

RARITAN VALLEY COMMUNITY COLLEGE ACADEMIC COURSE OUTLINE

AUTC 290-Automotive Cooperative Education I

I. Basic Course Information

A. Course Number and Title: AUTC 290-Automotive Cooperative Education I

B. New or Modified Course: Modified

C. Date of Proposal: Semester: Spring Year: 2025

D. Effective Term: Summer 2025

E. Sponsoring Department: Science & Engineering

F. Semester Credit Hours: 1

G. Weekly Contact Hours: Lecture:
 Laboratory: 60 worksite hours
 Out of class student work per week:

H. ☒ Prerequisite (s): Permission of Program Coordinator
 AUTC 101 – Automotive Introduction, Fundamentals, and Safety

☒ Corequisite (s): AUTC 204 – Automotive Electrical Systems II
 AUTC 208 – Engine Performance and Diagnosis II
 AUTC 220 Hybrid/Electric Vehicles
 AUTC 221 – Engine Systems & Emission Control II
 (Students must be registered in the same section for each course)

I. Additional Fees: None

II. Catalog Description

Prerequisites: Permission of Program Coordinator
 AUTC 101 – Automotive Introduction, Fundamentals, and Safety

Corequisites: AUTC 204 – Automotive Electrical Systems II
 AUTC 208 – Engine Performance and Diagnosis II
 AUTC 220 Hybrid/Electric Vehicles
 AUTC 221 – Engine Systems & Emission Control II
 (Students must be registered in the same section for each course)

This course is designed to give students an opportunity to gain practical experience in the field working with successful Automotive shops in the community. Specific, personalized goals, and objectives are created by the student which are approved and monitored by the program coordinator and their worksite liaison. Students train and work in real life situations to achieve these goals and are afforded an opportunity to hone skills acquired in the classroom.

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; 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. Complete manufacturer training modules
 - D. Create presentation about work experience
 - E. Submit a resume which includes Coop work experience.
 - F. Meet with Program Coordinator three times during the semester to submit proper paperwork and report on progress.

VI. A. Course Learning Outcomes

At the completion of the course, students will be able to:

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.
6. Write a paper which outlines the student's work experience and ability to establish and meet specific goals and objectives. (GE- 1)

ASE Standards: Workplace Employability Skills

- a. Personal Standards (see ASE Standard 7.7)
 - 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 7.8)
 - i. Complies with workplace policies/laws, including proper and responsible use of personal electronic devices.
 - 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 effectively, both in writing and verbally, 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 (STEM) 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.
 - xiii. Respectful of tools and property used in school and workplace environment.
 - xiv. Contributes to an inclusive environment where every coworker and customer feels welcomed, heard, and valued.

B. Assessment Instruments

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

VII. Grade Determinants

- A. Final presentation (required)
- B. Progress reports (required)
- C. Resume
- D. Hours worked (required)
- E. Submission of required paperwork (required)
- F. Completion of manufacturer modules

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