



### III. Statement of Course Need

- A. The cooperative education experience affords the student the opportunity to practice skills learned in the classroom in a professional setting under the guidance of an experienced mentor. Students select a site and develop personal objectives related to their interests and professional goals. The student gains hands on experience as well as contacts in the industry. The Advisory board strongly recommends that students have cooperative experience opportunities in the program.
- B. This course is not designed to transfer.

### IV. Place of Course in College Curriculum

- A. Free Elective.
- B. This course meets the program requirement for the Automotive Technology Certificate and the Associate of Applied Science in Automotive Technology.
- C. To see course transferability: a) for New Jersey schools, go to the NJ Transfer website, [www.njtransfer.org](http://www.njtransfer.org); b) for all other colleges and universities, go to the individual websites.

### V. Outline of Course Content

- A. Onsite Work Experience
  - 1. Students find and secure worksite
    - a. Develop Personalized Objectives
    - b. Complete paperwork for site including Contract
  - B. Complete 60 hours of work at site
    - 1. Document hours worked and submit weekly
    - 2. Complete personal progress reports
    - 3. Submit supervisor progress report
  - C. Write and submit a paper or give a presentation that summarizes work experience and explains how the student met their established goals and objectives.
  - D. Submit a resume which includes Coop work experience.
  - E. Meet with Program Coordinator three times during the semester to submit proper paperwork and report on progress.

### VI. General Education and Course Learning Outcomes

**Outcomes** (the term here is synonymous with *instructional objectives* and learning *objectives*) are specific statements about knowledge, competencies, attitudes and/or skills to be acquired by the student upon the completion of the course. The student learning outcomes (SLOs) should be measurable and include an appropriate range of levels from the appropriate domains (cognitive, affective, and psychomotor) described in Benjamin Bloom's *Taxonomy of Educational Objectives*.

**A. General Education Learning Outcomes:**

1. Describe their work experience and ability to establish and meet specific goals and objectives. (GE-NJ 1)

**B. Course Learning Outcomes:**

1. Perform skills learned in the classroom in a professional environment.
2. Learn to interact with clients and co-workers in the workplace.
3. Build professional relationships in the automotive shop.
4. Work under the guidance of a seasoned professional to gain practical knowledge in the automotive shop.
5. Achieve personal goals and objectives established by the student under the guidance of the program coordinator.

**NATEF Standards: Workplace Employability Skills**

- a. Personal Standards (see ASE Standard 7.9)
  - i. Reports to work daily on time; able to take directions and motivated to accomplish the task at hand.
  - ii. Dresses appropriately and uses language and manners suitable for the workplace.
  - iii. Maintains appropriate personal hygiene
  - iv. Meets and maintains employment eligibility criteria, such as drug/alcohol-free status, clean driving record, etc.
  - v. Demonstrates honesty, integrity and reliability
- b. Work Habits / Ethic (see ASE Standard 7.10)
  - i. Complies with workplace policies/laws
  - ii. Contributes to the success of the team, assists others and requests help when needed.
  - iii. Works well with all customers and coworkers.
  - iv. Negotiates solutions to interpersonal and workplace conflicts.
  - v. Contributes ideas and initiative
  - vi. Follows directions
  - vii. Communicates (written and verbal) effectively with customers and coworkers.
  - viii. Reads and interprets workplace documents; writes clearly and concisely.
  - ix. Analyzes and resolves problems that arise in completing assigned tasks.
  - x. Organizes and implements a productive plan of work.
  - xi. Uses scientific, technical, engineering and mathematics principles and reasoning to accomplish assigned tasks
  - xii. Identifies and addresses the needs of all customers, providing helpful, courteous and knowledgeable service and advice as needed.

### **C. Assessment Instruments**

- A. Papers/essays
- B. Progress Reports
- C. Resume
- D. Preparation of Goals & Objectives
- E. Time Sheets

### **VII. Grade Determinants**

- A. Final paper (required)
- B. Progress reports (required)
- C. Resume
- D. Hours worked (required)
- E. Submission of required paperwork (required)

Given the goals and outcomes described above, LIST the primary formats, modes, and methods for teaching and learning that may be used in the course:

- A. Independent study (work at site)
- B. Submission of required materials

### **VIII. Texts and Materials**

- A. Determined by student's specific worksite

(Please Note: The course outline is intended only as a guide to course content and resources. Do not purchase textbooks based on this outline. The RVCC Bookstore is the sole resource for the most up-to-date information about textbooks.)

### **IX. Resources**

- A. Determined by student's specific worksite