

CUYAHOGA COMMUNITY COLLEGE

AUTOMOTIVE TECHNOLOGY PROGRAM

AUTOMOTIVE FIELD EXPERIENCE

INTRODUCTION

Cuyahoga Community College is dedicated to meeting the educational needs of the county's residents. Among the priorities that the College has established for itself are:

1. Improving the academic preparation of its students.
2. Developing the economy of Cuyahoga County.
3. Providing opportunities to develop human resources to their fullest.

Automotive Field Experience is one of the ways the College has chosen to achieve these goals.

This handbook will acquaint you with the concept of Automotive Field Experience in general and Cuyahoga Community College's Automotive Field Experience Program in particular. It will explain the operation of Automotive Field Experience, how it works, and what is expected of the College, the Employer, and the Student.

AUTOMOTIVE FIELD EXPERIENCE

Automotive Field Experience is a systematic means of combining classroom and laboratory learning with related practical work experience in a technical field (such as Automotive Technology.) It is an educational strategy that integrates classroom theory and laboratory practice with periods of supervised, paid, work experience in an area related to the student's career goals and/or major concentration. Students will work in the service, parts, or retail automotive industry to meet the credit hour requirements needed to graduate.

Automotive Field Experience is not a program, but instead a strategy for learning. As a strategy, it provides another option for learning. Automotive Field Experience serves as a source of motivation for learning and provides another means for the student to derive greater educational value from his/her college work. Learning objectives formulated by the student with the guidance of the Automotive Technology Instructor affirm the relevance of the classroom and laboratory experience in relation to the work.

Automotive Field Experience serves as practical laboratory for problem-solving based on the theory of the classroom. It is not a substitute for the classroom or the laboratory demonstration but an extension of the classroom and laboratory together to introduce the student to applying information obtained to their particular career interest and industry. This dynamic interaction involves students in their own learning, and in turn, helps them to assess their future direction.

WHO BENEFITS FROM AUTOMOTIVE FIELD EXPERIENCE?

Numerous benefits accrue from Automotive Field Experience for students, employers and the College. Listed below are the advantages to using this form of “on the job” learning.

STUDENTS

- * Practical application of theories learned in the classroom give greater meaning to studies.
- * Provides an opportunity to realistically test career objectives.
- * Provides a smoother transition into full-time employment.
- * Provides an income-producing job to defray educational costs.
- * Provides useful contacts for full-time professional placement.
- * After graduation students will have both a degree and practical experience to offer potential employers.

EMPLOYERS

- * Ability to train students to fill full-time positions after they have graduated.
- * Provides an excellent manpower resource.
- * Facilitates entry-level recruiting.
- * Identifies capable and trained employees and provides them with skills tailored to meet the special needs of the organization.
- * Opportunity to participate in and influence the educational process.
- * Provides for a constant flow of talent and manpower into the organization.

THE COLLEGE

- * Develops positive relationships with the business community.
- * Provides an opportunity to provide a meaningful education to its students.
- * Students who are employable upon graduation become satisfied alumni.

- * Student feedback can insure that the curriculum remains relevant.
- * Students will stay in college longer as they relate their education to career requirements and future advancement.
- * Training facilities not otherwise available are open to students.
- * Colleges are able to become directly involved with employers and their communities.

WHAT ARE THE RESPONSIBILITIES OF AUTOMOTIVE FIELD EXPERIENCE PARTICIPANTS?

STUDENTS

1. Students must apply to the Automotive Technology Department to be able to register for Automotive Field Experience (AUTO-2940, and/or 2950.) The field experience application and signed last page of this student handbook is submitted initially. Students must have completed AUTO 1400 – Automotive Alignment, Steering and Suspension, AUTO 1450 – Automotive Braking Systems, and AUTO 1502 – Automotive Electrical Fundamentals with a “C” or better in all three courses to receive permission to register for any of the field experience courses.
2. Students are completely responsible for locating a worksite for their field experience. The college does not provide any sort of placement assistance in locating a worksite. The college may be able to provide the names of employers who have solicited our students for employment in the past, but the college neither implies employment nor guarantees employment with these employers.
3. Students must review the weekly work report and student evaluation forms which will be used in evaluating your grade for work experience. It is the responsibility of the student in Field Experience to complete all necessary work forms to ensure accurate information is obtained about the employment experience. The completion of the work forms will be considered in the final grade for the course. The weekly work reports must be faxed to the Advanced Automotive Technology Center. The Fax number here at the AATC is **(216) 987-5068**.
4. During the semester in which the students are working, students are considered an employee, not a student of the employing firm. As an employee you are subject to the rules and regulations of the firm. The employer should advise you of the policies concerning employment. It is expected that you will conform explicitly to these rules and regulations. Failure to do so will subject you to disciplinary procedures and may result in a failing grade. Students are expected to work a minimum of 12 hours per week for each credit hour of Field Experience

registered. A minimum amount of 180 hours per semester are required for each credit hour of Field Experience.

5. In case of sickness or other emergency necessitating a student's absence from his/her assignment, the employer should be notified as soon as possible. Prolonged absences of more than one or two days should be reported to the Automotive Technology office. This procedure, if conscientiously followed, benefits the student immeasurably since it registers him/her with his/her employer and the Automotive Technology Program as one who recognizes his/her responsibilities and can be depended upon to "follow through."
6. A student must be at the work site regularly and punctually. He/she has no special privileges except those allowed to other employees.
7. Any student who is permanently or temporarily laid off must notify the Automotive Technology Program immediately.
8. Students are expected to maintain a good impression while working during Automotive Field Experience.

Be loyal to your employer.

Be punctual-your supervisor has scheduled work based upon your designated starting time.

Be regular in attendance.

Follow instructions carefully.

Observe appropriate safety procedures-WORK SAFELY.

Keep your eyes and ears open.

Ask intelligent questions when necessary and be eager to learn from the experience. If you are not sure, ASK.

Expect rather routine assignments at first, realizing that you must demonstrate your fitness for each increase in responsibility.

Remember that you are participating in Automotive Field Experience to learn about people also. Be tactful in regards to how you approach employees to observe their work skills and abilities. Respect the wishes of employees who may not be interested in helping you!

Energy, enthusiasm, interest and initiative help to get and hold jobs. Being able to do things better than anyone else can attract favorable

attention from your employer and may result in greater security of employment and more rapid progress.

Willingness and ability to assume and discharge responsibility will not only develop confidence in the individual, but leads the way to advancement. When you have completed one task, look for something else to do. You can frequently fill in at other jobs or help one of the more experienced technicians.

Create a good image for yourself and for those who will follow you. Good grooming, neatness and a positive attitude make lasting impressions on participating employers.

A student's primary responsibility during Automotive Field Experience is to do his/her job to the best of their ability. The objective of any job is to provide quality service-to do it right the first time.

9. Academic credit is not awarded for simply going through a work experience. Academic credit is earned through keeping accurate weekly work reports, and showing continual improvement in your work abilities throughout the semester.

EMPLOYERS

1. The employer agrees to provide a supervised work environment.
2. The job must provide experience commensurate with the Automotive Technology Program at Cuyahoga Community College.
3. The responsibilities of the job should be such as to provide meaningful and challenging work to the student appropriate with the course work which the student has completed and the skill and experience level of the student.
4. The position should be relatively secure so as to provide work for at least one semester.
5. The employer should pay a reasonable wage commensurate with the skill level and knowledge of the student and should meet federal pay standards.
6. The employer agrees to meet at the work site, at least twice per semester, with the student and the Automotive Technology Instructor to evaluate the student's progress and to resolve any problems which may have developed.

THE COLLEGE

1. The College agrees that an Automotive Technology Instructor will meet with the student and the employer at the work site at least twice during the semester in which the student is registered for Automotive Field Experience. The purpose of these visits is to evaluate the student, recognize the student strengths and weaknesses and stress improvement for the benefit of all.
2. The Automotive Technology Instructor will act as liaison to keep all groups informed of work related issues.
3. Final letter grades are issued at the end of each Automotive Field Experience based upon the input from the student and employer. The instructor will use the weekly work reports, course evaluations sheets, employer evaluation sheets of the student, and any other work related discussions to evaluate the individual.

CUYAHOGA COMMUNITY COLLEGE

AUTOMOTIVE TECHNOLOGY

AUTOMOTIVE FIELD EXPERIENCE HANDBOOK RECEIPT

(Please sign and return with your application for field experience registration to the Automotive Technology Department at the Western Campus.)

The Board of Trustees of the Cuyahoga Community College District reserves the right to change without notice, graduation requirements, costs, curriculum, course structure and content, and such other matters as may be within its control, notwithstanding any information set forth in the Handbook.

All information contained herein is subject to modification, deletion or change. Approved modifications, deletions or major changes will be published as they occur.

I have received the **Automotive Technology Program Automotive Field Experience Handbook**. I understand that I am responsible for complying with all requirements contained in this handbook.

Name (please print) _____

(Signature)

Date _____