

Coordinator/Instructor: Justin Miller, Austin 158, (208) 496-1869, millerju@byui.edu

COURSE DESCRIPTION

An internship is a cooperative program between the BYU-Idaho Automotive Technology Department and approved experience providers (employers). Professional internships correlate actual work experience in the automotive repair and service industry with automotive technology course work. Internships approved by the department internship coordinator provide students with knowledge of career opportunities and actual work experience in preparation for employment after graduation. The ideal internship would take place during the student's off-track semester and requires 200 hours of quality work experience.

COURSE OBJECTIVES

- Apply employment skills in resume writing, job portfolio preparation, and interviewing.
- Find employment with a professional automotive service repair company to gain actual hands-on experience.
- Through on-the-job experience, students will gain a greater vision of what it means to be employed in the automotive service and repair industry.
- Establish professional career networking links with businesses and organizations that will assist in gaining employment upon graduation.
- Apply the principles and skills learned in the classroom to on-the-job practices and procedures in the automotive industry.
- Receive compensation and recognition by receiving wages from the experience provider and recommendation references from the experience provider.

COURSE REQUIREMENTS

1. It is the student's responsibility to find employment. All internship providers must be approved by the internship coordinator. The student will have the experience provider agree to and complete the Master Internship Agreement and return it to the internship office. For the convenience of the experience provider, the agreement can also be completed on-line at www.byui.edu/internships.
2. The student will complete the Student Internship Agreement and return it to the department internship coordinator.
3. The student will complete and mail a copy of the Weekly Job Report to the department internship coordinator each week or if part-time after 40 worked hours.
4. It is the student's responsibility to make certain their experience provider completes the Intern Evaluation Report. The report must be mailed or faxed to the internship coordinator at the conclusion of the internship experience.

5. Upon completion of the internship experience, each student will be required to provide a written summary report. This report will not be evaluated critically for format or content, but should be typed in good form showing a spirit of common professional business sense. The report need not be long, but summarize what the student has learned and experienced during the internship.
6. Each student will turn in an employment portfolio at the conclusion of the internship experience. The portfolio should include a resume, letter of recommendation, and experience provider or job experience documents that will help the student obtain employment.
7. Send into the Internship Office an evaluation of your internship experience. They will not even give you a grade until this is done. This sent to your campus email box. Check for it.

COURSE EVALUATION AND GRADING

A letter grade will be given at the end of the semester the internship is completed. **All reports and required course assignments must be turned in to your internship coordinator on or before the last official day of the semester** to receive course credit. (If the student has a conflict with this schedule, please contact the department internship coordinator.)

Grades will be based on the following criteria:

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| 1. Employment Portfolio | 15 |
| 2. Weekly Job Reports* | 35 |
| 3. Intern Evaluation Report | 25 |
| 4. Student Summary Written Report | 25 |

* Full credit will only be given when turned in as stated in the following:

- If working full-time these must be turned in weekly.
- If you are doing the internship on a part-time basis then one after each forty hours worked.