



GOLDEN WEST COLLEGE AUTOMOTIVE TECHNOLOGY

WORK EXPERIENCE PROGRAM

Internship Handbook

May, 2013

Auto Technology Internship Handbook

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Work Experience Internship Introduction

Benefits of an Internship

The Co-Op Work Experience internship is a valuable and significant part of a student's college education, designed to help them relate college courses to their career goals. Internships offer current GWC students the opportunity to earn college credit for participating in on-the-job learning experiences.

The internship should relate to the student's college major, career and/or certificate goals and may be paid or unpaid. The employment experience coupled with the educational training will enable the student to acquire the knowledge, skills and attitudes necessary to enter and progress in their chosen career.

The student, employer, and Faculty Advisor will collectively identify workplace learning outcomes (i.e., objectives) that will help the student achieve specific goals during their internship. The Faculty Advisor will review and assist the students in completing and submitting the required forms, acquire the Dean's signature and approval, establish assignments, coordinate on-site visitations with the employer and assign a grade for the student's internship coursework.

Education Code Requirements – Title 5

The program is designed to meet the demands of the students and the employers for on-the-job-training experience (i.e., internship), and is in compliance with title 5 regulations for accredited field experience in the State of California.

Auto Technology courses that qualify for Co-Op Work Experience Internship: Courses that qualify are G201-202 Chassis and Driveline Specialist, and G203-204 Engine Performance Specialist.

Student Participation

Internships Goals

The Automotive Technology program at Golden West College is designed to provide formal training for individuals interested in working in the automotive service and repair business or in preparation for other associated areas of employment. The internship program is designed to expose students to the real world of work in local automotive service and repair facilities. It is also designed to help them find jobs by working with local auto service and repair businesses to encourage preferential consideration in the hiring process for our graduates.

As more vehicles populate our roadways, more properly trained automotive technicians oriented toward management will be needed in the automotive service and repair industry. Additionally, there are 'steppingstone' opportunities that begin with a solid background in auto service and repair training which includes a Certificate of Achievement for students who complete the Work Experience internship.

An internship can open the doors to the working world by showing our students what it is like to have a boss, attend meetings, and meet deadlines. As interns, students will also be introduced to experienced people who can help guide them in their careers.

How Long is the Internship?

The Auto Technology work experience internship ranges from six to ten weeks, depending on several factors. During that time, students will establish a work schedule with the employer and attend limited class hours when requested by the Faculty Advisor. At the end of the work experience, each employer may extend the internship by negotiating directly with the student.

Students: Selecting Your Internship

To make sure you get the most out of your internship, do your research first and ask lots of questions. If you're searching for a place for your work experience, find out exactly what your duties are, make sure they tie in to your learning objectives, and find out who will be working with you to acquire the skills that you want to learn.

Also ask these questions:

- (1) Do you need to earn money or could you work for free?
- (2) What are the prerequisites? (Refer to the GWC Course Outline of Record).
- (3) Who approves the Internship? (Consent of the Faculty Advisor, signed off by the Dean, Career and Technical Education (CTE).
- (4) How does the Internship apply to the real world? (Working at a job directly related to college major/career or certificate goal).

How Many Units May I Earn?

Your Auto Technology Work Experience is usually scheduled to be 2 units/one semester. Units are transferable to a CA State University campus as elective units.

Types of Internships: There are two types of Internships: Paid and unpaid. Both are 2- unit classes. For a paid internship, you must complete 150 hours of work experience within ten weeks. For the unpaid internship, you must complete 120 hours of work experience within eight weeks.

How do I sign up for an Auto Technology internship?

Check with your instructor about the program. They will advise you on next steps.

When Can I Start Working?

You will be approved to start work after:

- 1) You have completed all prerequisites with a grade of "C" or better.
- 2) You have a resume reviewed and approved by the Faculty Advisor.
- 3) You have received an offer for an internship position at an approved automotive service and repair facility (approved by the Faculty Advisor)
- 4) All internship forms you received are signed and submitted to the Faculty Advisor.

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Once all forms are submitted to the Faculty Advisor, they are then signed and approved by the Dean for your Co-op Work Experience assignment. You will be notified by your Faculty Advisor when you can begin your internship.

Within three weeks of your start date, the Faculty Advisor is required to set up an appointment with the employer and visit the “supervised employment site.”

Following the Faculty Advisor’s on-site meeting with the employer, you may be required to attend a meeting with the Faculty Advisor. You will receive an email with the date and time for this meeting.

Enrollment Requirements

Each student must meet the following requirements during the current semester.

- Students must have a faculty member that will serve as the Faculty Advisor. The Faculty Advisor will supervise and evaluate your progress; do an on-site visit, track and grade all designated assignments, and complete the required forms and procedures.
- Complete all enrollment forms and procedures prior to beginning your internship.
- Be enrolled in a minimum of 7 units for the semester (including the Work Experience class). Contact the Faculty Advisor for more information.
- Paid or unpaid internship must directly relate to your area of study, certificate, major, and/or career goal.
- The employer must be willing to supervise the intern, help him or her develop a Job Description, Student Learning Outcomes (SLO’s), and review/sign the necessary forms.
- All internships must be approved by the Dean, CTE.

Registration

If you have completed the minimum requirements and qualify for the internship, you can then:

- Attend an orientation meeting with your Faculty Advisor.
- Enroll in the Co-Op Work Experience Course at Golden West College.
- Send your resume out to prospective intern providers.
- Search for an internship related to your major/course of study.
- Select the employer of choice and set up an interview with the employer.
- Once you receive an offer to work for an employer, contact the Faculty Advisor to initiate the paperwork.

Student Responsibilities

- Meet with Faculty Advisor when requested.
- Manage all paperwork associated with the program, turn it in by the deadlines.
- Maintain weekly time sheet and log of activities.
- Turn time sheets in, signed by your employer.
- Work the total number of hours required for the enrolled units.
- Complete all assignments, paperwork, and time sheets and submit them to your Faculty Advisor by the deadlines.

On-the-Job Responsibilities

- Arrive and depart the work environment on schedule.
- Dress appropriately for the work site.
- Dress for safety by wearing appropriate safety gear and clothing.
- Show honesty, punctuality, and a cooperative attitude.

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- Notify your employer of absences in advance or as soon as possible if you're ill.
- Express a willingness to learn and adapt.
- Report accidents, injuries, or concerns to your work supervisor and your Faculty Advisor.
- Work effectively and collaboratively with others.
- Accept constructive criticism and show pride in work.
- Work the total number of hours required for your enrolled units.
- Complete employer's project deliverables and meet all deadlines.
- Notify your Faculty Advisor of any changes in the job, supervision, or address.

Course Assignments/Grades

This is a graded course. Students will be graded on:

- 1) Reports and paperwork they turn in
- 2) Reports from their work supervisors.

Grades are determined from the course requirements that will be distributed in the orientation meeting.

Student Forms

The following is a list of internship forms that must be completed before, during, and after the completion of the internship in order to receive the appropriate college credit and grade for the course. These forms are available on-line for you to print and complete as needed.

- Student Profile
- Student Application
- Student Learning Outcomes (SLO) Agreement
- Worksite Training Plans
- Workplace Journal
- Time sheet
- Student Evaluation of Internship

Employer Participation

Why should I participate?

Golden West College has highly motivated students in the Career and Technical Education Program that are looking for on-the-job training in their chosen field of study.

Participating in the Internship program will:

- Increase your productivity.
- Find highly motivated interns/prospective employees.
- Reduce your overhead costs.
- Grow your business.
- Reduce recruitment and training costs.
- Promote your company as supporting the local community.

The Automotive Technology program will provide you with resumes for candidates to interview. The internship should target best practices in the automotive service and repair industry and relate to the student's specialty area: Engine Performance or Chassis and Drivetrain.

Internship options

There are two types of internships available in Automotive Technology: Paid and unpaid. Paid internship students will complete 150 hours on the job. Unpaid internship students will complete 120 hours.

How long is the internship?

The Automotive Technology Certificate program internship is up to 10 weeks for paid internships (150 hours) and up to 8 weeks for unpaid internship (120 hours). During the internship, the students will establish a work schedule with their employer / supervisor. At the close of the internship, each employer may offer the intern a job by negotiating directly with the student.

How do I get involved?

Employers are encouraged to discuss the internship program with the Career Technical Education office at (714)895-8792 or email at cte@gwc.cccd.edu. The CTE office or an Auto Tech instructor will contact you with more information.

Employer Forms/Information

- Employer Profile
- Employer/Intern Agreement
- Employer Performance Evaluation for Student

Program/Faculty Participation

Contact information/responsibilities:

The Faculty Advisor will handle all administrative procedures for the student enrolled in the on-the-job training (i.e., Co-Op Work Experience). The Faculty Advisor will also be required to:

- Provide overall program oversight.
- Provide assistance to the students in developing the learning outcomes (i.e., objectives) for the Co-Op Work Experience training/internship.
- Collect and file all forms from the students.
- Collect and file all forms from the employer.
- Collect and file other forms as needed.
- Track, review, and file all student assignments as indicated in the Co-Op Work Experience Assignment Requirements.
- Arrange for and participate in the on-site visitation with the employer within the first two to three weeks of classes. This will include a tour of the facilities where the student is working, and a meeting with both the employer and the student.
- Receive and verify that all final forms/documents are submitted by the student and the employer.
- Assign the final grade for the student's coursework per the Admissions Office deadline.

Faculty Advisor Forms

- Internship Site Visits
- Faculty Advisor Agreement Checklist

**Golden West College Auto Technology
Co-Op Work Experience Program**

Student Intern Profile

Student Intern Name: _____

Address: _____

City: _____ County: _____ Zip Code _____

Email: _____ Cell phone _____

Start Date: _____ Duration (weeks): _____ Credits: _____ Hours: _____

Preferred Days of Week: MON TUES WED THURS FRI SAT

Program graduation date: (anticipated): _____

Previous job titles? 1) _____ 2) _____

How many miles will you drive for an internship? _____

Training experience: _____

Technical Skills: _____

Other skills: _____

Lifting limits: 5 lbs. 10 lbs. 20 lbs. 30 lbs. Unable to lift

Reasonable accommodations: (Please specify):

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Student Intern Name: _____

Notice to Student: I understand that the internship is only for my primary course of study. The hours begin when I am officially enrolled in the internship and have met the associated prerequisite, designed by my Faculty Advisor. I understand that I must be currently enrolled as a GWC student. If any changes occur regarding my employment or basic contract information, I agree to inform my Faculty Advisor.

I agree to conduct myself in a professional manner at all times. I understand that I may be removed from this internship if attendance or work performance is unsatisfactory.

Student Signature Date

Faculty Advisor Signature Date

Employer's Signature Date

Division Dean Signature Date

**Golden West College Auto Technology
Co-Op Work Experience Program**

Workplace Journal & Timesheet

Student Intern Name: _____

GWC Faculty Advisor: _____

Workplace Supervisor Name _____

Place of Internship _____

Student Learning Outcomes (SLO's): One SLO for each unit of Co-Op Work Experience, usually two SLO's: PRINT NEATLY!

1.

2.

In the space provided below, list the jobs you did and what you learned



Week 1: Date: _____ Days/ hours worked > _____

Week Duties/Tasks > _____

What you learned > _____



Week 2: Date: _____ Days/ hours worked > _____

Week Duties/Tasks > _____

What you learned > _____

Student Intern Name: _____

Workplace Journal & Timesheet



Week 3: Date: _____ Days/ hours worked > _____

Week Duties/Tasks > _____

What you learned > _____



Week 4: Date: _____ Days/ hours worked > _____

Week Duties/Tasks > _____

What you learned > _____



Week 5: Date: _____ Days/ hours worked > _____

Week Duties/Tasks > _____

What you learned > _____

Student Intern Name: _____

Workplace Journal & Timesheet



Week 6: Date: _____ Days/ hours worked > _____

Week Duties/Tasks > _____

What you learned > _____



Week 7: Date: _____ Days/ hours worked > _____

Week Duties/Tasks > _____

What you learned > _____



Week 8: Date: _____ Days/ hours worked > _____

Week Duties/Tasks > _____

What you learned > _____

Workplace Journal & Timesheet

Student Intern Name: _____



Week 9: Date: _____ Days/ hours worked > _____

Week Duties/Tasks > _____

What you learned > _____



Week 10: Date: _____ Days/ hours worked > _____

Week Duties/Tasks > _____

What you learned > _____

Golden West College Auto Technology Co-Op Work Experience Program

Faculty Advisor Agreement Checklist

The following checklist highlights the necessary steps for faculty supervision of a student intern at Golden West College.

1. Agree to serve as the faculty advisor for students during the course of their internship.
2. When possible, help the intern search for internship opportunities.
3. Work with the student to develop the Internship Learning Outcomes contract.
 - Help the student formulate learning outcomes and academic assignments
 - Discuss the level of supervision and methods of evaluation.
 - Provide appropriate signature on Learning Outcomes contract.
4. Maintain appropriate contact with the intern and site supervisor throughout the duration of the internship. Initiate a phone call to the student intern and site supervisor sometime during the first ten days of the semester/summer session to establish contact and plan for site visit.
5. **Mandatory Site Visit/Interview:** A site visit is required of all internships before the end of the semester. Conduct the site visit and supervisor interview in the first three-four weeks of the program. Complete the Faculty Internship Site Visit form. It is recommended that the student be present, but it is not mandatory. If present, the student would be interviewed following the meeting with the supervisor to determine how the internship is proceeding.
6. Meet with students as a group to discuss the work experience internship program, student paperwork, and forms. Meet with students individually as needed.
7. Meet with the student interns individually at the end of the internship to review the students' work and to provide closure to the process. It is recommended that you meet with your students in a group. Peer review and sharing the experience is a valuable learning tool and facilitates continued learning.
8. Evaluate student performance, review the employer evaluation (must include both employer and student signature), determine if credit should be granted, and submit a final grade for each student intern.

By signing this agreement you are agreeing to all terms and conditions set forth by section 55255 of the Title 5 Regulations for Cooperative Work Experience.

Faculty Advisor Signature _____ Semester & Year _____

Printed Name _____ Cell Phone Number _____ Email Address _____

**Golden West College Auto Technology
Co-Op Work Experience Program**

Student Intern / Site Visitation by GWC Faculty Advisor

Student Intern: _____ **Date:** _____

Faculty Advisor: _____

Name of Business: _____

Intern Supervisor: _____

Business phone: _____ **Email:** _____

Address: _____

1. Tasks observed at the internship site:

2. General working environment:

3. Do intern's responsibilities target learning outcomes?

(Visitation, cont'd)

Student Intern Name: _____

Supervisor's Interview:

1. Supervisor overall evaluation of intern's performance:

2. Supervisor's suggestions for improving student performance, advancement, etc.:

3. Specific duties and skills learned:

Faculty Advisor's Consultation with Student:

1. Student's self evaluation of skills learned:

2. Any Concerns or questions

**Golden West College Auto Technology
Co-Op Work Experience Program**

Employer Profile

Name of Student Intern: _____

Company/Organization: _____

Contact Name: _____ Phone 1 _____

Email: _____ Phone 2 _____

Address: _____

City: _____ Zip Code _____

Description of Company: _____

Work Location (Address, City): _____

Number of Internship Placements Available: _____

Preferred Days of Week: MON TUES WED THURS FRI SAT

Internship is paid - please include \$ amount per hour \$_____

What special skills are needed?

Job Description:

Company Representative: _____ Date: _____

Faculty Advisor: _____ Date: _____

**Golden West College Auto Technology
Co-Op Work Experience Program
Employer* – Student Intern- Golden West College Agreement**

IMPORTANT: All fields must be filled out completely and neatly

Last Name of Student Intern First MI (_____) Cell Phone call this # first

Email Address How often do you check your email? (_____) Home Phone call this # first

Emergency contact person What is your relationship to this person? Phone _____

Student ID# (GWC # ***not*** Social Security) _____

Employer Information:

Internship Company (_____) Phone _____

Company Address City Zip

Employer/Supervisor's Name Title

Employer's Email address Employer's Fax Number

Golden West College Auto Co-Op Work Experience Program Contact Information
Career Technical Education (CTE) office: (714)895-8792 or cte@gwc.cccd.edu

Employment information: Paid internship: 10 weeks maximum/150 hours Unpaid internship: 8 weeks maximum/120 hours

Total hours to be completed: _____ Date work started: _____

Work schedule hours & days: _____

I HAVE READ THE EMPLOYER INTERNSHIP HANDBOOK AND AGREE TO CONDUCT MYSELF IN A PROFESSIONAL MANNER AT ALL TIMES. I UNDERSTAND THAT I MAY BE REMOVED FROM THIS INTERNSHIP IF ATTENDANCE OR WORK PERFORMANCE IS UNSATISFACTORY.

Student Signature

Date

Employer Signature

Date

GWC Faculty Advisor Signature

Date

***Internship provider**

Golden West College Auto Technology

Co-Op Work Experience Program

Employer: Final Performance Evaluation for Student Intern

Student Intern: _____ **Work Supervisor:** _____

Supervisor comments:

1. On a scale of 1 to 5, with 5 being the highest, rate the student's overall performance:

1 2 3 4 5

Please comment below:

2. Identify the duties and skills you feel the intern learned during the internship:

3. What suggestions do you have to facilitate the student/intern's future job placement?

Student/Intern's comments:

1. Please make relevant comments as regards this evaluation:

2. What specific skills did you learn during this internship?

Intern Signature

Date

Supervisor Signature

Date

Faculty Advisor Signature

Date

**Golden West College Auto Technology
Co-Op Work Experience Program**

Student Intern Evaluation of Internship

Student Intern: _____ **Date:** _____

Company/Internship Name: _____

1. List five positive work experiences that you had during your internship.

2. What "lessons learned" can you offer regarding the internship, or the internship process?

3, What recommendation do you have that would improve the internship experience for future participants?

Golden West College Auto Technology Co-Op Work Experience Program

Student Learning Outcomes (SLO's)

The tasks listed below are general category automotive repair SLO's. The student intern and their employer will review them. Two of the SLO's will be chosen and will become the 'Specialty' SLO's to be completed by the student intern and signed off and dated by the employer before the end of the internship.

Engine Performance Specialist: After one month at their internship, the student intern:

1. Will be able to safely and correctly 'jump-start', test, and service automotive batteries.
2. Will demonstrate proper and safe use of correct tools and equipment to perform automotive starter diagnostics and repairs.
3. Will demonstrate proper and safe use of correct tools and equipment to perform automotive charging systems diagnostics and repairs.
4. Will be able to apply accepted industry practices when using a digital volt ohmmeter (DVOM) to perform voltage drop tests on automotive electrical circuits.
5. Will be able to use a load test machine or on-vehicle systems to perform electrical load tests on applicable automotive components and systems.
6. Will be able to interpret and trace wiring diagrams and use appropriate automotive test tools and equipment to perform basic vehicle electrical troubleshooting and repair.
7. Will demonstrate knowledge of accepted techniques, and use of appropriate test tools and equipment to correctly diagnose and repair vehicle drivability issues.

Chassis and Drivetrain Specialist: After one month at their internship, the student intern:

1. Will demonstrate knowledge of correct and safe techniques when performing automotive transmission basic services and adjustments.
2. Will be able to safely and correctly perform tire replacement, repair, and service using industry accepted practices and techniques.
3. Will understand and apply industry-accepted practices and techniques to safely and correctly perform brake system basic services and repairs including on and off the car brake rotor turning.
4. Will demonstrate proper and safe use of correct tools and equipment to safely perform light suspension work including shock absorber and Macpherson strut replacement.
5. Will demonstrate knowledge of accepted techniques, and use of appropriate tools and equipment to safely perform basic wheel alignment.
6. Will be able to safely and correctly perform wheel bearing diagnostics, service, and replacement.
7. Will apply industry-accepted service and repair techniques and standards when performing vehicle drive axle shaft (front wheel drive) and propeller shaft (rear wheel drive) diagnostics, service, and replacement.

**GOLDEN WEST COLLEGE AUTO TECHNOLOGY
Co-Op Work Experience Program**

WORKSITE TRAINING PLANS

Specialization: Chassis and Drivetrain

Employer should assign a lead technician to supervise and mentor the intern during the internship and provide orientation for the intern, to include: Workplace policies, procedures, rules, regulations and corporate philosophy.

After the orientation and assignment of a lead technician student interns can be expected to demonstrate the skills below in support of their Student Learning Objectives (SLO's):

Week One Skills with Supervision:

1. Learn shop facilities and safety requirements
2. Use service information such as ALLDATA or Mitchell-On-Demand
3. Complete a work order
4. Safety hoist a vehicle
5. Show safe and correct use of impact and torque wrenches
6. Remove, replace, balance, and reinstall tires
7. Perform a vehicle inspection with a check list
8. Use a company provided scan tool to display DTCs

Week Two Skills with supervision

1. Perform a brake inspection
2. Replace brake pads
3. Perform tire replacement and repair
4. Perform TPMS (Tire Pressure Monitoring System) resets and diagnostics
5. Perform light suspension work including shock absorber and MacPherson strut replacement
6. Perform vehicle drive axle shaft diagnostics, service and replacement

Week Three Skills with supervision

1. Use on-car and bench brake lathe to machine brake rotors
2. Use bench brake lathe to machine brake drums
3. Perform transmission and transaxle basic maintenance service
4. Perform wheel bearing diagnostics service and replacement

Week Four Skills with supervision

1. Replace brake shoes
2. Replace brake hydraulic parts
3. Perform a basic wheel alignment
4. Diagnose, service, replace propeller (drive) shaft universal joints
5. Use a wiring diagram to trace a circuit
6. On related circuits, use a DVOM to measure voltage drop, resistance, and current flow
7. Perform other related entry-level diagnostic and repair tasks as available

**GOLDEN WEST COLLEGE AUTO TECHNOLOGY
Co-Op work Experience Program**

WORKSITE TRAINING PLANS

Specialization: Engine Performance

Employer should assign a lead technician to supervise and mentor the intern during the internship and provide orientation for the intern, to include: Workplace policies, procedures, rules, regulations and corporate philosophy.

After the orientation and assignment of a lead technician student interns can be expected to demonstrate the skills below in support of their Student Learning Objectives (SLO's):

<p>Week One Skills with Supervision:</p> <ol style="list-style-type: none">1. Learn shop facilities and safety requirements2. Retrieve and use service information such as ALLDATA or Mitchell-On-Demand3. Complete a work order4. Safety hoist a vehicle5. Test (including load test), service, and replace batteries as needed6. Perform a vehicle safety inspection with a check list7. Use a company provided scan tool to display DTCs
<p>Week Two Skills with supervision</p> <ol style="list-style-type: none">1. Use a wiring diagram to trace a circuit2. Test Charging and Starting systems, including load testing as applicable3. Replace Starters and Alternators4. Replace drive belts
<p>Week Three Skills with supervision</p> <ol style="list-style-type: none">1. Perform a compression test2. Perform a cylinder leak-down test3. Use a DVOM to measure voltage drop, resistance, and current flow
<p>Week Four Skills with supervision</p> <ol style="list-style-type: none">1. Perform basic electrical troubleshooting2. Perform basic engine mechanical diagnostics3. Perform basic vehicle drivability diagnostics4. Perform other entry-level diagnostic and repair tasks as available