

Washtenaw Community College Comprehensive Report

ATT 174 ATT Co-op Education I

Effective Term: Fall 2025

Course Cover

College: Advanced Technologies and Public Service Careers

Division: Advanced Technologies and Public Service Careers

Department: Transportation Technologies

Discipline: Automotive & Transportation Tech (new)

Course Number: 174

Org Number: 14100

Full Course Title: ATT Co-op Education I

Transcript Title: ATT Co-op Education I

Is Consultation with other department(s) required: No

Publish in the Following: College Catalog , Time Schedule , Web Page

Reason for Submission: Course Change

Change Information:

Consultation with all departments affected by this course is required.

Rationale: Update the course for the new discipline.

Proposed Start Semester: Fall 2024

Course Description: In this course, students will gain skills from a new experience in an approved, compensated position in the field of automotive service technology. Together with the instructor and employer, students set up work assignments and learning objectives to connect classroom learning with career-related work experience. Students will develop skills in each of the following four areas: critical thinking, transportation-related technical knowledge, communication, and professionalism. This is the first of two possible co-op experiences. This course was previously ASV 174.

Course Credit Hours

Variable hours: Yes

Credits: 1 – 3

Lecture Hours: Instructor: 0 **Student:** 0

Lab: Instructor: 0 **Student:** 0

Clinical: Instructor: 0 **Student:** 0

Other: Instructor: 120 to 360 **Student:** 120 to 360

Total Contact Hours: Instructor: 120 to 360 **Student:** 120 to 360

Repeatable for Credit: YES

Number of times the course can be repeated for credit: 1

Maximum Hours: 3

Grading Methods: Letter Grades

Audit

Are lectures, labs, or clinicals offered as separate sections?: NO (same sections)

College-Level Reading and Writing

College-level Reading & Writing

College-Level Math

Requisites**Prerequisite**

consent required

General Education**Request Course Transfer**

Proposed For:

Student Learning Outcomes

1. Evaluate personal strengths and areas for improvement in technical competencies and workplace soft skills.

Assessment 1

Assessment Tool: Outcome-related learning plan

Assessment Date: Fall 2025

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Departmentally-developed rubric

Standard of success to be used for this assessment: 100% of the students will successfully complete the plan.

Who will score and analyze the data: Departmental faculty

2. Identify opportunities for professional development, including career advancement pathways, continuing education, networking, and industry certifications.

Assessment 1

Assessment Tool: Outcome-related rubric criteria of co-op report

Assessment Date: Fall 2025

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Departmentally-developed rubric

Standard of success to be used for this assessment: 100% of the students will successfully complete the co-op experience report.

Who will score and analyze the data: Departmental faculty

3. Analyze best practices for workflow organization, time management, and process efficiency to enhance productivity and effectiveness in a professional setting.

Assessment 1

Assessment Tool: Outcome-related learning plan

Assessment Date: Fall 2025

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Departmentally-developed rubric

Standard of success to be used for this assessment: 100% of the students will successfully complete the plan.

Who will score and analyze the data: Departmental faculty

Course Objectives

1. Agree on the work hours, location, pay rate, and specific job duties for the cooperative learning internship.
2. Collaborate with the instructor and employer to establish the terms of the internship.

3. Arrive on time and remain for the full duration of the scheduled shift.
4. Dress appropriately for the job.
5. Use time effectively and proactively seeking additional tasks.
6. Demonstrate care and concern for customer and employer property.
7. Comply with employment policies.
8. Communicate effectively and in a timely manner when absent, late, or needing to rearrange the work schedule.
9. Define the roles and responsibilities associated with the internship position.
10. Discuss the three learning objectives (Professional Development, Customer or Professional Interactions, and Professionalism and Ethical Standards) at the beginning of the internship, through a meeting with the instructor.
11. Develop a progress assessment towards meeting the three learning objectives.

New Resources for Course

Course Textbooks/Resources

Textbooks
Manuals
Periodicals
Software

Equipment/Facilities

Other: Employer Facilities

<u>Reviewer</u>	<u>Action</u>	<u>Date</u>
Faculty Preparer:		
<i>Shawn Deron</i>	<i>Faculty Preparer</i>	<i>Mar 27, 2024</i>
Department Chair/Area Director:		
<i>Rocky Roberts</i>	<i>Recommend Approval</i>	<i>Mar 27, 2024</i>
Dean:		
<i>Eva Samulski</i>	<i>Recommend Approval</i>	<i>Apr 03, 2024</i>
Curriculum Committee Chair:		
<i>Randy Van Wagnen</i>	<i>Recommend Approval</i>	<i>Apr 14, 2025</i>
Assessment Committee Chair:		
<i>Jessica Hale</i>	<i>Recommend Approval</i>	<i>Apr 17, 2025</i>
Vice President for Instruction:		
<i>Brandon Tucker</i>	<i>Approve</i>	<i>Apr 23, 2025</i>