



NASHUA COMMUNITY COLLEGE

COURSE OUTLINE FORM

Course Title: Collision Repair Coop Work Experience			
Course Prefix & No. : CRTN190N-A	Lecture Hours: 0	Lab Hours: 12	Credit Hours: 2
Department: Industry and Transportation			
Program: Collision Repair			

Prerequisites/ Co-requisites: Successful completion of all first and second semester coursework and a minimum CGPA of 2.0.

Required Accuplacer Score: N/A

Entrance Skills: To be eligible for the Collision Repair Co-Op Work Experience, the student must have successfully completed all first and second semester coursework and have a minimum cgpa of 2.0. The student will need to acquire a Co-Op position with a qualified shop. If a student currently has a job at a shop, that shop may apply to participate in the Co-Op course. The Program Coordinator will determine eligibility of the shop prior to student beginning the Coop. Good writing skills will be essential, as students will be required to complete a journal to document their Co-Op experience.

Catalog Description:

The Collision Repair Co-Op Work Experience is designed to place students into a shop environment after successful completion of all first-year courses. Students will be assigned work tasks to reinforce the skills obtained in their courses at NCC. Tasks will include but not limited to: minor dent repair, disassembly/assembly of damaged vehicles, prepping parts, detailing, priming, refinishing small parts under the supervision of a senior technician. Students will complete a minimum of 200-hours total in the Co-op. This is a paid Coop Work Experience. Students may be required to bring their tool kit to the Co-Op location.

Students will be responsible for completing a journal that will document the hours worked, assigned tasks, and overall work experience.

This course will be designated as a Pass/Fail course. Periodic Co-Op visits will be performed by the assigned instructor to monitor student progress.

Course Competencies:

Competency (Knowledge and Skills)	Critical Thinking Level
Students will be able to: Successfully complete tasks assigned to an entry level technician. See competencies listed for all first year Collision Repair courses.	Application
Student will work with a mentor and successfully complete assigned work.	Application
Students will be able to utilize online resources as needed to complete repair assignments successfully.	Application
Students will be able to maintain an ethical work relationship, communicate effectively, act in a professional manner, and be a team player in a shop environment.	Application
Students will practice shop safety and utilize personal protection equipment as needed.	Application

Course Outline: See Attached Evaluation Document

Content Topic:	Subtopics (a., b., etc.)
Completion of Work Experience Journal	

Performance Evaluation:

Formative Assessments	Summative Assessments
1) In Semester Journal Entries Evaluations 2) Shop visits	1) End of semester interview with direct supervisor 2) Documentation of hours worked 3) Journal completion

Method of Instruction:

Coop work site.

Instructional Facilities:

Auto Body/Collision Repair shop.

Revision History: Karl Wunderlich 11/2019

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 _____

Dealership/Shop Name _____

Manager Name _____

Phone # _____

The student has the following summer schedule for class attendance:

Start of term date: _____

End 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.

This form will help you select work assignment for your Collision Repair 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 Automotive 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

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

What other types of tasks did the Collision Repair student perform satisfactorily? (Use another sheet if necessary.)

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 (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 Shop Management/ Principal (optional)

The above evaluations have been reviewed by me

Signature _____ Date _____

Print Name _____ Title _____

Collision Repair - FIRST YEAR

FALL SEMESTER		CL	LAB	CR
CRTN101N	Basic Collision Repair**	2	4	4
CRTN102N	Introduction to Collision Repair**	3	0	3
CRTN105N	Basic Automotive Refinishing**	2	4	4
ENGL101N	College Composition	4	0	4
General Education Core Elective: Quantitative Literacy		4	0	4
				19
SPRING SEMESTER		CL	LAB	CR
CRTN125N	Intermediate Automotive Refinishing	2	4	4
CRTN135N	Mechanical/Electrical Systems I	2	3	3
CRTN140N	Collision Repair Welding**	2	3	3
CRTN151N	Intermediate Collision Repair	2	4	4
General Education Core Requirement: English/Communications		3	0	3
				17
SUMMER SEMESTER				
CRTN190N	Collision Repair Co-Op Work Experience	0	12	2

SECOND YEAR

FALL SEMESTER		CL	LAB	CR
CRTN210N	Structural Analysis and Repair	2	6	4
CRTN211N	Structural Analysis and Measuring	2	3	3
CRTN235N	Mechanical/Electrical Systems II	2	3	3
PHYS101N	Physical Science I	3	2	4
General Education Core Requirement: History/Political Science -OR- Behavioral Social Science		3	0	3
				17

SPRING SEMESTER		CL	LAB	CR
CRTN201N	Advanced Collision Repair	2	6	4
CRTN225N	Advanced Automotive Refinishing	2	6	4
CRTN230N	Estimating and Customer Service: A Capstone Experience	3	0	3
CRTN245N	Mechanical/Electrical Systems III	2	3	3
General Education Core Requirement: Humanities/Fine Arts OR Global Awareness		3	0	3
				17

Total Credits 72

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:

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

Inquiries may also be directed to:

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