

College of Micronesia – FSM
P.O. Box 159
Kolonia, Pohnpei

Course Outline Cover Page

Cooperative Education
Course Title

VTM150
Division and Number

Course Description:

This is a semester long course designed to introduce students to all facets of motor vehicle repair and maintenance setting through internship. The course will place the student in the work place to experience working in a real life scenario. Students will be expected to seek internships and fulfill 180 hours of On-The-Job-Training (OJT) before the semester ends.

Application of knowledge acquired from lecture and lab instruction to gain relevant practical on-the-job experiences to repair vehicles in an actual automotive service facility. The apprentice will be supervised by an experienced service individual within the sponsoring business who will work with the automotive program coordinator in evaluating student progress, performance and grading. Internship is required to complete certificate program requirements.

Prepared by: Pablo H. Lamsis, Jr.

State: Pohnpei Campus

	Hours per Week	No. of Weeks	Total Hours	Semester Credits
Lecture				
OJT	30/6	6	180	
		Total Semester Credits:		6

Purpose of Course	Degree Requirement	_____
	Degree Elective	_____
	Advanced Certificate	_____
	Certificate	<u> X </u>
	Apprentice	_____
	Remedial	_____
	Other (Workshop)	_____

Prerequisite Course(s): VTM 101, VTM 102, VTM 103 & VTM 104

Signature, Chairman, Curriculum Committee

Date Approved by Committee

Signature, President, COM-FSM

Date Approved by the President

General Student Learning Outcomes:

- A. Demonstrate the acquired skills to make the transition from the classroom and lab to an actual job in the automotive industry with little or no difficulty.
- B. Produce and describe an internship work log containing the various types and number of job tasks completed in an automotive service agency during this cooperative work experience.
- C. Complement theoretical knowledge with practical industrial experience obtained through cooperative work.
- D. Develop a greater understanding of other people and enhance skills in human relations.
- E. Develop and maintain proper work attitude:
 - Understand the importance of being a team player with fellow employees.
 - Recognize attitudes that contribute to absenteeism and tardiness on the job.
 - Respond positively to constructive criticism and understand the positive side of making mistakes.
 - Be courteous while performing assigned duties.

General Objective:

This course aims to motivate the student towards the goal and applications of classroom / laboratory instruction and will contribute to the ultimate career goal of the occupational student.

Learning Outcomes: Upon successful completion of this course the student will be able to:

1. Demonstrate positive job-related traits such as punctuality, self-motivation, self-control in difficult situations, enthusiasm for work and a polite and cheerful manner.
2. Demonstrate technical knowledge of his/her trade and apply the same to the directed work experience.
3. Recall experiences requiring human relations as a demonstration of proper application of appropriate attitudes and as validation of communication skills.
4. Successfully complete given tasks as appropriate to his/her trade.

Evaluation:

The training plan skills will be the basis of evaluation. The Department Chair or their representative, employer and the student will each evaluate the experience upon observation and completion of the attached forms. This will take place midway and at the completion of each work experience. This will provide an opportunity for dialogue between all concerned parties pertaining to the competencies and challenge levels. In addition the Department Chair or their representative visits the training site weekly to monitor activities. Grades will be awarded upon the achievement level on the plan.

Course Activities:

The student will be placed on a job site in a “training station” for a hands on experience following the training plan that was developed and finalized by the Department Chair or their representative, the student and

the employer. Lecture sessions may take place in addition to the co-op activities so as to allow an integrated experience between classroom and job.

Miscellaneous:**Student Qualification**

- Satisfactory classroom attendance and completion of the Certificate of Achievement program and reliable transportation

Arrangement of Training Stations

- Select appropriate employers
- Articulate the college's goals and objectives in relation to the employer's needs and objectives
- Implement training agreement
- Develop and implement training plan

Visitations

- Monitor student progress on task or work plan
- Counsel with supervisor and student regarding student progress, problems etc
- Ensure the student is following the training plan and receiving relevant work experience

Attendance:

As per the COM-FSM General Catalog attendance policy description and training plan attached.

Honesty Policy:

As per the COM-FSM General Catalog honesty policy.

**College of Micronesia – FSM
Work Experience & Training
Training Plan Description**

Name:	Employer:
Vocational Program: Motor Vehicle Mechanics	Address:
Instructor:	Tel/Fax numbers:
Campus:	Evaluator:
Evaluation Dates:	Title:

To earn 6 credits in VTM150will complete a minimum of 180 hours work experience at under supervision. will also complete work experience requirements (as listed) before the college awards a letter grade and credit(s).

Upon completion of the work experience atwill be able to perform the following with minimal supervision.

- Report to the job on time and appropriately dressed. If it is necessary to miss a work assignment, he/she will notify the employer and the Department Chair or their representative/ or site supervisor as soon as it is known that he/she is not able to work.
- Accept responsibility on the job and follow instructions. If instructions are not clear, he/she will ask questions until he/she can carry out the assigned task.
- Perform assigned duties without continuous supervision and directions.
- Establish rapport with persons he/she comes in contact with as part of their job.
- Work at a constant speed. He/she will do other jobs when time permits. He/she will try to anticipate the needs of the workstation.
- Exhibit an enthusiastic attitude towards learning and supervision.
- Learn and observe all safety regulations.
- Use and answer the telephone in a proper business manner.
- Perform such duties as assigned by the supervisor in charge.
- Make sure the work area is maintained in a clean and neat manner at the end of the work schedule.

Training to be provided

See attached Training Plan and proposed work assignment.

Work Experience Requirements.

The student must successfully accomplish the following:

1. Completes the Work Experience assignment(s). (25%)
2. Employer completes Evaluation (75%)

College of Micronesia – FSM
Work Experience & Training Program
Internship-Non paid
Training Agreement

Name:	Employer: Site:
Mailing Address:	Supervisor:
DOB:	Title:
Grade:	Mailing Address:
Major:	Phone/Fax:

AGREEMENT

1. The student-learner agrees to abide by the employer's rules and regulations relating to safety practices, employee conduct, attendance, hours of work, and other matters within the scope of the normal employment contract. The student-learner further agrees to abide by the rules and regulations of the College of Micronesia – FSM.
2. The employer agrees to: (a) provide a minimum of 30 hours per week unpaid work experience to the student-learner's vocational training program; (b) provide close and direct supervision by a qualified and experienced person to the student-learner whenever he/she is involved in hazardous work; (c) assign the student-learner to hazardous work only when such work is essential to the training of the student-learner and only for a short period of time; (d) provide adequate safety instructions to the student-learner concerning the work and equipment with which the student-learner will be engaged.
3. The Department Chair or their representative will consult with and assist the employer in all matters relating to the training of the student-learner and evaluation of his/her learning performance, and will periodically visit the place of employment to observe and evaluate the training situation.
4. All parties ensure that the following criteria *are met if* for unpaid work experience:
 - a. The training, even though it includes actual operation of the facilities of the employer; is similar to that which would be given in the student-learner's vocational program.
 - b. The training is for the benefit of the trainees or students;
 - c. The trainees or students do not displace regular employees, but work under their close observation;
 - d. The employers that provide the training derive no immediate advantage from the activities of the trainees or students, and on occasion operation may actually be impeded;
 - e. The trainees or students are not necessarily entitled to a job at the conclusion of the training period; and,

EQUAL EDUCATIONAL OPPORTUNITY WITHOUT REGARD TO AGE, GENDER, DISABILITY, RACE, COLOR, NATIONAL ORIGIN OR VETERAN STATUS.

College of Micronesia – FSM
Work Experience & Training Evaluation

Student Name: _____ **Date:** _____

Supervisor: Your experience with this student will help determine his/hers educational plans. Please assign a number to the following areas.

(0) NOT APPLICABLE (1) POOR (2) FAIR (3) GOOD (4) EXCELLENT

		WEEK 1	WEEK 2	WEEK 3	WEEK 4	OVERALL
Attitude towards work	Work Interest, Enthusiasm, Willingness to work					
Cooperation	Ability to get along with people In various capacities and situations					
Initiative	Assertive, Resourceful, Willing To assume responsibilities					
Quality of Work	Accuracy and thoroughness					
Quantity of Work	Productivity, Amount of work accomplished					
Personal Growth	Ability to accept positive and negative feedback					
Alertness	Ability to learn, retain, use information methods and techniques					
Safe Work Habits	Promote safety and follow procedures					
Appearance	Appropriate grooming and dress					
Attendance	Regular and punctual					

SUPERVISOR'S INITIAL

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