

# Pittsburg State University

Pittsburg, Kansas

## Department of Automotive Technology Course Syllabus

**Course number and name: AT 300-01 or AT 400-01: Automotive Internship**

**Instructor:** Professor, Mr. R. Scott Norman: [rnorman@pittstate.edu](mailto:rnorman@pittstate.edu)

**Telephone Number:** 620-235-4826

**Course Credit:** 3-6 credit hours per course

**Course Delivery Method:** On line through Canvas

**Grading:** Internship is on a Pass/Fail basis and does not affect grade point calculations

**Faculty Office Hours:** Posted on the door, contact Instructor by email for an appointment. **Office number:** In the Kansas Technology Center room N120a

**Course Description:** A planned work experience in an automotive industry or business. The student will be employed by an automotive industry or business, and both parties will submit reports and evaluations of experiences to the instructor. Each course code May be repeated for up to six credit hours. All students are urged to have experience working in the automotive or the heavy equipment industry before they graduate. It is also highly recommended students enroll in AT 300 Internship for 3 hours of credit at least once before graduation.

**Student Questions:** Please email Prof. Norman at [rnorman@pittstate.edu](mailto:rnorman@pittstate.edu) for any question you may have about this course.

**Academic honesty and integrity policy:**

[http://catalog.pittstate.edu/contentm/blueprints/blueprint\\_display.php?bp\\_listing\\_id=162&blueprint\\_id=124&sid=1&menu\\_id=7980](http://catalog.pittstate.edu/contentm/blueprints/blueprint_display.php?bp_listing_id=162&blueprint_id=124&sid=1&menu_id=7980)

**Syllabus Supplement:**

<https://www.pittstate.edu/registrar/syllabus-supplement.html>

**AT 300 & 400 Internship:** AT 300 shall be taken for the first internship for either 3 or 6 hours and AT 400 shall be taken for the second internship for either 3 or 6 hours.

**PLEASE NOTE:** If two sections are listed, course section 01 should be used for automotive and section 02 for diesel and heavy equipment. The courses are being offered so the student can receive credit for an appropriate, coordinated work experience involving responsibilities similar to those encountered in entry-level positions after graduation from a given major (Automotive or Diesel & Heavy Equipment).

**Guidelines:**

1. Students who work 40 hours per week the 8 weeks during the summer enroll for 3 hours of internship credit; **320 hours of internship must be completed for 3 hours.**
2. Students who work 40 hours per week the 11 weeks during the summer enroll for 4 hours of internship credit; **427 hours of internship must be completed for 4 hours.**
3. Students who work 45 hours per week the 12 weeks during the summer enroll for 5 hours of internship credit; **534 hours of internship must be completed for 5 hours.**
4. Students who work 20 or more hours per week during the fall or spring semester, and carry more than six other college hours also enroll for 3 hours of internship credit; **320 hours of internship must be completed for 3 hours.**
5. Students who work 40 hours per week during the fall or spring semester months can take 6 hours of internship credit; **640 hours of internship must be completed for 6 hours.**

**Criteria for the Selection of an Appropriate Internship Work Experience:**

The primary purpose of the internship program is to encourage students to seek positions in a business or industry which is closely related to the type of positions available to graduates of a given major. Also, being in an industry or business environment where observation can be made on management philosophies, customer relations, employer-employee interactions, etc., is a very valuable learning experience. Academic advisors will approve only those business and industry positions, which provide experiences and observation opportunities in a student's chosen major.

## STEP BY STEP PROCEDURE FOR COMPLETION OF COLLEGE CREDIT

### IN AT 300, or AT 400:

Visit with your Academic Advisor about the possibility of an internship with a given company.

1. Finalize details of proposed work experiences with prospective employer. Email Mr. Norman to receive permission to enroll in the class. Please state in the email, where you will be working, what type of work you will do, and how many hours a week will you be working. The student must have employment before enrolling into the internship class.
2. Have the employer fill out the "Company" portion of the "**Internship Agreement** Form." Have the company's representative sign and date the form. The student will need to submit this form on Canvas as part of class credit.
3. If the internship is taken during the summer semester, you must enroll & pay for the internship credit at the beginning the summer semester in order to earn credit. You cannot enroll in the internship class after the internship is over. You can participate in the internship more than once.
  - 3 or 6 hrs AT 300/400-01 Automotive related (parts store, repair shop, quick lube, dealership, corporate office)
  - 3 or 6 hrs AT 300/400-02 Diesel or Off-highway related
4. Enroll in class and pay enrollment fees.
5. Complete the "**Internship Agreement** Form" and submit it to Mr. Norman the first week of classwork. See Canvas for all assignment due dates.
6. Interns must submit typed single spaced **Weekly Log Sheets** to Mr. Norman weekly. The log sheets are due by the end of the week (Sunday evening). The log sheets need to be submitted via Canvas. If you do not have that capability, then the student should drop the class. An example of an appropriate daily log entry is listed on the next page.
7. During the last few days of the internship the student must request his or her supervisor to complete the "**Intern Evaluation Form**" (attached). The completed evaluation form must be submitted to Mr. Norman one week before the end of the semester via Canvas or fax.
8. Interns complete a thoughtful and professional "**Thank You Letter**" to their company representative for the internship experience. A copy of the thank you letter must be given to the supervisor on the last day of employment. However, a copy of the thank you letter must be turned into Mr. Norman one week prior to the end of the semester via Canvas. See Canvas for exact due date and sample of letter.
9. Students must submit an "**Internship Summary Report**" one week before the end of the semester via Canvas. The paper highlights their experiences during the internship. See the section about the summary report in this syllabus. APA format and professional writing skills need to be followed for this paper.
10. The log sheet for the last week of the semester is due on the last day of dead week during Fall internships and Spring internships. During the summer, students enrolled in 3 credit hour internships are required to submit the 8<sup>th</sup> log sheet by the last day of class. During the summer, students in enrolled in 6 credit hour internships will receive an incomplete at the end of July until the instructor receives the 12<sup>th</sup> log sheet. Note the other paperwork (evaluation form, thank you letter, and internship summary) is due as stated above (one week prior to the end of the semester). **Canvas will have the due dates for all assignments.**

**Background relating to daily log entries:**

Corporate employers desire students to write professionally. Writing is a lifelong process that will improve over time as individuals practice writing, practice editing, and practice revision. Therefore, students' writing will be evaluated by the professor of this course. It is not in the students' best interest for this course to aid and abet poor writing or workmanship. Therefore, the log-sheet entry expectations are:

Every day the student will document their daily activity by writing a minimum of 1 paragraph about their daily experiences. Students are required to submit at least one paragraph for each of the five days they work. The paragraph should include a minimum of five sentences. The sentences must meet standard academic quality. The words must be spelled correctly. Students should review each daily paragraph to insure the sentences are written properly and words are spelled correctly. At the end of the weekly log, there needs to be a **weekly evaluation** paragraph. This paragraph should be a self-evaluation on how the week went, what went well or did not go well, what did you learn, and what will you do different next week? The instructor will read each paragraph. If the log-sheet is not satisfactory, the instructor will return the log-sheet to the student so it can be revised and resubmitted for ½ credit. If a student is tardy submitting the log-sheet, the instructor will accept late logs only for one extra week, but this will earn you 1/2 credit on the log. These are the course expectations. It is your responsibility to meet them! Most interns are juniors or seniors; and all can benefit from this standard of writing.

11. **How many weekly logs do I need to complete?**

Spring and Fall semester taking 3 hours; 16 weekly logs must be submitted at 20 hours a week  
Spring and Fall semester taking 6 hours; 16 weekly logs must be submitted at 40 hours a week  
Summer semester taking 3 hours must have 8 weekly logs submitted at 40 hours a week  
Summer semester taking 4 hours must have 11 weekly logs submitted at 40 hours a week  
Summer semester taking 5 hours must have 12 weekly logs submitted at 45 hours a week

12. **Grades (For 3 or 6 hours of credit)**

10 Points	Syllabus Quiz
50 Points	Internship Agreement
160 points	16 weekly logs at 10 points each or 8 logs at 20 points each for the summer class
50	Thank you letter
50	Internship Evaluation
<u>50</u>	<u>Internship Summary</u>
370	Total

**A Pass is 95.0% or better and all assignments submitted**

**A Fail is 94.9% or below or one missing assignment**

**All assignments and due dates will be posted in Canvas. Any late assignment will earn half of the assigned credit. ALL assignments must be submitted to pass this class. One missing assignment will cause the student to fail this class.**

Student Name here

Name of Company here

Intern Position here

**Monday, June 4, 2007; 4 hours**

This morning I had a meeting with Jerry to discuss the findings of the RIW. He was not in the building during the week and did not receive the final report. We talked about the many projects that are in process and specifically the floor. We decided that the DOE that was performed as part of the RIW was not an all-inclusive experiment. The DOE did not take contamination control into account. As a result Jerry and I decided that until another DOE could be performed we would not be making any changes to the floor. After the meeting with Jerry and making the changes in the continuing project charter I followed up on several emails that I had received over the weekend. I also scheduled a couple of mechanical lab technicians to help Casey and I verify the position sensing cylinder measurement tooling later this week.

**Tuesday, June 5, 2007; 4.1 hours**

Today Casey and I began to clean and disassemble the new motor grader steering cylinders. We cleaned the cylinder and then pushed out the pinion pins. Then we drained the cylinder and cleaned all of the grease out of the pin bores. Craig also asked me to provide him with some more files for the ongoing dimensional data document project. My final project for the day was to update the Black Belt and Master Black Belt of the RIW project. Neither were happy with the decisions Jerry and I had made. I tried to explain our position as best I could but the point was fairly moot.

**Wednesday, June 6, 2007; 8 hours**

Today Casey was out of the office and I am basically in need of a project. I worked on my ongoing motor loading test stand for most of the day. I calculated the maximum amount of torque and horsepower that the tooling could see and then calculated the braking force needed to slow this torque to a testing speed. I also calculated an approximate heat that would be created. I spent the remainder of the day researching industrial braking, friction materials, and other possibilities to slow the motor shaft.

**Thursday, June 7, 2007; 10 hours**

This morning I set up two cylinders to be measured using the new tooling that Casey developed. I then went and got the first technician to validate the measurement procedure. I ran through the procedure once with the technician and then simply acted as a silent observer while he completed 3 trials on each cylinder. At one point the aluminum pin got badly scratched by a burr in the pin bore. As a result I had to file down the burr and polish the aluminum pin to try to remove the scratches. After I cleaned up the pin and the cylinder I let the first technician finish and then went on to the second. Because of the problem with the burr I was only able to get through two technicians.

**Friday, June 8, 2007; 4.5 hours**

This morning I ran the third technician through the process. After lunch an engineer in charge of the project came down from Mossville to observe the measurement procedure. Casey ran him through the entire procedure and all of the science behind the math involved and why we decided to go this route with the measurements. Finally the engineer observed the fourth technician do all of his testing. Satisfied with our procedure, the engineer told us to continue to develop the tooling.

**Weekly Evaluation:** This week went pretty good, I am happy with my performance and I am learning more every week. I do notice that I get nervous when I am around the engineers. I need to work on being more assertive and outgoing around the engineers. I want to be able to speak up and give my input and opinion when working around senior personal. I will work on this and let you know how I do next week.

**Department of Automotive  
Pittsburg State University  
INTERNSHIP AGREEMENT  
SPONSORING COMPANY**

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: \_\_\_\_\_

Company providing internship: \_\_\_\_\_

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

Initial employment date: \_\_\_\_\_ Ending date: \_\_\_\_\_

Signature: \_\_\_\_\_

Brief description of expected work assignments:

\_\_\_\_\_

How many hours a week with the student work? \_\_\_\_\_ 320 hours are required for Internship!

**Company Supervisor Information**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

**This form must be completed before the first day of class and submitted in Canvas.**

**Please return to: Mr. R. Scott Norman, Professor  
Dept of Automotive Technology  
Kansas Technology Center Pittsburg, KS 66762  
You may also FAX to Professor Norman at 620 235 6190**

## Internship Evaluation

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Please evaluate the intern using the following criteria by checking the appropriate box.  
Please check only one box for each (row or category)

	Completely Off track	Needs Improvement	Satisfactory	Very Good	Excellent	N/A
<b>Punctuality:</b> Intern showed up every day on time, stayed on the clock the appropriate length of time, & where applicable did not take too long of breaks						
<b>Self-Motivated</b> (self-managed): Intern was able to remain productive and did not require a supervisor to micro management their daily activities						
<b>Self-Learner:</b> Intern had the drive and/or capacity to learn the tasks that were necessary for a successful internship						
<b>Customer Relations</b> – Intern worked well with customers and customers appreciated interns focus						
<b>Employer Relations</b> – Intern got along well with others (coworkers & superiors).						
<b>Technical Competence</b> – Intern had the necessary technical capacity to perform his or her work						
<b>Leadership</b> – Intern displayed the capacity to become a leader in our company						
<b>Attitude</b> – Intern displayed a positive attitude even in difficult situations where most would become frustrated						
<b>Verbal Communication</b> – Intern’s verbal communication skills were effectively						
<b>Writing Skills</b> – Intern’s written communication skills were effective						
<b>Sales Potential</b> - (if applicable) Intern was an effective marketer and salesperson						
<b>Safety</b> – Intern follow all the safety rules with the position and acted in a safe manner						

The student should scan this form and submit this evaluation in Canvas. This form can be faxed to Mr. Norman at the number below if confidentially is determined by the supervisor.

**Fax: 620-235-6190**

Attention: Mr. R. Scott Norman

**Required Supervisor Signature Here:** \_\_\_\_\_

## Internship Evaluation

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Did you share this evaluation with your intern? Yes or No

Is it okay to share this information with the intern? Yes or No

Note: This evaluation helps our students complete their senior portfolio. Is it okay for the student to include this evaluation in their portfolio? Yes or No

Please contact Scott Norman at 620-235-4826 or [snorman@pittstate.edu](mailto:snorman@pittstate.edu) if the supervisor has any questions or concern about this Internship. Thank you for the support of the PSU Automotive Technology students.

**This page is to provide additional feedback from the supervisor to the Department of Automotive Technology about the Internship.**

The student should scan this form and submit this evaluation in Canvas. This form can be faxed to Mr. Norman at the number below if confidentiality is determined by the supervisor.

**Fax: 620-235-6190**

Attention: Mr. R. Scott Norman

**Required Supervisor Signature Here:** \_\_\_\_\_



## Internship Summary Report

The Internship Summary Report should be minimum of a one page summary of your internship experience; a minimum of three pages is required if taking this course for 6 hours. Please use APA format; double space with 12 point font. Below are items to address in the summary.

- What did you learn in the internship?
- What was the hardest thing about the internship?
- How prepared were you to do this internship?
- What skills do we need to teach other students to be successful with this type of internship?
- What would you do differently if you did this internship again?
- Do you recommend this internship for future students?
- Any other input you would like to offer about your experience with the internship