

ILLINOIS VALLEY COMMUNITY COLLEGE



COURSE OUTLINE

DIVISION: Workforce Development

COURSE: ATO 1280; Automotive Technology Internship

Date: Spring 2014

Credit Hours: 3

Prerequisite(s): Sophomore status or consent of instructor.

Delivery Method: Lecture 0 Contact Hours (1 contact = 1 credit hour)
 Seminar 0 Contact Hours (1 contact = 1 credit hour)
 Lab 0 Contact Hours (2 contact = 1 credit hour)
 Clinical 15 Contact Hours (3 contact = 1 credit hour)
 Online
 Blended

Offered: Fall Spring Summer

IAI Equivalent – **Only for Transfer Courses**–go to <http://www.itransfer.org>:

CATALOG DESCRIPTION:

This course offers supervised on-the-job experience in an approved automotive facility. Students will gain valuable work experience in the automotive field during this internship. Students must work a minimum of 225 hours to earn three credit hours. The student must work at an instructor approved automotive facility.

GENERAL EDUCATION GOALS ADDRESSED

[See the last page of this form for more information.]

Upon completion of the course, the student will be able:

[Choose those goals that apply to this course.]

- To apply analytical and problem solving skills to personal, social and professional issues and situations.
- To communicate orally and in writing, socially and interpersonally.
- To develop an awareness of the contributions made to civilization by the diverse cultures of the world.
- To understand and use contemporary technology effectively and to understand its impact on the individual and society.
- To work and study effectively both individually and in collaboration with others.
- To understand what it means to act ethically and responsibly as an individual in one's career and as a member of society.
- To develop and maintain a healthy lifestyle physically, mentally, and spiritually.
- To appreciate the ongoing values of learning, self-improvement, and career planning.

EXPECTED LEARNING OUTCOMES AND RELATED COMPETENCIES:

[Outcomes related to course specific goals.]

Upon completion of the course, the student will be able to:

COURSE TOPICS AND CONTENT REQUIREMENTS:

1. Internship Agreement - This form must be completed by the student and his/her internship supervisor at the job site before he/she can enroll in the class. It must be signed by the student, supervisor, and program coordinator.
2. Weekly Student Internship Reports - These forms are filed electronically or manually and represent the activities the student did that week on the job, the number of hours worked, and any problems or concerns that he/she has.
3. Final Student Internship Report - This report is completed by the intern at the end of the internship (after completing 225 hours). It is reviewed by the program coordinator. It summarizes the activities and learning that took place during the internship.
4. Internship Employment Hours Verification - This form is completed by the intern's supervisor or a member of the Human Relations department at the end of the internship. It is reviewed by the program coordinator. It summarizes the number of hours actually worked by the intern at the job location.
5. Internship Rating Sheet - This form is completed by the intern's supervisor at the end of the internship. It is a performance appraisal. Most supervisors share this rating sheet with the intern at the completion of the internship. If it is not

shared by the supervisor, the program coordinator reviews the appraisal to give feedback to the student on areas of strengths and places where improvement is necessary.

INSTRUCTIONAL METHODS:

- Written evaluations in the form of the above five forms.

INSTRUCTIONAL MATERIALS:

- No textbook.

STUDENT REQUIREMENTS AND METHODS OF EVALUATION:

- Individual students are responsible for contacting a local business to secure an internship position.
- Students are required to submit the necessary forms to their supervisor and get those forms turned in to the program coordinator.
- Students are required to submit weekly reports on a timely basis.
- Review of training materials of 2-4 hours.

OTHER REFERENCES

Course Competency/Assessment Methods Matrix

ATO 1280; Automotive Technology Internship	Assessment Options																															
For each competency/outcome place an "X" below the method of assessment to be used.	Assessment of Student Learning	Article Review	Case Studies	Group Projects	Lab Work	Oral Presentations	Pre-Post Tests	Quizzes	Written Exams	Artifact Self Reflection of Growth	Capstone Projects	Comprehensive Written Exit Exam	Course Embedded Questions	Multi-Media Projects	Observation	Writing Samples	Portfolio Evaluation	Real World Projects	Reflective Journals	Applied Application (skills) Test	Oral Exit Interviews	Accreditation Reviews/Reports	Advisory Council Feedback	Employer Surveys	Graduate Surveys	Internship/Practicum /Site Supervisor Evaluation	Licensing Exam	In Class Feedback	Simulation	Interview	Written Report	Assignment
Assessment Measures – Are direct or indirect as indicated. List competencies/outcomes below.	Direct/ Indirect	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	I	I	I	I	D	D							
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