

CASPER COLLEGE
COURSE SYLLABUS

COURSE NUMBER & TITLE: AUBR 1980 – 01 Cooperative Work Experience

SEMESTER/ YEAR: FALL 2015

LECTURE HOURS: 0 LABORATORY HOURS: CREDITS: 1 – 8

INSTRUCTOR'S CONTACT INFORMATION: Darin Miller

OFFICE: WT 129A

PHONE: 268-2278

EMAIL: dmiller@caspercollege.edu

OFFICE HOURS: As posted

COURSE DESCRIPTION: An opportunity for students with sufficient entry level auto body skills to work off campus, in weld related areas, while attending classes on campus part-time.

STATEMENT OF PREREQUISITE: Demonstrate proficiency of auto body skills, and permission of instructor.

GOAL: Cooperative work can provide the student with daily collision, repair, and refinishing exposure, which is necessary in pursuing a career in collision damage repair.

OUTCOMES: Upon completion of this course students will be able to:

1. Demonstrate competency in the proper completion of work orders and estimates;
2. Demonstrate good work ethics to be better prepared for the workforce;
3. Demonstrate enhanced job skills in the auto body repair industry including tool usage and safety procedures;
4. Demonstrate effective oral and written communication.
5. Solve problems using critical thinking and creativity.
6. Use appropriate technology and information to conduct research.

METHODOLOGY: The student will contract with the instructor and employer to develop specific requirements.

EVALUATION CRITERIA: Evaluation will be written on a weekly basis and reviewed by the instructor with the students. Normally, one semester hour represents a minimum of 80 hours of on-the-job-training with college supervision.

Attendance Policy: Attendance is of utmost importance. Unexcused absences in the excess of 4 will result in the loss of one letter grade. Due to the consideration of the instructors and students, you must be present at the designated starting class time or you will not be allowed to participate unless prior arrangements with the instructor have been made.

Tool Use: MISUSE of shop tools will result in the loss of tool privileges.

REQUIRED TEXT READINGS, MATERIALS: Employee related publications

CLASS POLICIES:

Last Date to Change to Audit Status: Please refer to current Casper College catalog

Last Date to Withdraw with a W Grade: Please refer to current Casper College catalog

No cell phones or other electronic devices are allowed in the classroom or laboratories.

SAFETY: Personal and equipment safety standards will be strictly enforced. It is the individual's responsibility to develop and use a safe work attitude.

STUDENT RIGHTS AND RESPONSIBILITIES: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command starting with the Department Head/Program Director, the Academic Dean, and lastly the vice president for academic affairs.

Academic Dishonesty – Cheating and Plagiarism: Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed, or expulsion from school. See the Casper College Student Code of Conduct.

Official Means of Communication: Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly.

ADA Accommodations Policy: If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college's Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

CALENDAR OR SCHEDULE: Instructor/Employer Contract