducting business on campus.

## **DISRUPTIVE CHILDREN**

**Disruptive children will not be allowed to interfere with college business.** Parents or other guardians are responsible for supervising and controlling the behavior of children they have brought on campus.

## **Diversity Statement**

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

## **Americans with Disabilities Act Statement**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office.

For more information, call or visit the Disability Services Office at Levelland Student Health & Wellness Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

## **GENERAL SAFETY ON CAMPUS**

South Plains College recognizes the importance of safety on campus. The protection of persons and property is a responsibility, which we all share. Personal safety begins with the individual. The following guidelines are intended to assist you in protecting yourself and to encourage practices that contribute to a safe environment for our campus community.

- Never leave your personal property unsecured or unattended.
- Look around and be aware of your surroundings when you enter and exit a building.
- Whenever possible, avoid walking alone, particularly after dark. Walk to your vehicle with other class members or request that the Security Guard walk you to your car.
- When approaching your vehicle, keep your keys in your hand; look under your car and in the back seat and floorboard. Lock the doors as soon as you are inside your car
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## **FOOD AND DRINK IN CLASSROOMS**

It is the policy of South Plains College not to permit food or drink in the classrooms or laboratories.

<p><b>In case of emergency, contact the following numbers, but DO NOT leave a voice mail message. 716-4677 – Lubbock Center    716-2923 – Reese Center (mobile 893-5705)</b></p>
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Foundation Skills	<b>Unit I:</b> Engine Components, Theory of Operation, and Measuring Tools. Upon completion of this unit, students will be able to:	Competencies
F1,2,5,6,8,12	<ul style="list-style-type: none"> <li>Identify and discuss the function of the basic parts of a four-stroke internal combustion engine.</li> </ul>	C5,6,7,15
F1,2,5,6,8,12	<ul style="list-style-type: none"> <li>Functionally discuss each stroke of a four-stroke engine.</li> </ul>	C5,6,7,15
F1,2,5,6,8,12	<ul style="list-style-type: none"> <li>Discuss the operation of a basic valve train.</li> </ul>	C5,6,7,15
F1,2,5,6,8,12	<ul style="list-style-type: none"> <li>Functionally discuss the importance of a firing order, companion cylinders, and how they relate to the four-stroke cycle.</li> </ul>	C5,6,7,15
F1-6,8,12	<ul style="list-style-type: none"> <li>Understand basic units of measure and how to use a conversion table.</li> </ul>	C5,6,7,15
F1,2,5,6,8,12	<ul style="list-style-type: none"> <li>Functionally use precision measuring tools, such as an outside or inside micrometer, a dial indicator, a vernier caliper and a telescoping gauge.</li> </ul>	C5, 6,7,15,18, 19
F1, 2,5,6,8,12	<ul style="list-style-type: none"> <li>Research applicable vehicle and service information, such as internal engine operation, vehicle service history, service precautions and technical service bulletins. Includes Hybrid</li> </ul>	C5, 6,7,15,18, 19
F1, 2,5,6,8,12	<ul style="list-style-type: none"> <li>Locate and interpret vehicle and major component identification numbers (VIN, vehicle certification labels, and calibration decals). Includes Hybrid.</li> </ul>	C5, 6,7,15,18, 19

Foundation Skills	<b>Unit II:</b> Preliminary Gas and/or Hybrid Engine Diagnosis. Upon completion of this unit, students will be able to:	Competencies
F1, 2,5,6,8-12,15,16	<ul style="list-style-type: none"> <li>Verify customer complaints; stall or road test vehicle to determine repair.</li> </ul>	C5, 6,7,11,14,15
F1, 2,5,6,8,12	<ul style="list-style-type: none"> <li>Inspect an engine for fuel, oil, coolant, and other leaks; determine needed repairs.</li> </ul>	C5, 6,7,11,14,15
F1-6, 8-12	<ul style="list-style-type: none"> <li>Perform vacuum tests; determine needed repair.</li> </ul>	C5-7, 15,16,18-20
F1, 2,5,6,8,12	<ul style="list-style-type: none"> <li>Discuss the operation of an engine lubrication system. Includes Hybrid Engine.</li> </ul>	C5,6,7,15
F1,2,5,6,8,12	<ul style="list-style-type: none"> <li>Discuss the operation of an engine cooling system. Includes Hybrid Engine.</li> </ul>	C5,6,7,15
F1-6, 8-12	<ul style="list-style-type: none"> <li>Perform cylinder power balance tests; determine needed repairs.</li> </ul>	C5-7, 15,16,18-20
F1-6, 8-12	<ul style="list-style-type: none"> <li>Adjust valves (mechanical or hydraulic lifters).</li> </ul>	C5-7, 15,16,18-20
F1-6, 8-12	<ul style="list-style-type: none"> <li>Perform compression tests; determine needed repairs.</li> </ul>	*
F1-6, 8 -12	<ul style="list-style-type: none"> <li>Perform cylinder leakage tests; determine needed repairs.</li> </ul>	*
F1-6, 8-12	<ul style="list-style-type: none"> <li>Perform oil pressure test; determine needed repair.</li> </ul>	*
F1-6, 8-12	<ul style="list-style-type: none"> <li>Diagnose internal or external causes of oil consumption; determine needed repair.</li> </ul>	*
F1-6, 8-12	<ul style="list-style-type: none"> <li>Listen to engine noises, verify noise; determine needed repair.</li> </ul>	*

Foundation Skills	COURSE OBJECTIVES	Competencies
	<p><b>Unit III:</b> Gas and/or Hybrid Engine Cylinder Head and Valve Train Diagnosis and Repair. Upon completion of this unit, students will be able to:</p>	
F1, 2,5,6,8-12	<ul style="list-style-type: none"> <li>• Remove cylinder head; inspect for cracks, warpage, gasket surface area, and blocked coolant passages.</li> </ul>	C5, 6,7,15,16
F1, 2,5,6,8-12	<ul style="list-style-type: none"> <li>• Inspect valve guides; stem-to-guide clearance and valve guide height; recondition or replace as needed.</li> </ul>	C5, 6,7,15,16
F1, 2,5,6,8-12	<ul style="list-style-type: none"> <li>• Inspect valves and valve seats; recondition as needed.</li> </ul>	C5, 6,7,15,16
F1, 2,5,6,8-12	<ul style="list-style-type: none"> <li>• Inspect valve face to seat contact, check run-out, and install valve stem seals.</li> </ul>	C5, 6,7,15,16
F1, 2,5,6,8-12	<ul style="list-style-type: none"> <li>• Inspect valve springs for squareness, pressure, free height and valve stem heights after assembly; service as necessary.</li> </ul>	C5, 6,7,15,16
F1, 2,5,6,8-12	<ul style="list-style-type: none"> <li>• Inspect pushrods, rocker arms, pivots, rocker arm shafts and oil passages; repair as necessary.</li> </ul>	C5, 6,7,15,16
F1, 2,5,6,8-12	<ul style="list-style-type: none"> <li>• Inspect hydraulic or mechanical valve lifters; replace as needed.</li> </ul>	C5, 6,7,15,16
F1, 2,5,6,8-12	<ul style="list-style-type: none"> <li>• Inspect and replace camshaft drives and related parts.</li> </ul>	C5, 6,7,15,16
F1, 2,5,6,8-12	(Gears, sprockets and chains, OHC belts, tensioners, and belt tension). Includes Hybrid Engine	
F1, 2,5,6,8-12	<ul style="list-style-type: none"> <li>• Inspect and measure camshaft journals and lobes; inspect bearings for wear/damage; determine needed repairs.</li> </ul>	C5, 6,7,15,16
F1, 2,5,6,8-12	<ul style="list-style-type: none"> <li>• Verify camshafts timing according to manufacturer's specifications and procedures. Includes Hybrid Engine</li> </ul>	C5, 6,7,15,16
F1, 2,5,6,8-12	<ul style="list-style-type: none"> <li>• Inspect and replace timing belts (chains), overhead cam drive sprockets, and tensioners; check belt/chain tension; adjust as necessary. Includes Hybrid Engine</li> </ul>	C5, 6,7,15,16
F1, 2,5,6,8-12	<ul style="list-style-type: none"> <li>• Install head gaskets and heads; tighten according to manufacturer's specifications and procedures.</li> </ul>	C5, 6,7,15,16

Foundation Skills

COURSE OBJECTIVES

Competencies

Foundation Skills	COURSE OBJECTIVES	Competencies
<p>F1-6,8-11,14</p> <p>F1-6,8-11,14</p> <p>F1-6,8-11,14</p> <p>F1-6,8-11,14</p> <p>F1-6,8-11,14</p> <p>F1-6,8-11,14</p> <p>F1-6,8-11,14</p> <p>F1-6,8-11,14</p> <p>F1-6,8-11,14</p> <p>F1-6,8-11,14</p>	<p><b>Unit IV:</b> Gas and/or Hybrid Engine Block Diagnoses and Repair. Upon completion of this unit, students will be able to:</p> <ul style="list-style-type: none"> <li>• Inspect and measure cylinder walls; determine needed repair</li> <li>• Inspect block for cracks, warpage, and general condition; determine needed repairs</li> <li>• Remove ring ridge, hone and clean cylinders as necessary.</li> <li>• Inspect and measure crankshaft journals and oil passages; determine needed service. Includes Hybrid Engine</li> <li>• Inspect and measure main and rod bearings for damage, clearance, and endplay; select correct replacement bearings.</li> <li>• Inspect and measure pistons and rings; service as necessary. Includes Hybrid Engine</li> <li>• Inspect pistons and bearings for rod misalignment or line bore problems; determine needed repair.</li> <li>• Inspect crankshaft balancer and pilot bushing; determine needed repair.</li> <li>• Inspect internal and external threads; repair as needed.</li> <li>• Inspect, measure, and install piston rings.</li> </ul>	<p>C5-7, 15,16,18-20</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>
	<ul style="list-style-type: none"> <li>•</li> </ul>	

**AUMT 1419**  
**Unit Assignments and Test Dates**

**Unit 1: January 16th – February 1st**

**Unit I Assignment: Log on to the on-line curriculum.** In your textbook read Chapters 6,7,11,12,14,15,16,&18 and become familiar with the safety procedures outlined in Ch.6&7 since safety is part of your lab grade. In your textbook, answer the chapter quiz questions for Chapters 12, 15, 16, &18 and turn in on the due date. Perform any on-line activities as required by your instructor. Be prepared to discuss this material in the classroom or shop.

**Unit I Assignment Due date: February 1st (possibly on-line)**

**Unit I Skills Test: February 1st**

**Unit I Written Exam: February 1st (possibly on-line)**

**Unit II: February 5th – February 22nd**

**Unit II Assignment:** Read Chapters 17, 20, 21, 23, 26, 27, & 28. In your textbook, answer the chapter quiz questions for Chapters 21, 23, 26, & 28 and turn in on the due date. Perform any on-line activities as required by your instructor. Be prepared to discuss this material in the classroom or shop.

**Unit II Assignment Due Date: February 22nd (on-line)**

**Unit II Skills Exam: February 22nd**

**Unit II Written Exam: February 22nd (on-line)**

**Spring Break March 12th – 16th**

**Easter Holiday – April 2nd**

**Unit III: February 26th – March 29th**

**Unit III Assignment:** Read Chapters 29, 30, 31, & 32. In your textbook answer the chapter quiz questions for Chapters 29, 30, 31, & 32 and turn in on the due date. Perform any on-line activities as required by your instructor. Be prepared to discuss this material in the classroom and shop.

**Unit III Assignment Due Date: March 29th (on-line)**

**Unit III Skills Exam: March 29th**

**Unit III Written Exam: March 29th (on-line)**

**Unit IV: April 2nd – April 26th**

**Unit IV Assignment:** Read Chapters 33, 34, 35, 36, 37, & 38. In your textbook answer the chapter quiz questions for Chapters 33, 34, 35, 36, 37, & 38 and turn in on the due date. Perform any on-line activities as required by your instructor. Be prepared to discuss this material in the classroom and shop.

**Unit IV Assignment Due Date: April 26th (on-line)**

**Unit IV Skills Exam: April 26th**

**Unit IV Written Exam: April 26th (on-line)**

**Final Exam: May 7<sup>th</sup> at 1:30pm, please allow yourself adequate study time for this important test.**



## **SCANS COMPETENCIES**

- C-1 **TIME** - Selects goal - relevant activities, ranks them, allocates time, prepares and follows schedules.
- C-2 **MONEY** - Uses or prepares budgets, makes forecasts, keeps records and makes adjustments to meet objectives.
- C-3 **MATERIALS AND FACILITIES** - Acquires, stores, allocates, and uses materials or space efficiently.
- C-4 **HUMAN RESOURCES** - Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

### **INFORMATION - Acquires and Uses Information**

- C-5 Acquires and evaluates information.
- C-6 Organizes and maintains information.
- C-7 Interprets and communicates information.
- C-8 Uses computers to process information.

### **INTERPERSONAL—Works With Others**

- C-9 Participates as members of a team and contributes to group effort.
- C-10 Teaches others new skills.
- C-11 Serves Clients/Customers—works to satisfy customer’s expectations.
- C-12 Exercises Leadership—communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.
- C-13 Negotiates—works toward agreements involving exchanges of resources; resolves divergent interests.
- C-14 Works With Diversity—works well with men and women from diverse backgrounds.

### **SYSTEMS—Understands Complex Interrelationships**

- C-15 Understands Systems—knows how social, organizational, and technological systems work and operates effectively with them.
- C-16 Monitors and Corrects Performance—distinguishes trends, predicts impacts on system operations, diagnoses systems performance and corrects malfunctions.
- C-17 Improves or Designs Systems—suggests modifications to existing systems and develops new or alternative systems to improve performance.

### **TECHNOLOGY—Works With a Variety of Technologies**

- C-18 Selects Technology—chooses procedures, tools, or equipment, including computers and related technologies.
- C-19 Applies Technology to Task—understands overall intent and proper procedures for setup and operation of equipment.
- C-20 Maintains and Troubleshoots Equipment—prevents, identifies, or solves problems with equipment, including computers and other technologies.

## **FOUNDATION SKILLS**

### **BASIC SKILLS–Reads, Writes, Performs Arithmetic and Mathematical Operations, Listens and Speaks**

- F-1 Reading–locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.
- F-2 Writing–communicates thoughts, ideas, information and messages in writing and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.
- F-3 Arithmetic–performs basic computations; uses basic numerical concepts such as whole numbers, etc.
- F-4 Mathematics–approaches practical problems by choosing appropriately from a variety of mathematical techniques.
- F-5 Listening–receives, attends to, interprets, and responds to verbal messages and other cues.
- F-6 Speaking–organizes ideas and communicates orally.

### **THINKING SKILLS–Thinks Creatively, Makes Decisions, Solves Problems, Visualizes and Knows How to Learn and Reason**

- F-7 Creative Thinking–generates new ideas.
- F-8 Decision-Making–specifies goals and constraints, generates alternatives, considers risks, evaluates and chooses best alternative.
- F-9 Problem Solving–recognizes problems, devises and implements plan of action.
- F-10 Seeing Things in the Mind’s Eye–organizes and processes symbols, pictures, graphs, objects, and other information.
- F-11 Knowing How to Learn–uses efficient learning techniques to acquire and apply new knowledge and skills.
- F-12 Reasoning–discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

### **PERSONAL QUALITIES–Displays Responsibility, Self-Esteem, Sociability, Self-Management, Integrity and Honesty**

- F-13 Responsibility–exerts a high level of effort and perseveres towards goal attainment.
- F-14 Self-Esteem–believes in own self-worth and maintains a positive view of self.
- F-15 Sociability–demonstrates understanding, friendliness, adaptability, empathy and polite-ness in-group settings.
- F-16 Self-Management–assesses self accurately, sets personal goals, monitors progress and exhibits self-control.
- F-17 Integrity/Honesty–chooses ethical courses of action.