

Department of Automotive Technology
Two-Year Automotive Service Technology Program
Pittsburg State University
Guidelines for Internships: AST 200
Instructors: Mr. Perry Cummins / Mr. Trent Lindbloom

Description of Internship

The Automotive Service Internship provides an avenue for the student to gain real life dealership work experience. The overall goal of this internship is to enable the student to return to his/her hometown and work in the automotive field while earning the remaining course credit to graduate with an Associates degree in Automotive Service Technology. This work experience will not only allow the student the insight to dealer operations, but also allow the dealer to observe the student with the intention that the student will become a full time employee of the dealership.

AST 200 Internship. 6 hours. A planned work experience in a dealership working with seasoned technicians. The student is expected to work in all facets of automotive repair, but with an emphasis in suspension, steering and alignment as well as heating and air conditioning systems. This is due to the fact the student will be completing these two theory classes as an independent study. The laboratory element of these theory classes will have to be completed within the scope of the internship. The student will be employed by a dealership and both parties will submit reports and evaluations of experiences to the department internship coordinator. This class is a Pass/Fail only. The course is being offered so the student can receive credit for an appropriate, coordinated work experience involving responsibilities similar to those encountered in entry-level position after graduation of Automotive Service.

Guidelines

1. Students will work 40 hours per week during final semester of the auto service program. The student/dealership may wish to begin employment before the actual semester begins, for the student will be on Winter break. This would allow the student a longer work experience and for the T-Ten students, allow them the time needed to complete their cooperative hour requirements.
2. The dealership and the student will need to agree on hourly wages, work schedules, and documentation of the work experience.

Purpose Of Internship Work Experience

The primary purpose of the internship program is to encourage students to seek positions in a dealership to earn valuable real life experience. The dealership should also take advantage of the fact that they could be forming a partnership with the student to guarantee that the student will return to work for the dealership upon graduation. Also, being in a dealership or business environment where observation can be made on management philosophies, customer relations, employer-employee interactions, etc., is a very valuable learning experience.

How CAN all of this work?

There are a number of ways in which to set up an internship that will benefit the student and the dealership. Keeping in mind that we are hoping for students to return to their hometown upon graduation. Following are sample guidelines for internship and possible dealership/student commitments. Please note that all agreements made by the dealer and the student shall be separate from the University. For example; dealer funding for tuition, books, tools, etc.

Example Dealer/Student Agreements

Option #1

Dealer agrees to provide the student with a paid internship during his/her final semester in the Automotive Service Associates program. Dealer agrees to provide the University all necessary documentation needed for the instructor to evaluate the student's performance and issue grades based on the internship experience. Forms will be provided for adequate documentation as to limit the burden on the dealership supervisor and/or service manager.

Option #2

Dealership chooses to sponsor the student by means of a scholarship. This scholarship could include money for textbooks, tuition, or both. This option would include the internship agreement as noted in option #1.

Option #3

Dealer chooses to sponsor the student by means of a forgiven loan agreement. This loan could be for tuition, textbooks, tools, housing, etc. The dealer and the student would enter into a contract stating the terms of the loan. The loan could be forgiven after the student returns to work for the dealership after an agreed upon time frame. Example: The technician works for the dealership two years after graduation. If the student defaults on the agreement, then the amount owed to the dealership could turn into a low interest loan. Included in this document is an example of such a contract currently used by a supporting dealer. This option would include the internship agreement as noted in option #1.

Note:

One or a combination of these options may be used. However, these are only suggestions and the dealership may wish to incorporate options of their own. The overall agreement needs to be made by the dealership and the student. Pittsburg State University will not be held responsible for dealer/student agreements. These agreements should be made in order to benefit the student and their future employer.

In the event that the student does not complete his program requirements, such as general education or automotive core courses, the student will be required to remain at PSU until the requirements are fulfilled. This may mean a delay or termination of the internship agreement by the instructors. In the event of termination, the dealership and the student will have to work out an agreement for repayment of scholarships, loans, etc.

STEP BY STEP PROCEDURE FOR COMPLETION OF COLLEGE CREDIT IN AST 200

1. Visit with your Academic Advisor about the possibility of an internship with a given dealership.
 2. Finalize details of proposed work experiences with prospective dealer.
 3. Have the Dealer's Service manager fill out the "Dealer" portion of the "Internship Agreement Form." Have the dealer's service manager sign and date the form.
 4. Fill out the student portion of the **agreement form**.
 5. Have the Internship Advisor sign and date the form.
 6. Return the form to Mr. Perry Cummins or Mr. Trent Lindbloom
 7. Enroll in the internship course during your last semester in the program.
 8. Pay enrollment fees.
 9. Interns must send the **daily work log sheets** to Trent Lindbloom weekly. Lindbloom will review log sheets Monday morning, therefore email or fax the log sheets before Monday morning. A copy of the log sheet is attached. The daily work log can be e-mailed to: tjlindbl@pittstate.edu
 10. During the last few days of the internship the student must give his/her dealership supervisor an **"Intern Evaluation Form"** (attached) and request that it be completed and sent to the address on the bottom of the form.
 11. Interns complete work assignments and verbally thank company representative for the internship experience. Hopefully the internship has turned into permanent employment.
 12. Interns write a **letter of appreciation** to the company for providing the work experience. This letter is to be mailed as follows: One week before the end of the semester.
 13. Interns should have all three documents plus the log sheets on file one week before the end of the semester. The three documents are:
 1. **Agreement Form**
 2. **Thank You Letter**
 3. **Evaluation Form**
 14. Students who enroll in the course and do not submit the four documents and daily log sheets in satisfactory condition will receive an "F" grade, and will not graduate from the program until completing General Lab IV.
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Student Number: _____ Expected Graduation Date: _____ Name: _____

This agreement is for AST 200 for the _____ Semester

**Department of Automotive Technology
Pittsburg State University
Automotive Service Technology
INTERNSHIP AGREEMENT
SPONSORING DEALERSHIP**

This is to certify that the student named below will be employed as an intern with the title and salary listed during the time period indicated.

Student's Name: _____ Telephone Number: _____

E-mail address: _____

Dealership providing internship: _____

Job title: _____ Compensation \$ _____ (per month/wk/hr--Optional)

Initial employment date: _____ Ending date: _____

Signature: _____

Brief description of expected work assignments:

Dealership Supervisor Information

Name: _____ Title: _____

Signature: _____ Date: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

This form must be completed before the last day to add classes during a given semester.

**Please return to: Trent Lindbloom, Internship Coordinator
Department of Automotive Technology
Kansas Technology Center – 909 E Ford
Pittsburg, KS 66762**

attn: Trent Lindbloom Auto Service Internship daily log report sheet

Day/Month/Date:

(Please list the five most important activities performed!)

- 1.
- 2.
- 3.
- 4.
- 5.

Day/Month/Date:

- 1.
- 2.
- 3.
- 4.
- 5.

Day/Month/Date:

- 1.
- 2.
- 3.
- 4.
- 5.

Day/Month/Date:

- 1.
- 2.
- 3.
- 4.
- 5.

Day/Month/Date:

- 1.
- 2.
- 3.
- 4.
- 5.

Company: _____

Location: _____

Intern's Name: _____

Signed: _____

(Please Print) You may FAX to Trent Lindbloom at 620 235 4020.

Pittsburg State University
Department of Automotive Technology
Intern Evaluation Form

Student Evaluated

Date of Evaluation

Please rate the student listed in comparison with other employees involved in similar activities. Rate only those traits you feel qualified to judge. Please check your response.

Trait or Characteristic	Very High	Above Average	About Average	Below Average or Needs Improvement
Reliability				
Enthusiasm				
Attitude and/or Team Player				
Attendance and Punctuality				
Oral Communication				
Written Communication				
Personal Appearance				
Technical Position Potential				
Sales Position Potential				
Leadership Potential				
Customer Relations				

Comments:

Has this material been discussed with the student? Yes _____ No

Supervisor's Signature _____ Date

Title and/or position in company:

RETURN TO: Trent Lindbloom FAX 620 235 4020
 Department of Automotive Technology
 Kansas Technology Center – 909 E Ford
 Pittsburg, KS 66762-7566