SYLLABUS

DATE OF LAST REVIEW: 02/11/2013
CIP CODE: 47.0604
SEMESTER: Departmental Syllabus
COURSE TITLE: Automotive Internship
COURSE NUMBER: AUTT0209
CREDIT HOURS: 4
INSTRUCTOR: Departmental Syllabus
OFFICE LOCATION: Departmental Syllabus
OFFICE HOURS: Departmental Syllabus
TELEPHONE: Departmental Syllabus
EMAIL: KCKCC issued email accounts are the official means for electronically communicating with our students.

PREREQUISITES: AUTT0101, AUTT0102, AUTT0262, AUTT0282

REQUIRED TEXT AND MATERIALS:
Please check with the KCKCC bookstore, http://www.kckccbookstore.com, for the required texts for your particular class.

COURSE DESCRIPTION:
Through an internship at a local company students will learn what it is like to work in an automotive repair facility or related field. Student must be working in an automotive repair or related job.

METHOD OF INSTRUCTION:
A variety of instructional methods may be used depending on content area. These may include but are not limited to lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE:
I. Review of obtaining employment
   A. Writing a resume
II. Finding a job
   A. Mock interviews
   B. Filling out applications
   C. Sources for locating job openings
   D. Responding to online applications
   E. Posting resume online
   F. Mid course survey

III. Job abilities
   A. Pre work discussion
   B. Employee expectations
   C. Identifying weaknesses
   D. Plans to correct weakness
   E. Instructor evaluation

IV. Job skill enhancement
   A. Review of expected skills for position
   B. Review of current skills
   C. Review of soft skills
   D. Developing skill enhancement plan
   E. Discussion of plan with employer
   F. Discussion of plan with instructor
   G. Implementation of plan
   H. Review of results
   I. Mentoring
   J. Final survey

EXPECTED LEARNER OUTCOMES:
Upon successful completion of this course:
A. The student will be able to demonstrate ability to utilize skills learned in the obtaining employment course.
B. The student will be able to demonstrate ability to obtain employment.
C. The student will be able to demonstrate ability to understand what is expected by employer.
D. The student will be able to demonstrate proper job skills needed for job acquired.

COURSE COMPETENCIES:

The student will be able to demonstrate ability to utilize skills learned in the obtaining employment course.
1. Create a resume with proper structure and syntax.
2. Identify the level of dress required for an interview.
3. Define types of clothing that are proper/improper for level of dress required.
4. Create a cover letter for resume with proper structure and syntax.
5. Create a follow up letter with proper structure and syntax.

The student will be able to demonstrate ability to obtain employment.
6. Fill out an application with relevant data, proper spelling, and legible handwriting.
7. Interview with prospective employer to obtain employment.
8. Identify areas of interview that are good or need improvement.
9. Explain what skills they possess pertaining to job needs.
10. Complete a mid course survey
11. Explain innovative methods of marketing themselves

The student will be able to demonstrate ability to understand what is expected by employer.
12. Identify job duties.
13. Identify employers’ expectations for quality and effort.
14. Explain what how core studies are utilized.
15. Identify weaknesses
16. Create a plan to correct weaknesses.

The student will be able to demonstrate proper job skills needed for job acquired.
17. Identify areas that need to be improved.
18. Develop a plan of action to improve these areas.
19. Develop goals for areas needing improvement.
20. Identify areas that student is successful in.
21. Identify good habits that help student be successful in those areas.
22. Provide an end of course survey conducted by employer.
23. Identify if goals were met.
24. Identify improvement/decline of scores from mid course survey.
25. Identify reasons for improvement/decline.
26. Discuss work experiences with instructor/students at end of course.
27. Discuss what revisions should be made for planning for employment.
28. Describe how they would mentor and train an intern or new employee that would come to work for them.

ASSESSMENT OF LEARNER OUTCOMES:
Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation. Students will be assessed based on assignments, employer surveys, and a 5-minute oral presentation on experiences in the field.

SPECIAL NOTES:
This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the
student’s progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome at any time.

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty and staff that is free of bigotry and discrimination. KCKCC is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.

Kansas City Kansas Community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including Title IX of the Educational Amendments of 1972, require the college’s policy on non-discrimination be administered without regard to race, color, age, sex, religion, national origin, physical handicap or veteran status and that such policy be made known.

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