CASPER COLLEGE COURSE SYLLABUS
AUTO 2980  Cooperative Work Experience

Semester/Year: Spring 2015
Lecture Hours: Lab Hours: TBA  Credit Hours: 1-6
Class Time: 8:00- 11:50am  Days: F  Room: CS 111

Instructor’s Name: Randy Waldron
Instructor's Contact Information: Office 118
Office Phone: 268 2386  Email: rwaldron@caspercollege.edu
Office Hours: As posted on office door

Course Description: This class is designed to give students hands-on training in the automotive industry.

Statement of Prerequisites: Enrolment in the Automotive program and Instructor permission.

Goal: To provide industry experience and practice in the automotive field

Outcomes: Upon completion of this course, students will be able to demonstrate competency in:
The proper usage and completion of job sheets and work orders.
Work ethics to be better prepared for the workforce.
Enhanced skills and practice in the automotive service industry.
Demonstrate effective oral and written communication
Solve problems using critical thinking and creativity
Use appropriate technology and information to conduct research

Course Objectives: Prepare student for employment

Methodology: Primarily shop activities at either a selected industry training site or closely supervised activities at the Casper College automotive shop.

Evaluation Criteria: Students who remain on campus will meet the training requirements of the department. Industry assigned students will be jointly evaluated by said industry and the Automotive Program instructors. Evaluation, (covering primarily work ethics), will be written on a weekly basis and reviewed by the instructor with the students. Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from student work.

Required Text, Readings, and Materials: None

Class Policies: Last Date to Change to Audit Status or to Withdraw with a W Grade: Withdrawal deadline April 17
Only officially registered students are allowed to participate in classroom or laboratory activities. See attached automotive policy statement.

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 to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.

**Academic Dishonesty:** (Cheating & 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 for more information on this topic.

**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. This is also, where you will find course evaluation links during course evaluation periods.

**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 indicating course content:**

  Contract between the student and the employer/instructor