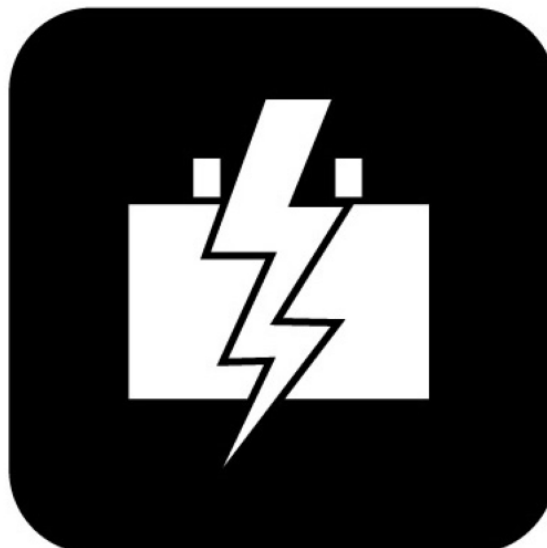


AUMT 2381 – Cooperative Work Experience Journal



Includes:

- Expectations
- Journal
- Syllabus
- Objectives
- Evaluations
- Assignments

Don't forget to sign up for ASE Exams. Not on Graduation night:

Student Name: _____

Dealership: _____

Beginning and ending dates of cooperative _____ to _____.

Brookhaven College
3939 Valley View Lane
Farmers Branch, Texas 75244
Office: Q207A 1:00pm – 2:00pm

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AUMT 2280
Cooperative Work Experience Syllabus

Course Description:

Prerequisite: Completion of at least two AUMT courses and Automotive Department approval. An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by college faculty or by other individual under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience

Course Focus:

This course consists of approximately 400 hours of on-the-job training and sixteen (16) hours of instructor led seminar activities. The on-the-job training will include objectives related to the student's previous course work.

Course Goals:

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives.

- Complete training station agreement
- Maintain cooperative work experience journal
- Complete cooperative work experience objective worksheet
- Complete objectives listed in the cooperative work experience objectives work sheet
- Attend seminar activities
- Complete and turn in any assigned Web Based courses.

Student Contributions:

Each student will spend at least two hours per week preparing for class.
(Preparation for seminar days and the completion of the journals as required)

Attendance is critical in this class. (Seminar days)

Course Evaluation:

5% - cooperative work experience journal
5% - cooperative work experience paperwork
20% - sixteen (16) hours of seminar activities
35% - interim employer evaluation of student's cooperative work experience
35% - final employer evaluation of student's cooperative work experience

Final grade will be of letter type:

A = 90 to 100 points

B = 80 to 89 points

C = 70 to 79 points

F = below 70 points

I = Incomplete

Course Schedule:

Cooperative schedule will vary with the student's previous course work prior to the cooperative work experience.

Required Web Based Training Courses as of 12/18/2009.

Course Code		33S12W1	38.	37S21W0	76.
10M01W0	1.	33S13W0	39.	37S22W0	77.
166	2.	33S14W0	40.	38S-UPDATE	78.
260	3.	34G02W0	41.	38S01W0	79.
261	4.	34G03W0	42.	38S02W0	80.
263	5.	34G04W0	43.	38S03W0	81.
30G03W0	6.	34S11W0	44.	38S04W0	82.
30G04W1	7.	34S12W0	45.	51S-UPDATE	83.
30G05W0	8.	34S13W0	46.	51S03W0	84.
30G06W0	9.	34S14W0	47.	51S04W0	85.
30G07W0	10.	34S15W0	48.	51S05W0	86.
30G09W0	11.	34S16W0	49.	51S06W0	87.
30G10W0	12.	34S21W1	50.	52S-UPDATE	88.
30G11W1	13.	34S26W1	51.	52S01W0	89.
30G12W0	14.	34S27W0	52.	58S01W0	90.
30G13W0	15.	34S28W0	53.	TF1010008C	91.
30G14W0	16.	34S30W0	54.	TF1010009C	92.
30N01W0	17.	34S31W0	55.	TF1010010C	93.
30N02W0	18.	34S32W0	56.	TF1010011C	94.
30N03W0	19.	34S33W0	57.	TF1010012C	95.
30N10W0	20.	34S34W0	58.	TF1010013C	96.
30N12W0	21.	35S01W0	59.	TF1010014C	97.
30N14W0	22.	35S02W0	60.	TF1010015C	98.
30N15W0	23.	36S10W0	61.	TF1010016C	99.
30N16W0	24.	36S11W0	62.		
30N17W0	25.	36S13W0	63.		
30N18W0	26.	36S14W0	64.		
30N26W0	27.	36S15W0	65.		
30N30W0	28.	36S16W0	66.		
30N31W0	29.	37S10W0	67.		
30S05W0	30.	37S11W0	68.		
32S02W0	31.	37S12W0	69.		
32S06W0	32.	37S14W0	70.		
32S07W0	33.	37S16W0	71.		
33G01W0	34.	37S17W0	72.		
33G16W0	35.	37S18W0	73.		
33S11W0	36.	37S19W0	74.		
33S12W0	37.	37S20W0	75.		

Cooperative Work Experience

Your cooperative work experience enhances your classroom studies by providing you with a paid hands-on work experience. Your grade is a combination of employer evaluations of your work, completing on-the-job cooperative work experience objectives related to your previous course work, maintain your cooperative work experience journal, attending instructor led seminars, taking assigned ASE tests and completing assigned computer based training.

Employer Evaluations: During your cooperative work experience you will receive 70% of your grade from two employer evaluations of you on-the-job performance. If you have any job related concerns, be certain to discuss them with your instructor and employer during your evaluations.

Cooperative Work Experience Journal: You are **required** to keep a journal to document your on-the-job work experience. This journal will provide details of the service work performed by the student during his/her work experience, and allow your instructor to monitor the type of work being performed. Spaces are provided for you to record the vehicle year and make, the service performed, the date the service is performed, the time required to complete the service, and the repair order number. These spaces must be filled in accurately and completely. ***The journal must be maintained at your work place and the journal must be kept current so your instructor can review the journal at any time during the coop session!***

Cooperative Work Experience Objectives: Your syllabus and this journal contain information on the type of work you should be performing during your cooperative work experience. Remember as a paid employee you will be performing a number of work related tasks not directly related to the cooperative experience objectives, but your employer will attempt to provide you with work experiences to reinforce your previous course work. If you are concerned about the type of work you are performing be certain to discuss it with your instructor and supervisor during your evaluations.

Seminars: You are required to complete sixteen hours of instructor led/coordinated seminar activities during your cooperative work experience. ***These seminars are not optional and are required to pass the cooperative work experience!***

Computer Based Training and ASE Tests: As part of the seminar activities, each cooperative work experience includes several computer based training courses. ***These courses are not optional and are required to pass the cooperative work experience!*** In addition, your syllabus may also require you to take certain ASE tests during the cooperative work experience. You must provide your instructor with proof of registration and your scores if the ASE tests are part of your cooperative work experience.

The following table is provided to assist you in monitoring your grade during the course.
Remember you must complete all of the items below... Additional timeline and grading information is available in your syllabus.

Item	Point Value	Points Earned
First Employer Evaluation	28	
Second Employer Evaluation	28	
Cooperative Work Experience Journal	4	
Cooperative Work Experience Objectives	4	
Seminar One	5	
Seminar Two	5	
WBT All courses must be done on time.	26	

First Cooperative Work Experience Evaluation

Grading Criteria	A 3.0	B 2.4	C 1.8	D 1.2	F .6
Quality of work: Consults manuals, uses proper tools, treats customer's vehicles as his/her own, and shows genuine concern for quality.					
Personal Habits: Attendance, punctuality, appearance, cleanliness of work area, care of tools and equipment.					
Attitude: Cooperative, takes positive approach, assists others, and takes pride in work.					
Judgment: Know his/her own limits, requests help when needed, usually makes the right decisions, and handles problems constructively.					
Initiative: Does all assigned work, proceeds well on his/her own, goes ahead independently at times, seeks other work when assignments are complete.					
Productivity: Efficient work habits, looks for work, keeps busy, puts in full day, plans work in advance.					
Overall Rating: Overall rating of student's performance includes areas not directly covered above.					

Date of discussion: _____

Student's Current Hourly Wage: _____

Supervisor Signature: _____

Supervisor Comments: _____

Student Signature: _____

Student Comments: _____

Total points earned during evaluation: _____

Instructor Signature: _____

Cooperative Work Experience Workplace Objectives

Workplace Objectives	Objective Accomplished	
	Yes	No
Diagnose and service vehicle A/C systems: <ul style="list-style-type: none"> • System leaks • Compressor failure service • Plenum door actuator diagnosis and replacement • Evaporator, accumulator, condenser, orifice tube repair Work to be supervised and quality controlled by a journeyman level technician.		
Diagnose and service engine heating and cooling systems: <ul style="list-style-type: none"> • Motor driven cooling fan diagnosis and repair • Electronic cooling fan circuit diagnosis and repair • Engine overheating repair • Heater core, radiator, and hose repair Work to be supervised and quality controlled by a journeyman level technician.		
Diagnose and service vehicle manual transmission systems: <ul style="list-style-type: none"> • Diagnosis and overhaul of manual transmission • Replacement of a clutch or transmission assembly Work to be supervised and quality controlled by a journeyman level technician.		
Diagnose and service vehicle manual transaxle concerns: <ul style="list-style-type: none"> • Diagnosis and overhaul/replacement of a manual transaxle • Diagnosis and overhaul/replacement of half shaft/joint assemblies. Work to be supervised and quality controlled by a journeyman level technician.		
Diagnose and service vehicle final drive systems: <ul style="list-style-type: none"> • Diagnosis and service of final drive ring and pinion • Diagnosis and service of final drive bearings • Diagnosis and service if drive shaft components or assemblies. Work to be supervised and quality controlled by a journeyman level technician.		

Date of discussion: _____

Supervisor Signature: _____

Supervisor Comments: _____

Student Signature: _____

Student Comments: _____

Instructor Signature: _____

Final Cooperative Work Experience Evaluation

Grading Criteria	A 5	B 4	C 3	D 2	F 1
Quality of work: Consults manuals, uses proper tools, treats customer's vehicles as his/her own, and shows genuine concern for quality.					
Personal Habits: Attendance, punctuality, appearance, cleanliness of work area, care of tools and equipment.					
Attitude: Cooperative, takes positive approach, assists others, and takes pride in work.					
Judgment: Knows his/her own limits, requests help when needed, usually makes the right decisions, and handles problems constructively.					
Initiative: Does all assigned work, proceeds well on his/her own, goes ahead independently at times, seeks other work when assignments are complete.					
Productivity: Efficient work habits, looks for work, keeps busy, puts in full day, plans work in advance.					
Overall Rating: Overall rating of student's performance includes areas not directly covered above.					

Date of discussion: _____

Student's Current Hourly Wage: _____

Amount of merit increase for next cooperative work experience: _____ ☐

Supervisor Signature: _____

Supervisor Comments: _____

Student Signature: _____

Student Comments: _____

Total points earned during evaluation: _____

Instructor Signature: _____

Date	R.O. #	Year/Model	Description of repair performed	Flat rate	Time required

Date	R.O. #	Year/Model	Description of repair performed	Flat rate	Time required

Date	R.O. #	Year/Model	Description of repair performed	Flat rate	Time required

[illegible]

Date	R.O. #	Year/Model	Description of repair performed	Flat rate	Time required

[illegible]

[illegible]

[illegible]