



# NASHUA COMMUNITY COLLEGE

## COURSE OUTLINE FORM

<b>Course Title: Honda Internship I, III, IV</b>			
<b>Course Prefix &amp; No. :</b> <b>HATN 191N, 192N, 193N</b>	<b>Lecture Hours:</b> <b>0</b>	<b>Lab Hours:</b> <b>12</b>	<b>Credit Hours:</b> <b>2</b>
<b>Department: Transportation</b>			
<b>Program: Honda PACT</b>			

**Prerequisites/ Co-requisites:** HATN121, HATN113, 2.0 GPA

**Required Accuplacer Score:** N/A

**Entrance Skills:** To be eligible for Honda Internship the student must have successfully completed HATN 121N with Honda Express Service/Acura Accelerated Service HATN 113N. The student will need to acquire an internship position within a Honda or Acura dealership. In addition to completing the required courses, the student must obtain and maintain a 2.0 CGPA for internship eligibility. Good writing skills will be essential as students will be required to complete a journal to document their internship experience.

**Catalog Description:** The Honda Internship course is designed to be a supplement to the Honda PACT program learning experience. Students will be required to complete a total of 192 hours of in dealership work experience during the semester. The internship experience is a paid internship that must take place at a Honda or Acura dealership. Students will be responsible for completing a journal that will document their hours worked, assigned workload, and overall dealership experience. This course will be designated as a Pass/Fail course. Periodic internship visits will be performed by the assigned instructor to monitor student progress.

**Note:** *Students will be required to complete any 2 of HATN 190N, HATN 191N, HATN 192N (total 4 credits) and HATN 195N (3 credits) for a total of 7 credits and 640 internship hours*

**Course Competencies:**

<b>Competency (Knowledge and Skills)</b>	<b>Critical Thinking Level</b>
Students will be able to: Successfully execute the roles of an express Service Technician (Honda) or Wet Tech or Dry Tech for Acura Accelerated Service	Employ, Operate, Repeat
Student will work with a mentor and successfully complete assigned work by dealership personnel	Operate,
Students will be able to utilize PACT training to complete automotive repair assignments successfully	Repeat, Employ
Students will be able to work with other in an automotive dealership environment	Relate

**Course Outline:** See Attached Evaluation Document

<b>Content Topic:</b> <b>Work Experience Information and Feedback Form</b>	<b>Subtopics ( a., b., etc.)</b>

## Performance Evaluation:

<b>Formative Assessments</b>	<b>Summative Assessments</b>
1) In Semester Journal Entries Evaluations 2) Internship visits	1) End of semester interview with direct supervisor 2) Documentation of hours worked 3) Journal completion per semester

## Method of Instruction:

Live working internship experience

## Instructional Facilities:

Honda or Acura Dealership

**Revision History:** Al DeRosa 1/2017

Will this course be taught online? Yes \_\_\_ No X

If yes, please complete the Online Course Outline Form.



# Work Experience Information and Feedback Form

## *Part 1—General information*

Student Name \_\_\_\_\_ DPTS # \_\_\_\_\_

Dealership Name \_\_\_\_\_ Dealer # \_\_\_\_\_

Service Manager Name \_\_\_\_\_ Phone # \_\_\_\_\_

Your PACT student will soon be completing the \_\_\_\_ \_\_\_\_ term and reporting to work.

The student has the following schedule for class attendance:

End of term date: \_\_\_\_\_ Start of term date: \_\_\_\_\_

***Please meet with your student during the first week of work*** to review this form and discuss the expectations that you have for this period. Include any incentives that may be reward for meeting those expectations.

***This form will help you select work assignment*** for your PACT student and provide you an opportunity to evaluate the student's performance.

### ***There are four parts to this work experience:***

**General information**—This part explains the form and asks for identification data and general information

**Skill Appraisal**— This part lists the subjects and tasks that the student has covered in the last term. To reinforce the student's learning, we ask that no less than 30 percent to 50 percent of all tasks assigned be related to these areas.

**Performance Appraisal**—This part provides you with an opportunity to evaluate the student's work habits.

**Sign-off Verification**—This part asks for the signature of those involved with the evaluation of the PACT student's performance, including the student, service manager and any other interested dealership persons.

*Part 2—Skill Appraisal*

**Skill Area**

This tells you what skill area or course work the student has completed this term.

**Tasks**

This tells you what tasks the student is prepared to perform after this term’s studies.

**Log**

Complete this at the end of the work experience term. Indicate yes if the student has recorded completing this task.

**Evaluation**

Complete this at the end of the work experience term. Rate the student’s performance based upon dealership/industry performance standards. For each task listed, indicate the level of achievement.

1= Student demonstrates understanding but cannot apply the knowledge without supervision

2= Student performs this task satisfactorily with minimal supervision

3= Student performs this task without supervision

<b>Skill Area</b>	<i>Description of Related Tasks</i>	<b>Logged (Y or N)</b>	<b>1 to 3 Scale Evaluations</b>

What other types of tasks did the PACT student perform satisfactorily? (Use another piece of paper if necessary.)

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### Part 3—Work Habit Traits

#### Evaluation

Complete this at the end of the work term. Rate the student’s performance based upon dealership/industry performance standards. For each trait, indicate the level of evaluation.

1= Student performs below expectations

2= Student performs satisfactorily with periodic supervision

3= Student demonstrates outstanding performance

Work Habit or Trait	Description	1 to 3 Scale Evaluations
Job knowledge	Overall knowledge or understanding of all aspects pertinent to the job (Materials equipment, techniques, product knowledge, etc).	
Quality of work	Accuracy, thoroughness, and neatness	
Quantity of work	Number of tasks performed during work period meets expectations	
Dependability	Punctuality and attendance, reliability in carrying out work assignments, amount of supervision required and conscientiousness.	
Behavior	Enthusiasm for job, level of cooperation with associates, supervision, etc. Receptivity to changes and new duties. Resourcefulness and versatility.	
Safety	Uses general shop safety practices	

### Part 4—Sign Off Verification

*Supervisor (Service Manager or appointed dealership supervisor)*

***The above evaluations are accurate to the best of my knowledge***

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

*Student*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Review by Dealership Management/ Principal (optional)**

The above evaluations have been reviewed by me

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

## Commitment to Equal Employment Opportunities

Employers who partner with Nashua Community College guarantee that no student shall be discriminated against or excluded from any benefits, activities, or programs on the grounds race, color, religion, national origin, age, sex, disability, genetic information, veteran status, marital status, sexual orientation, political affiliation, or lawful political activity. Employers agree to adhere to Nashua Community College's Non-Discrimination policy.

### NON-DISCRIMINATION POLICY

Nashua Community College does not discriminate in the administration of its admissions and educational programs, activities, or employment practices on the basis of race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identity or expression, genetic information, or veteran status. This statement is a reflection of the mission of the Community College System of NH and Nashua Community College and refers to, but is not limited to, the provisions of the following laws: Title VI and VII of the Civil Rights Act of 1964, The Age Discrimination Act of 1967, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1975, Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974, and the NH Law Against Discrimination (RSA 354-A).

The NCC Equity Committee is designated to coordinate compliance with the Non-Discrimination Policy and handles all concerns of discrimination not covered under Title IX.

The following persons have been designed to handle inquiries regarding the Non-Discrimination Policy:

<b>Kyle Metcalf, Chairperson</b> NCC Equity Committee Nashua Community College 505 Amherst St. Nashua, NH 03063 <a href="mailto:NCCHREC@ccsnh.edu">NCCHREC@ccsnh.edu</a> (603) 897-9988 <a href="#">Equity Grievance Policy</a>	<b>Lizbeth Gonzalez</b> Title IX Coordinator Nashua Community College 505 Amherst St. Nashua, NH 03063 <a href="mailto:lgonzalez@ccsnh.edu">lgonzalez@ccsnh.edu</a> (603) 578-8928 <a href="#">Title IX Grievance Policy</a>
<b>Catherine Barry</b> NCC Human Resources Director Nashua Community College 505 Amherst St. Nashua, NH 03063 <a href="mailto:cbarry@ccsnh.edu">cbarry@ccsnh.edu</a> (603) 578-8900 ext. 1766	<b>Jodi Quin</b> Section 504/ADA Coordinator Nashua Community College 505 Amherst St. Nashua, NH 030631 <a href="mailto:jquinn@ccsnh.edu">jquinn@ccsnh.edu</a> (603) 578-8996



Inquiries may also be directed to:

<p><b>Sara A. Sawyer</b> CCSNH Director of Human Resources Community College System of NH 26 College Drive Concord, NH 03301 <a href="mailto:ssawyer@ccsnh.edu">ssawyer@ccsnh.edu</a> (603) 230-3503</p>	<p><b>NH Commission for Human Rights</b> 2 Industrial Park Drive Bldg. One Concord, NH 03301 <a href="mailto:humanrights@nh.gov">humanrights@nh.gov</a> (603) 271-2767 TDD 1-800-735-2964</p>
<p><b>Equal Employment Opportunity Commission Boston Area Office</b> JFK Federal Building 15 New Sudbury Street, Room 475 Boston, MA 02203-0506 <a href="mailto:info@eeoc.gov">info@eeoc.gov</a> 1-800-669-4000 TTY 1-800-669-6820 ASL Video (844) 234-5122 FAX (617) 565-3196</p>	<p><b>Office for Civil Rights, Boston Office US Department of Education</b> 8<sup>th</sup> Floor 5 Post Office Square Boston, MA 02109-3921 <a href="mailto:OCR.Boston@ed.gov">OCR.Boston@ed.gov</a> (617) 289-0111 TTY 1-800-877-8339 FAX (617) 289-0150</p>



**NASHUA COMMUNITY COLLEGE**  
**COURSE OUTLINE FORM**

<b>Course Title: Honda Internship II</b>			
<b>Course Prefix &amp; No. :</b> <b>HATN 195N</b>	<b>Lecture Hours:</b> <b>0</b>	<b>Lab Hours:</b> <b>18</b>	<b>Credit Hours:</b> <b>3</b>
<b>Department: Transportation</b>			
<b>Program: Honda PACT</b>			

**Prerequisites/ Co-requisites:** HATN121, HATN113, 2.0 GPA

**Required Accuplacer Score:** N/A

**Entrance Skills:** To be eligible for Honda Internship the student must have successfully completed HATN 121N with Honda Express Service/Acura Accelerated Service HATN 113N. The student will need to acquire an internship position within a Honda or Acura dealership. In addition to completing the required courses, the student must obtain and maintain a 2.0 CGPA for internship eligibility. Good writing skills will be essential as students will be required to complete a journal to document their internship experience.

**Catalog Description:** The Honda Internship course is designed to be a supplement to the Honda PACT program learning experience. Students will be required to complete a total of 290 hours of in dealership work experience during the semester per. The internship experience is a paid internship that must take place at a Honda or Acura dealership. Students will be responsible for completing a journal that will document their hours worked, assigned workload, and overall dealership experience. This course will be designated as a Pass/Fail course. Periodic internship visits will be performed by the assigned instructor to monitor student progress.

**Note:** *Students will be required to complete any 2 of HATN 190N, HATN 191N, HATN 192N (total 4 credits) and HATN 195N (3 credits) for a total of 7 credits and 640 internship hours*

**Course Competencies:**

<b>Competency (Knowledge and Skills)</b>	<b>Critical Thinking Level</b>
Students will be able to: Successfully execute the roles of an express Service Technician (Honda) or Wet Tech or Dry Tech for Acura Accelerated Service	Employ, Operate, Repeat
Student will work with a mentor and successfully complete assigned work by dealership personnel	Operate,
Students will be able to utilize PACT training to complete automotive repair assignments successfully	Repeat, Employ
Students will be able to work with other in an automotive dealership environment	Relate

**Course Outline:** See Attached Evaluation Document.

<b>Content Topic</b>	<b>Subtopics ( a., b., etc.)</b>
<b>Work Experience Information and Feedback Form</b>	

## Performance Evaluation:

<b>Formative Assessments</b>	<b>Summative Assessments</b>
1) In Semester Journal Entries Evaluations 2) Internship visits	1) End of semester interview with direct supervisor 2) Documentation of hours worked 3) Journal completion per semester

## Method of Instruction:

Live working internship experience

## Instructional Facilities:

Honda or Acura Dealership

**Revision History:** Al DeRosa 1/2017

Will this course be taught online? Yes \_\_\_ No X

If yes, please complete the Online Course Outline Form.

# Work Experience Information and Feedback Form

## *Part 1—General information*

Student Name \_\_\_\_\_ DPTS # \_\_\_\_\_

Dealership Name \_\_\_\_\_ Dealer # \_\_\_\_\_

Service Manager Name \_\_\_\_\_ Phone # \_\_\_\_\_

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*Part 2—Skill Appraisal*

**Skill Area**

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**Tasks**

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**Log**

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<b>Skill Area</b>	<i>Description of Related Tasks</i>	<b>Logged (Y or N)</b>	<b>1 to 3 Scale Evaluations</b>

What other types of tasks did the PACT student perform satisfactorily? (Use another piece of paper if necessary.)

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### Part 3—Work Habit Traits

#### Evaluation

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**Supervisor (Service Manager or appointed dealership supervisor)**

*The above evaluations are accurate to the best of my knowledge*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

*Student*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Review by Dealership Management/ Principal (optional)**

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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