

**University of Arkansas - Fort Smith**  
**5210 Grand Avenue**  
**P. O. Box 3649**  
**Fort Smith, AR 72913-3649**  
**479-788-7000**

### **General Syllabus**

#### **ASTE 2950V Automotive Internship**

Credit Hours: 1-4 Variable

Internship/Practicum Hours: 1-4 Variable

Prerequisite: General Technology - Automotive with 30 hours completed in program, overall GPA of 2.5, and consent of department head

Effective Catalog: 2018-2019

#### **I. Course Information**

##### **A. Catalog Description**

Provides work experience in an area business with on-site supervision and instructor observation.

##### **B. Additional Information**

This course is designed to give students the opportunity to gain work experience in their area of study. Students will be supervised at the work site. An ASTE faculty member will visit the site and interact with both the supervisor and the student.

##### **Student Responsibilities**

To successfully complete this course, the learner is expected to fulfill the following requirements:

1. Secure suitable employment. The employment responsibility resides with the student and not with UAFS, although Career Services may be consulted regarding job placement.
2. Complete the necessary paperwork at Career Services and meet with the Internship Instructor/Department Head to instigate enrollment.
3. Provide your employer with the Internship/Cooperative Education Mid-Term and Final Evaluation form near the beginning of your Internship enrollment and inform him/her of your enrollment. The forms must be completed and turned into Career Services and your Internship instructor at the appropriate times (i.e. mid-term and end of work-based learning employment).
4. Schedule two campus meetings with your internship instructor during the semester. Be prepared to make oral reports regarding your experience.

5. Schedule a visitation day at your workplace with your instructor of record at the beginning of your enrollment.
6. Complete the Student Evaluation of Internship/Cooperative Education Assignment form and return to Career Services at the end of the Internship course.
7. Complete the Internship Learning Assignment as per the criteria set forth by the Internship instructor. This assignment is determined by the workplace supervisor, in accordance with the instructor's course syllabus. Student may not use current job work duties.
8. Demonstrate professionalism and accountability in meeting all commitments required of the internship participant both on the job and for the class. Note: The internship instructor has the right to remove the student from the internship if it is demonstrated that (s)he is not making progress toward the goals of the internship, or has demonstrated unprofessional behavior.

## **II. Student Learning Outcomes**

### **A. Subject Matter**

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

1. Report on the experience gained through the on-the-job opportunity.
2. Research information about the employer's organization.
3. Provide detail reports both orally and in writing about findings from the internship.
4. Follow the organization's guidelines on professional ethics.
5. Practice and adhere to the safety rules for the workplace.

### **B. University Learning Outcomes**

This course enhances student abilities in the following areas:

#### **Analytical Skills**

**Critical Thinking Skills:** Students must analyze data gathered from customer complaints, inspections, tests, etc. in order to diagnose problems.

#### **Communication Skills (written and oral)**

Students will communicate proficiently. Students must effectively deal with customers' complaints and ask effective questions to elicit more information.

#### **Ethical Decision Making**

Students will identify ethical issues and affected parties related to the automotive repair industry.

#### **Global and Cultural Perspectives**

Students will reflect upon cultural differences and their implications for interacting with people from cultures other than their own in the context of the automotive repair industry.

### **III. Major Course Topics**

Varies with type of employment.