

REEDLEY COLLEGE
AUTOMOTIVE TECHNOLOGY
COOPERATIVE WORK EXPERIENCE PROGRAM

COURSE SYLLABUS

COOP TRAINING 19V #74259

SUMMER 2014

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The work experience program is a partnership between the students, the employers, and the college. In order to better serve the student in his/her employment development, the college can provide an opportunity outside of the workplace to review career growth and discuss common workplace problems. Likewise the employers of the students will share background information on their business and most importantly monitor the skills of the students as employees.

This class is for students who have successfully completed AUTO 9, 10 & 11.

NO TEXTBOOKS ARE REQUIRED FOR THE COOPERATIVE WORK EXPERIENCE PROGRAM

REQUIREMENTS

1. **Initial Orientation Meetings:** Attendance at one of the orientation meetings is required. At this time, you will receive a contract, which must be signed by your employer. You will arrange appropriate dates and times for your coordinator to visit with your employer. A minimum number of on-site visitations are required during the semester. Units cannot be granted if the visitations are not completed.
2. **You are responsible for maintaining a detailed record of your work hours on a weekly basis.** Your employer will sign your timesheet at the end of the internship. Suggestions: Save your payroll stubs and post the information directly from the pay stubs onto your timesheets.
3. **Grades will be calculated on scores from:**
 - A. Thorough completion of student/employer data sheet.
 - B. Scores of employer evaluation sheet.
 - C. Written daily report on tasks/observations.
 - D. Thorough completion of timesheets/hours reporting.
 - E. End of internship interview with instructor.

4. **Hours and Unit Value:** 75 hours per unit if you are a paid employee
60 hours per unit if you are a volunteer.

5. **Accommodations for Students with Disabilities**

If you have a verified need for an academic accommodation or materials in alternate media (i.e. Brail, large print, electronic text, ect.) per the Americans with Disabilities Act (ADA) or section 504 of the Rehabilitation Act, please contact me as soon as possible.