



# NASHUA COMMUNITY COLLEGE

## COURSE OUTLINE FORM

<b>Course Title: Automotive Co-Op</b>			
<b>Course Prefix &amp; No. : AUTO190N</b>	<b>Lecture Hours: 0</b>	<b>Lab Hours: 12</b>	<b>Credit Hours: 2</b>
<b>Department: Transportation</b>			
<b>Program: Automotive Technology</b>			
<b>Revision Date: 12/2012</b>			

**Prerequisites/ Co-requisites:** AUTO121, AUTO114, and AUTO122, and a CGPA of 2.0

**Required Accuplacer Score: N/A**

**Entrance Skills:** To be eligible for The Automotive Co-Op the student must have successfully completed AUTO121N, AUTO114 and AUTO122. The student will need to acquire a Co-Op position within one of the Automotive Technology Board members. If a student currently has a job at a shop, that shop may apply to participate in the Co-Op course. The Coordinator will complete and interview with that shop and make a decision as to whether or not that are eligible. In addition to completing the required courses, the student must obtain and maintain a 2.0 CGPA for Co-Op eligibility. Good writing skills will be essential, as students will be required to complete a journal to document their Co-Op experience.

### **Catalog Description:**

Automotive Technology Co-Op is designed to place students into a shop environment after successful completion of all first-year courses. Students will be assigned work tasks to reinforce the skills learned in their courses at NCC. These tasks will range from oil and filter services to four-wheel alignments, steering component replacement, brake services and check engine diagnosis under the supervision of a senior technician. Students will complete a minimum of 20 hours per week or 200-hours total in the Co-op. Students must bring their tool kit to the Co-Op location. Grades will come from a combination of performance evaluations, input from the onsite supervisor, and co-op coordinator. Students will be responsible for completing a journal that will document their hours worked, assigned workload, and overall shop experience. This course will be designated as a Pass/Fail course. Periodic Co-Op visits will be performed by the assigned instructor to monitor student progress.

**Course Competencies:**

<b>Competency (Knowledge and Skills)</b> Students will be able to:	<b>Critical Thinking Level</b>	<b>Linked to Program Outcome(s) #</b>
1. Successfully execute the roles of an entry level Technician to include task on the provided task list	Employ, Operate, Repeat	
2. Student will work with a mentor and successfully complete assigned work by shop personnel	Operate,	
3. Students will be able to utilize online resource as needed to complete automotive repair assignments successfully	Repeat, Employ	
4. Students will be able to work with other in an automotive shop environment	Relate	

**Course Outline:** See Attached Evaluation Document

<b>Content Topic:</b>  <b>Work Experience Information and Feedback Form</b>	<b>Subtopics ( a., b., etc.)</b>


**Performance Evaluation:**

<b>Formative Assessments</b>	<b>Summative Assessments</b>
1) In Semester Journal Entries Evaluations 2) Shop visits	1) End of semester interview with direct supervisor 2) Documentation of hours worked 3) Journal completion

**Method of Instruction:**

Live working shop experience

**Instructional Facilities:**

Automotive advisory board member shop. Other shops are encouraged to apply for consideration

**Revision History:** Tim Hogan 9/2019, Jason Felton 12/2021

Will this course be taught online? Yes \_\_\_ No X

If yes, please complete the Online Course Outline Form.



# Work Experience Information and Feedback Form

## *Part 1—General information*

Student Name \_\_\_\_\_

Dealership Name \_\_\_\_\_

Service Manager Name \_\_\_\_\_ Phone # \_\_\_\_\_

The student has the following schedule for class attendance:

End of term date: \_\_\_\_\_ Start of term date: \_\_\_\_\_

***Please meet with your student during the first week of work*** to review this form and discuss the expectations that you have for this period. Include any incentives that may be reward for meeting those expectations.

***This form will help you select work assignment*** for your Automotive Technology student and provide you an opportunity to evaluate the student's performance.

### ***There are four parts to this work experience:***

**General information**—This part explains the form and asks for identification data and general information

**Skill Appraisal**— This part lists the subjects and tasks that the student has covered in the last term. To reinforce the student's learning, we ask that no less than 30 percent to 50 percent of all tasks assigned be related to these areas.

**Performance Appraisal**—This part provides you with an opportunity to evaluate the student's work habits.

**Sign-off Verification**—This part asks for the signature of those involved with the evaluation of the Automotive student's performance, including the student, service manager and any other interested dealership persons.

*Part 2—Skill Appraisal*

**Skill Area**

This tells you what skill area or course work the student has completed this term.

**Tasks**

This tells you what tasks the student is prepared to perform after this term's studies.

**Log**

Complete this at the end of the work experience term. Indicate yes if the student has recorded completing this task.

**Evaluation**

Complete this at the end of the work experience term. Rate the student's performance based upon dealership/industry performance standards. For each task listed, indicate the level of achievement.

1= Student demonstrates understanding but cannot apply the knowledge without supervision

2= Student performs this task satisfactorily with minimal supervision

3= Student performs this task without supervision

<b>Skill Area</b>	<i>Description of Related Tasks</i>	<b>Logged (Y or N)</b>	<b>1 to 3 Scale Evaluations</b>

What other types of tasks did the Automotive Technology student perform satisfactorily? (Use another piece of paper if necessary.)

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### Part 3—Work Habit Traits

#### Evaluation

Complete this at the end of the work term. Rate the student's performance based upon dealership/industry performance standards. For each trait, indicate the level of evaluation.

1= Student performs below expectations

2= Student performs satisfactorily with periodic supervision

3= Student demonstrates outstanding performance

Work Habit or Trait	Description	1 to 3 Scale Evaluations
Job knowledge	Overall knowledge or understanding of all aspects pertinent to the job (Materials equipment, techniques, product knowledge, etc).	
Quality of work	Accuracy, thoroughness, and neatness	
Quantity of work	Number of tasks performed during work period meets expectations	
Dependability	Punctuality and attendance, reliability in carrying out work assignments, amount of supervision required and conscientiousness.	
Behavior	Enthusiasm for job, level of cooperation with associates, supervision, etc. Receptivity to changes and new duties. Resourcefulness and versatility.	
Safety	Uses general shop safety practices	

### Part 4—Sign Off Verification

*Supervisor (Service Manager or appointed dealership supervisor)*

**The above evaluations are accurate to the best of my knowledge**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

*Student*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Review by Shop Management/ Principal (optional)**

The above evaluations have been reviewed by me

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

