
Title: **Internship/Cooperative Education**

Catalog Number: **AUTO-175**

Credit Hours: **3**

Lecture (or Lab): **Not Applicable**

Instructor / Advisor: **Ruth Morrison/Joe Moore**

Total Contact Hours: **240 (six full-time weeks)**

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Course Syllabus

Course Description

Internship / Cooperative Education is on-the-job training, providing the student with work experience as an automotive technician in a repair facility. The co-op will allow students to apply and develop skills studied in previous courses. Students will assist in the inspection, maintenance, diagnosis, and repair of vehicles. The student is primarily responsible to the employer for the various work responsibilities established, and is also responsible to the course instructor to complete the internship requirements.

Prerequisite(s): AUTO-110, AUTO-115, AUTO-205

Course Objectives

After completing this course, the student will be familiar with NATEF tasks in the areas listed below.

Depending on the timing of the Internship within the student's progress through the Automotive Technology curriculum, some or all of the following areas of study may be appropriate. Courses which have been completed already are the topics for student practice during this co-operative education Internship. Indicate the appropriate topics by checking them off in the following list. The appropriate NATEF task lists will be provided in a separate document. The student must perform tasks to manufacturer's specifications.

- Vehicle maintenance and repair
- Electrical / electronics
- Suspension and steering
- Brakes
- Engine repair

- _ Manual drivetrain and axles
- _ Automatic transmissions and transaxles
- _ Engine performance
- _ Heating ventilation and air conditioning

Course Requirements

The student must have all the required tools on the Student Tool List available for work at the co-op site. Students must also have SMCC uniforms, boots, and safety glasses. Reliable transportation and a clean driving record are necessary for employment during the co-op.

It is suggested that the employer provide experiences in the areas indicated in the above list. Students should work under the direction of a mentor throughout the Internship. These obligations should not detract from the responsibility to perform as the employer instructs.

Periodic instructor visits will be arranged to conveniently fit the work schedule. **If at any time you feel that your work situation will significantly change, you are responsible to contact your instructor as soon as possible prior to making any changes.**

Student Responsibilities

Students are expected to:

- Prepare a portfolio and meet the standards for the co-op entrance interview
- Seek a job for the co-op
- Remain in acceptable academic standing.
- Maintain a professional attitude while employed at the repair facility.
- Wear work uniforms.
- Be responsible for all costs associated with the internship including tuition and fees, and travel expenses associated with the internship.
- Maintain their driver's license in good standing .
- Complete weekly reports about work experiences and fax or email it to the instructors every Monday.

Student Assignments, Evaluation, and Grading

Assignment 1 Job-seeking Portfolio due during co-op entrance interview before week 9 of spring semester

Students will build a portfolio using My Maine Guide on the SMCC website. Portfolios will be used during the job seeking activities to set up co-ops with potential employers. The portfolio will be reviewed by the co-op instructor for appropriate job placement. It is due during a co-op entrance interview with the instructor by the end of week 8 of the spring semester. Portfolio work will start in AUTO 105 and AUTO 160. Students can seek assistance with resumes from Sharon Bannon, SMCC Career and Transfer Counselor. Sharon can be reached at sbannon@smccme.edu. Portfolios will include the following:

- Statement of learning goals for your education
- Statement of learning goals for your co-op
- 3 questions for you to ask your potential employer during your interview
- Resume
- List of 3 References (2 besides Ruth, Jon, or Joe)
- Cover Letter ready to go except recipient information
- Thank you letter ready to go except recipient information
- Degree Audit or unofficial transcript
- Professional Certifications and Licenses such as State Inspection, SP2, Wix, SnapOn Meter Training, Pro-cut
- Copy of current driving record

Assignment 2 Weekly Reports due 3 days after the end of each week

Students will complete 6 Weekly Reports and fax them or email them to the instructors by the due date. Each assignment consists of 2 parts.

Part 1 For each of the 6 assignments always provide a report of your work according to the following instructions.

Every week using at least 100 words, report on your work, answering the following questions a-d:

- a. What is the best job you did this week? Describe the year, make, model of the vehicle and the type of diagnosis/repair.
- b. Why do you consider this the best job?
- c. What is the worst job you did this week? Describe the year, make, model of the vehicle and the type of diagnosis/repair.
- d. Why do you consider this the worst job?

Part 2 For each of the 6 assignments answer the unique questions indicated for the week.

Week 1 (first 40 hours) Using at least 200 words, answer the following questions about training. How does your work site promote ongoing training? Are there opportunities to take paid time to pursue training? Are technicians taking advantage of training? Does your employer's approach to training support your personal philosophy in regards to your career as an automotive technician?

Week 2 (hours 41-80) Using at least 200 words, answer the following questions about safety. How do employees at your worksite approach safety? For example, consider the following ideas: Does everyone wear PPE? Are bays kept clean and clear of spills or trip hazards? Are lifts maintained? How is the torch? How does it compare to the labs at school? What's your opinion about the importance of safety?

Week 3 (hours 81-120) Using at least 200 words, answer the following questions.

Based on your experience at your co-op worksite, do you think attendance and punctuality is important? Why? Share examples.

Based on your experience at your co-op worksite, do you think communication skills are important? Why? Share examples.

Week 4 (hours 121-160) Using at least 200 words, answer the following questions about tools. What is your impression of technicians' tools? Do you think you have enough tools? Is the SMCC Required Tool List sufficient? Do you see benefits to having ample storage space and organization?

Week 5 (hours 161-200) Using at least 200 words, answer the following questions. At your workplace is there a model of a technician you want to be like? What are some of the characteristics/qualities of that person?

How would he score on the SMCC Daily Lab Report purple paper?

If you don't have a role model described in the question above, is there a model of a technician you do not want to be like? What are some of the characteristics/qualities of that person? How would he score on the SMCC Daily Lab Report purple paper?

Week 6 (hours 201-240) Using at least 200 words, answer the following 2 questions.

Based on your co-op experience at your job site, what do you think about a career as an automotive technician? Based on your co-op experience at your job site, how do you value your education? Are you looking forward to coming back to school in the fall? What courses have been especially useful to you in your internship? What subjects do you think are missing and should be offered to better prepare you for the internship?

Assignment 3 Perform well every day so you can get good evaluations from your employer

The employer will provide the instructor with student evaluations during the internship. These evaluations will count toward the final grade. Evaluations may be completed by the Service Manager or Mentor at the Service Manager's discretion.

This course is graded on a Pass/Fail basis, determined by the instructor and employer.

Learning Outcomes

1. When necessary, utilize information-literacy skills, including evaluation of information from a variety of media and proper MLA and/or APA documentation.
2. Use critical thinking and listening skills in written and oral communication as a tool for learning.
3. Read and demonstrate understanding of complex ideas by identifying key concepts.
4. Apply theory to practice using problem solving techniques and data analysis.
5. Solve problems using algebraic techniques.
6. Interpret information presented in charts and graphs or illustrate a scenario using graphic techniques.
7. Utilize quantitative methods to solve and/or assess complex problems to support decision making, forecasting, and recommendations.
8. Participate in a direct experience of scientific inquiry of the natural world using the scientific method.
9. Find and evaluate credible sources of scientific information using a variety of media to support a research need.
10. Demonstrate the capacity to make informed and ethical judgments about the impact of science and technology on the self, the environment, and the practice of sustainability.

End-of-Course Evaluation

In order to gain access to final course grades, students must complete evaluations for each course attended at SMCC. Evaluations are submitted online and can be accessed through the student portal site. Students can access the course evaluation report beginning two weeks before the end of classes. The deadline for submission of evaluations occurs 24 hours after the last day of classes each semester. Instructors will announce when the online course evaluation is available.

ADA Syllabus Statement

Southern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call 207-741-5798.

If you have a disabling condition and wish to request accommodations in order to have reasonable access to the programs and services offered by SMCC, you must register with the disability services coordinator, Mark Krogman, who can be reached at 741-5629. There will be some documentation for your teachers that must be supplied before accommodations can be given. Further information about services for students with disabilities and the accommodation process is available upon request at this number.

SMCC Pay-for-Print Policy

Students can print 150 pages per semester free of charge. If you print over 150 pages, you will be charged 10 cents per page to your student billing account for tuition and fees.

Leftover pages from each semester will not be rolled over to the following semester.

The College's pay-for-print system monitors printing on all public printers (i.e. those in general access labs, library printers, the Academic Achievement Center, Noisy Lounge and technology labs). Each time you log-in to the system, the print station displays the remaining print quota. Once the printing quota has been exceeded, users will be charged \$ 0.10 per page or \$.05 per side if the printer prints on both sides on their student accounts on a monthly basis. Color printouts will be charged at 11 page units. This means each color printout will count as 11 pages toward the quota and will cost \$1.10.

Add-Drop Policy

Students who drop a course during the one-week "add/drop" period in the fall and spring semesters and the first three days of summer sessions receive a 100% refund of the tuition and associated fees for that course. Please note any course that meets for less than the traditional semester length, i.e., 15 weeks, has a pro-rated add/drop period. There is no refund for non-attendance.

Withdrawal Policy

A student may withdraw from a course only during the semester in which s/he is registered for that course. The withdrawal period is the second through twelfth week of the fall and spring semesters and the second through ninth week of twelve-week summer courses. This period is pro-rated for shorter-length courses. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Enrollment Service Center (no phone calls, please). The designation "W" will appear on the transcript after a student has officially withdrawn. A course withdrawal is an uncompleted course and may adversely affect financial aid eligibility. Failure to attend or ceasing to attend class does not constitute withdrawal from the course. There is no refund associated with a withdrawal.

Plagiarism Statement

Adherence to ethical academic standards is obligatory. Cheating is a serious offense, whether it consists of taking credit for work done by another person or doing work for which another person will receive credit. Taking and using the ideas or writings of another person without clearly and fully crediting the source is plagiarism and violates the academic code as well as the Student Code of Conduct. If it is suspected that a student in any course in which s/he is enrolled has knowingly committed such a violation, the faculty member should refer the matter to the College's Disciplinary Officer and appropriate action will be taken under the Student Code of Conduct. Sanctions may include suspension from the course and a failing grade in the course. Students have the right to appeal these actions to the Disciplinary Committee under the terms outlined in the Student Code of Conduct.