

Grays Harbor College

AUTOMOTIVE TECHNOLOGY AUTO 224: Cooperative Work Experience 1-5 Credits Denis Samson, Instructor

Course syllabus

Associate in Technology Degree

Prerequisite Requirements:

Placement in MATH 60, ENGLISH 60, and Instructor permission.

Core Courses

		<u>Credits</u>
AUTO 111	Brakes / Suspension / Steering	16
AUTO 112	Electrical / Electronics / ABS	16
AUTO 113	Engines / Electrical / Tune-up / Ignition	16
AUTO 211	Power Train / Transmissions (Manual and Automatic)	16
AUTO 212	Fuel Systems / Electronic / Computer Controls	16
AUTO 213	Advanced Engine Performance / Air Conditioning / Heating.	16

Credits Required **96**

Support Courses

WELD 101	Related Welding 1	6
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Credits Required **6**

General Education Courses

ENGL 101	Expository / Argumentative Writing	5
Or		
ENGL 150	Vocational / Technical / Business Writing	5
MATH 100	Vocational / Technical Math (or higher)	5
PSYCH 100	General Psychology	5
Or		
PSYCH 106	Applied Psychology	3
Or		
SOC 101	Introduction to Sociology	5

Credits Required **13 – 15**

Elective Courses

<u>AUTO 224</u>	<u>Work Experience</u>	<u>1-5</u>
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Elective Courses must be approved by the student's academic advisor at Grays Harbor College

Minimum Credits Required **116+**
3 PE Credits

See Grays Harbor College Catalog or GHC web page at www.ghc.edu for Course Outlines for Automotive Certificate of Completion and Automotive Certificate of Achievement Program.

I. COURSE DESCRIPTION

Last Updated 2008

Prerequisite: Placement in Math 60, English 60 and Instructor permission

Students participate in on-the-job training as volunteers or for pay. Students achieve specific learning objectives based on job-related conferences, faculty work-site visitations, and other appropriate assignments.

This variable credit course provides the student majoring in Automotive Technology the opportunity to gain on-the-job, supervised work experience. To achieve specific learning objectives based on job-related conferences, faculty work-site visitations, and other appropriate assignments. Students are placed on jobs while enrolled in related classroom instruction. This provides an understanding to the student of the occupational environments of potential employers, employees, and clients. Students have a chance to match career aspirations and interests with capabilities and job satisfaction. A work environment offers priorities, experience and career classification, not always offered in more general classroom instruction. Employers are exposed to the quality of work that can be performed by the two-year trained technician. Every effort is made to place students in compensated positions, providing students do not displace regular employees doing comparable work and the placements comply with applicable state and federal wage/hour guidelines.

II. COURSE OBJECTIVES

To meet the course standards and demonstrate the ability to meet the outcomes expectations of this course (Competency in the discipline (4 CD), Literacy (2 L), Critical Thinking (3 CT), Social and Personal responsibility (4 SP), and Information Used (4 IU)] student will:

Demonstrate employability by following safe work practices, being on time, maintaining proper attendance, and properly following written and oral instruction (SP)

Demonstrate safety and proper work habit (CD, SP)

Meet NATEF competency criteria in all areas (CD, L, CT, SP, IU)

III. TEXTBOOK

No required text.

IV. INSTRUCTION TECHNIQUE

- A. Student and/or instructor makes initial contact with potential supervisor.
- B. A training agreement is formally agreed upon and signed by the student, supervisor and instructor. At that time work objectives are developed in writing, work hours are established, and student is briefed on the requirements for completion of the course (keeping a field diary and submission of a final written report).
- C. Formal on-site visits and conferences between the supervisor and instructor are made and documented at least once per term.
- D. Student and instructor confer a minimum of 1 hour per week per quarter. A final student/supervisor/instructor conference is conducted during the last week of the term of work experience.

VI. METHODS OF EVALUATION

- A. Supervisor's evaluation
- B. Student kept field diary or notebook
- C. Final written report prepared by student
- D. The relative success or failure of each cooperative work experience is evaluated by both the student and the instructor.



WELCOME TO THE COOPERATIVE EDUCATION PROGRAM!

Cooperative Education is a program which allows you to gain work experience directly related to your major. This program integrates classroom study with employment. It is based on the principle that one learns not only through academic achievement but also through practical experience.

There are three participants in the Cooperative Education Program. The **STUDENT** who agrees to abide by the program guidelines, the **EMPLOYER** who provides the practical work experience, and the **COLLEGE** which awards academic credit for work successfully accomplished.

The key to your success in Cooperative Education is **YOU**. It is your responsibility to develop learning objectives which are realistic, applicable to your job, attainable, and measurable. At the end of your participation, you will be evaluated on how well you have accomplished these objectives. A great deal of thought should be given to your learning objectives so they will be of benefit to you and your employer.

You will find your participation in Cooperative Education rewarding and beneficial. You will be in the unique position of being able to apply the resources of your job, supervisor, and instructor to further yourself on the job and in your college program.

INSTRUCTIONS TO STUDENT

ROUTING INFORMATION:

The original of this form must be signed by all parties and returned to the Cooperative Education Office. A copy of the signed document will be furnished for the student, supervisor, and instructor.

CO-OP WORK EXPERIENCE POLICIES:

1. Students in an approved program are required to have a minimum GPA of **2.0** in addition to completing at least **15 credits** at Grays Harbor College.
 2. Most two-year programs allow a maximum of 16 credits to apply toward graduation requirements. Transfer students should ask advisors about transferability of co-op credits to four-year colleges and universities.
 3. Work experience for which credit is earned must relate directly toward an individual's major or career goals.
 4. Students receiving veteran's benefits must receive permission from the VA Office prior to enrolling in Cooperative Education.
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RESPONSIBILITIES UNDER THIS AGREEMENT

THE STUDENT AGREES TO:

1. Perform to the best of his or her ability those assigned tasks related to the Learning Objectives.
2. Perform to the best of his or her ability those assigned tasks by the instructor and the on-site supervisor.
3. Adhere to all personnel rules, regulations and other standard requirements of the host organization, including regular and punctual reporting to the work site.
4. Attend the Co-op Seminar regularly.
5. Maintain a log of hours worked and progress of learning.
6. Maintain communication with instructor according to the agreed upon schedule.
7. Notify the faculty coordinator/instructor and the Cooperative Education Office of any revisions in the contract.

THE INSTRUCTOR AGREES TO:

1. Provide teaching support and guidance by communicating with the Co-op student regularly and by reviewing the student's work log.
2. Maintain communication with the work site supervisor throughout the work experience for consultation and collaboration in guiding the student's learning and evaluating his or her performance.
3. Visit the work site at least once for a conference with the student and supervisor.
4. Review the student and employer evaluations to assign a grade for the Cooperative Work Experience.

THE EMPLOYER AGREES TO:

1. Provide the student with normal supervision and guidance as needed in his or her performance of the tasks described in the Learning Objectives.
2. According to a pre-arranged schedule, communicate periodically with the student and instructor concerning the student's performance and learning achievement.
3. Provide student, instructor and Cooperative Education Office with a copy of the final evaluation of the student's performance.

THE COOPERATIVE EDUCATION COORDINATOR AND/OR INTERNSHIP INSTRUCTOR AGREES TO:

1. Coordinate the work experience and provide administrative support services as needed by student, instructor, and work site supervisor.
2. Upon request from student, instructor, and/or work site supervisor, assist in efforts to resolve any difficulties that might arise.
3. Maintain liaison between the College and the host organization.

**AUTOMOTIVE TECHNOLOGY
TRAINING AGREEMENT
Cooperative Work Experience**

GRAYS HARBOR COLLEGE
Cooperative Education Program
1620 Edward P Smith Drive
Aberdeen WA 98520
(360) 538-4131 FAX (360) 538-4299

QUARTER ___ Su ___ Fa ___ Wi ___ Sp

STUDENT INFORMATION

Name: _____ Home Phone: () _____

Address: _____ City: _____ State: _____ Zip: _____

Work Hours: _____ Work Phone: () _____

I agree to work as shown below to meet the established learning objectives and seminar requirements of the Co-op Program. I will keep the Co-op Instructor informed of any change in my work or school status. I realize that if placed in a co-op position by said college, I may not be able to file an unemployment claim against my employer at the end of the placement.

EMPLOYER INFORMATION

Supervisor _____ Title _____

Company _____ Telephone () _____ Extension _____

Mailing Address _____ City _____ State _____ Zip _____

Type of Co-op experience _____ Wages \$ _____ per hr/Avg scheduled hrs _____ per week

Accident Insurance coverage _____ Employer paid OR _____ student paid Credit hours _____

I will employ and supervise the student as described in accordance with company rules and regulations. Although this is not intended to be a binding employment agreement, if any difficulty should arise I will contact the Co-op Instructor and try to resolve the issues. The student has not displaced a pre-existing employee. I realize that the student will earn college credit for planned learning related to the work experience. I agree to work with the student and Grays Harbor College faculty to identify learning objectives relevant to the student's academic pursuits and the work experience which I supervise. I agree to meet with the faculty member at the worksite to evaluate the student's work experience. This company does not unlawfully discriminate in any of its employment practices on the basis of race, color, religion, sex, age, handicap, national origin, or marital status.

INSTRUCTOR INFORMATION

Name: _____ Telephone _____ Office Hours _____

I will work with the student and employer to define learning objectives. I will review the student's learning objectives and visit the worksite at least once to determine the student's progress. Upon completion of the agreed upon learning objectives, a grade will be assigned at the end of the quarter.

Work Experience Instructor/Date

Employer Signature/Date

Student Signature/Date

AUTOMOTIVE TECHNOLOGY
TRAINING AGREEMENT
Cooperative Work Experience

I. By this agreement Grays Harbor College will place _____,
(Name of Student)
with _____ for the purpose of securing
(Name of Agency or Firm)
work experience in _____.
(Technology)

The training program will be from _____ to _____.

Fall, Winter, Spring Quarter, 20xx.

II. All persons concerned jointly agree to the following working conditions:

1. The student must be formally registered in the Automotive Technology Program at Grays Harbor College.
2. The student agrees to remain with the employer selected during the specified training period.
3. Grays Harbor College has designated an internship instructor to serve the field supervisor and the student trainee. There may be more than one periodic visit to observe the student and to consult with the trainee and the employer (Field Supervisor). The student assumes full responsibility for coordination of all conferences that include the student, field supervisor and instructor.
4. All concerns shall be made to and adjusted by the intern coordinator or instructor.
5. The coordinator and/or instructor shall have the authority to transfer or withdraw the trainee at any time.
6. The trainee's job performance will be evaluated, **in writing**, by his/her field supervisor in which the training is to be performed. Sealed copies of these written evaluations will be **hand carried** to the instructor during the time that the evaluation is due. Evaluation of job performance will be discussed with the trainee at a private student/instructor meeting. Follow-up discussions between the field supervisor, trainee and instructor may be required.
7. Transportation to and from the trainee's work station will be provided by the student. Transportation costs will be borne by the trainee unless otherwise specified.
8. The trainee will be expected at his/her training station during the mutually agreed upon prescribed hours of work. Failure to do so will be the basis for a poor evaluation in this category by his/her supervisor. The trainee will also be advised of all other evaluation criteria before entering work agreement.

(continued on reverse)

9. The student is responsible for completion of all documents and required signatures in a timely manner. The

student must submit completed documents to the instructor by the end of the internship.

10. A trainee is required to spend a minimum of four (4) hours/week on the job. This work time excludes travel time to and from the work station. Additional hours per week are encouraged and may be reflected in the supervisor's evaluation. Working more than four (4) hours per week **should not** be used as the basis for "skipping" succeeding weeks since continuity of the work experience is expected.

11. The undersigned promise to abide by the terms included in this agreement. The trainee shall be bound, during his/her work training period, by school regulations. The instructor shall be responsible for investigating any formal complaints from either the employer or student.

Date Signature of Student _____

Address _____

Phone _____

Date Signature of Field Supervisor _____

Address _____

Phone _____

Date Signature of Work Experience Instructor _____

Address _____

Phone _____

LEARNING OBJECTIVES
Cooperative Work Experience
Automotive Technology

Quarter/Year

Student Name: _____

Instructor's Name: _____

INSTRUCTIONS: Define three objectives that describe tasks required for learning from this work experience. At least one objective must be defined for each credit.

OBJECTIVE 1:

OBJECTIVE 2:

OBJECTIVE 3:

Student's signature

On-site Supervisor's signature

Work Experience Instructor's signature

STUDENT'S MONTHLY TIME REPORT
Cooperative Work Experience
Automotive Technology
AUTO 224

Company Name (Please print or type)

Student Name (Please print or type)

On-site Supervisor's Name

Instructions: The student must complete Sections A and B below. This report is due the first week of each month. Hours worked during the last month of the quarter are to be estimated and turned in the first week of that month.

A. TOTAL HOURS WORKED

Use the section below as a worksheet to calculate the above:

MONTH

Day No. Hrs.
Worked

1	11	21
2	12	22
3	13	23
4	14	24
5	15	25
6	16	26
7	17	27
8	18	28
9	19	29
10	20	30
		31

B. DISCUSS YOUR PROGRESS TOWARD ACCOMPLISHING YOUR THREE LEARNING OBJECTIVES.

This Section is Required Each Month. *(Use reverse side if needed.)*

- 1.
- 2.
- 3.

Supervisor's Signature

Date
SUPERVISED FIELD WORK EVALUATION
Cooperative Work Experience

Automotive Technology

Student's Name _____

Last

First

Middle Initial

Assignment _____

Supervisor

(Work Station)

Date Started _____

Date of Evaluation

Review and Appraisal of Student Performance:

Please check the appropriate box.

E = Excellent **G** = Good **F** = Fair **P** = Poor **NO** = Not Observed

Professional Integrity

E G F P NO

	E	G	F	P	NO
1. Constructive Initiative					
2. Priority Setting and Work Accomplishment					
3. Organizational Awareness					
4. Decisiveness					
5. Assertiveness					
6. Flexibility/Adaptability					
7. Mutual Trust/Peer Relationships					
8. Understanding					
9. Orderliness/Work Habits					
10. Quality/Job Performance					
11. Receptiveness to Ideas of Others					
12. Dependability					
13. Appropriate Limit and Boundary Setting					
14. Interpersonal Skills with Public					
15. Appropriate Dress/Grooming					

Job Skills Specific to Assigned Work

	E	G	F	P	NO
1. Knowledge of Field					
2. Ability to Learn New Skills and Translate into Behaviors					
3. Openness to Change					
4. Efficient Use of Time					
5. Use of Common Sense/Judgment					
6. Formal Communications/Speaking and Writing Proficiency					
7. Office/Business Manners					
8. Confidentiality					
9. Safety					

(continued on reverse)

ATTENDANCE: (Please circle one)

EXCELLENT
(Regular)

SATISFACTORY
(Occasional absence)

UNSATISFACTORY
(Excessive absence)

ADJUSTMENT: Did the trainee:

Understand the specific duties of this work?

Associate acceptably with fellow employees?

Show an interest in this work?

Contribute toward the welfare of your organization?

Comments

(if

any):

FINAL EVALUATION SUMMARY

1. If you were an employer or job supervisor, would you want this student working for you?

2. How do you think the student represented the school while on the job?

3. Major Strengths:

4. Major Weaknesses:

5. Suggestions:

6. Comments:

Supervisor _____ Date: _____

We appreciate your assistance in helping to provide student trainees for our community. Thank you.

STUDENT'S EVALUATION OF COOPERATIVE WORK EXPERIENCE

Automotive Technology

(To be filled out by the student upon completion of the course)

The information requested below will provide an additional source of information relating to future Cooperative Education jobs. It will be most useful if your answers are frank, complete, and responsible.

Please print clearly or circle appropriate responses neatly.

Date

Student's Name _____

College

Class or Year _____

Employer _____

Location

Employer's Activity

Your department or work area

Job Title

Supervisor's Name

Salary rate: \$ _____ week or \$ _____ month. Any overtime? YES NO

What is the normal work week? _____ hours

What are the major fringe benefits?

Number of Co-Op credits with this company: 1 2 3 4 5 6 7 8

1. Describe in some detail your Co-Op assignment(s) with this firm.

2. In what way was this job related to the Automotive field?

3. In what way was this position meaningful to your personal development (i.e., in your relationship with others, accepting responsibilities, etc.)

_____ (continued on back)

4. What did **you** consider the best features of this job?

5. What do **you** consider the worst features of this job?

6. To what extent did your supervisor(s) affect your evaluation of this assignment?

7. Were there any special qualifications or requirements for this job? (i.e. citizenship, security clearance, transportation, physical, etc.)

8. Did this organization offer potential for after-graduation employment?

9. What is the likelihood that, if offered, you would accept a permanent position with this employer?

Not Likely Uncertain Likely Very Likely

EXPLAIN (if necessary)

10. What training was available:

Formal training program	Apprenticeship
On-the-job training	Orientation

Other (explain)

REMARKS: (if any)

Student's Signature

PROGRAM EVALUATION

Automotive Technology
Cooperative Work Experience

Date:

TO FIELD SUPERVISOR:

FROM WORK EXPERIENCE INSTRUCTOR:

Thank you for participating in the current Grays Harbor College Cooperative Work Program. Admittedly, the time allotted for on-the-job training was short and the evaluation sheets were long, but in all, we learned a lot and found the project to be highly productive for our students. Here's your chance to evaluate the program and make suggestions for future cooperative experiences.

1. What advantages to your organization were derived from having a student trainee?
2. Disadvantages?
3. Suggestions for improving the program in the future:
4. Would you be willing to **pay** students for internships of longer duration, if the mechanism existed? Please explain reasons why or why not.
5. Would you be more apt to hire a student who has had successful training experience with your organization? Why or why not?
6. Will you participate in supervised field work again next year?

Please complete this questionnaire and return to: Automotive Cooperative Work Experience Instructor
Grays Harbor College
1620 Edward P Smith Drive
Aberdeen WA 98520