

REEDLEY COLLEGE  
AUTOMOTIVE TECHNOLOGY  
COOPERATIVE WORK EXPERIENCE PROGRAM

COURSE SYLLABUS      AUTOT 19V #58058      SPRING 2021

Instructors: Steve Nagle

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**Course Description**

The supervised work experience program is a partnership between the students, the employers, and the college, related to the students major of Automotive Technology. 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. The employers of the students will also share background information on their business, and most importantly monitor the skills of the students as employees.

**Prerequisites and Co-requisite**

Students must have successfully completed AUTOT 9, 10 and are currently in AUTOT 11.

**NO TEXTBOOKS** ARE REQUIRED FOR THE COOPERATIVE WORK EXPERIENCE PROGRAM

**Attendance / Requirements**

- Attendance at the orientation meeting is required. At this time, you will receive a Syllabus, Data Sheet, and 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.
- 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. Save your pay stubs, and post information from the pay stubs onto your timesheets. You will have until **Friday, April 23** to complete your internship assignments. Instructor will conduct final interview with your Supervisor during the last three weeks of the semester.

**Hours**      75 hours for 1 unit if you are a paid employee

Or              60 hours for 1 unit if you are a volunteer.

**Deadlines**

- Friday, Jan 22              Last day to Drop for refund              (end of 2<sup>nd</sup> week)
- Friday, Jan 29              Last day to Drop to avoid “W”              (end of 3<sup>rd</sup> week)
- Friday, Feb 19              Last day to Enroll in class              (end of 6<sup>th</sup> week)
- Friday, March 12              Last day to Drop, and receive “W”              (end of 9<sup>th</sup> week)
- Friday, April 23              Work Hours should be completed

## **Course Objectives**

- Correctly identify customer concerns.
- Compare measurements to specification(s) in automotive service information.
- Create a diagnostic path using strategy based diagnostics appropriate for a given system.
- Recommend an appropriate repair strategy for a given system.
- Demonstrate the appropriate repair procedure for a given system to industry standards as determined by the Instructor.
- Operate appropriate machinery and/or equipment in the automotive service facility.

## **Course SLO's**

- Develop and implement a planned program of Cooperative Work Experience Education, which includes new or expanded responsibilities or learning opportunities in the automotive maintenance and repair field.

### **Grades will be calculated on scores from:**

A. Completion of an employment resume.	20%	
B. Employer evaluation sheet.	20%	
C. Written report summarizing 19V work experience (1-page min.)	20%	
D. Completion of timesheets/hours reporting.	20%	
E. Internship supervisor interview with instructor.	<u>20%</u>	Total 100%

### **Grading Scale:**

90% or greater	=	<b>A</b>
80 - 89%	=	<b>B</b>
70 - 79%	=	<b>C</b>
60 - 69%	=	<b>D</b>
Less than 60%	=	<b>F</b>

## **Accommodations for Students with Disabilities**

If you have a verified need for an academic accommodation or materials in alternate media (e.g. Braille, large print, electronic text, etc.) per the Americans with Disabilities Act or section 504 of the Rehabilitation Act, please contact your Instructor as soon as possible.