



**NASHUA COMMUNITY COLLEGE**  
**COURSE OUTLINE FORM**

<b>Course Title: Honda Internship I</b>			
<b>Course Prefix &amp; No. :</b> <b>HATN 190N</b>	<b>Lecture Hours:</b> <b>0</b>	<b>Lab Hours:</b> <b>12</b>	<b>Credit Hours:</b> <b>2</b>
<b>Department: Transportation</b>			
<b>Program: Honda PACT</b>			
<b>Revision Date: 12/2021</b>			

**Prerequisites/ Co-requisites:** HATN121, HATN113, 2.0 GPA

**Required Accuplacer Score:** N/A

**Entrance Skills:** To be eligible for Honda Internship the student must have successfully completed HATN 121N with Honda Express Service/Acura Accelerated Service HATN 113N. The student will need to acquire an internship position within a Honda or Acura dealership. In addition to completing the required courses, the student must obtain and maintain a 2.0 CGPA for internship eligibility. Good writing skills will be essential as students will be required to complete a journal to document their internship experience.

**Catalog Description:** The Honda Internship course is designed to be a supplement to the Honda PACT program learning experience. Students will be required to complete a total of 170 hours of in dealership work experience during the semester. The internship experience is a paid internship that must take place at a Honda or Acura dealership. Students will be responsible for completing a journal that will document their hours worked, assigned workload, and overall dealership experience. This course will be designated as a Pass/Fail course. Periodic internship visits will be performed by the assigned instructor to monitor student progress.

**Course Competencies:**

<b>Competency (Knowledge and Skills)</b>	<b>Critical Thinking Level</b>	<b>Linked to Program Outcome(s) #</b>
Students will be able to: 1. Successfully execute the roles of an express Service Technician (Honda) or Wet Tech or Dry Tech for Acura Accelerated Service	Employ, Operate, Repeat	
2. Student will work with a mentor and successfully complete assigned work by dealership personnel	Operate,	
3. Students will be able to utilize PACT training to complete automotive repair assignments successfully	Repeat, Employ	
4. Students will be able to work with others in an automotive dealership 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) Internship visits	1) End of semester interview with direct supervisor 2) Documentation of hours worked 3) Journal completion per semester

## Method of Instruction:

Live working internship experience

## Instructional Facilities:

Honda or Acura Dealership

**Revision History:** December 2021 Jason Felton

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 \_\_\_\_\_ DPTS # \_\_\_\_\_

Dealership Name \_\_\_\_\_ Dealer # \_\_\_\_\_

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

Your PACT student will soon be completing the \_\_\_\_ \_\_\_\_ term and reporting to work.

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 PACT 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 PACT 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

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

What other types of tasks did the PACT 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 Dealership Management/ Principal (optional)**

The above evaluations have been reviewed by me

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

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