# 11/11/2022

# brcc keystone logo

Baton Rouge Community College

*Academic Affairs Master Syllabus*

Date Approved: 1 December 2022

Term and Year of Implementation: Fall 2023

**Course Title:** Auto Body Internship II

**BRCC Course Rubric:** CLRP 1252

**Previous Course Rubric**:

**Lecture Hours per week-Lab Hours per week-Credit Hours**: 0-32-2

**Per semester: Lecture Hours-Lab Hours-Instructional Contact Hours**: 0-480-480

**Louisiana Common Course Number:**

**CIP Code:** 47.0603

**Course Description:** Engages students in auto body repair facilities work experiences related to college instruction in the third semester of the program. Students will receive a final grade of "S" (satisfactory) or "U" (unsatisfactory) for this course.

**Prerequisites:** CLRP 1218, CLRP 1224, and CLRP 1152, and (At least 18 years old and Driver's License and Drug Test and Background Check)

**Co-requisites:** MVSB 1703, CLRP 1314, and CLRP 1324

**Suggested Enrollment Cap:** 20

**Learning Outcomes.** *Upon successful completion of this course, the students will be able to:*

1. Complete a work-based education plan.

2. Perform worksite duties as assigned by the repair facility supervisor.

3. Maintain a safe working environment.

4. Apply safe housekeeping practices.

5. Follow written and verbal instructions.

6. Demonstrate professionalism in all aspects of the internship.

**Assessment Measures.** Assessment of all learning outcomes will be measured using the following methods:

1. Assessment measures may include, but are not limited to evaluations of workmanship, comportment, and professionalism using an instructor and dealership-designed rubric.

**Information to be included on the Instructor’s Course Syllabi:**

* ***Disability Statement*:** Baton Rouge Community College seeks to meet the needs of its students in many ways. See the Office of Disability Services to receive suggestions for disability statements that should be included in each syllabus.
* ***Grading:*** The College grading policy should be included in the course syllabus. Any special practices should also go here. This should include the instructor’s and/or the department’s policy for make-up work. For example in a speech course, “Speeches not given on due date will receive no grade higher than a sixty” or “Make-up work will not be accepted after the last day of class”.
* ***Attendance Policy*:** Include the overall attendance policy of the college. Instructors may want to add additional information in individual syllabi to meet the needs of their courses.
* ***General Policies*:** Instructors’ policy on the use of things such as beepers and cell phones and/or hand held programmable calculators should be covered in this section.
* ***Cheating and Plagiarism*:** This must be included in all syllabi and should include the penalties for incidents in a given class. Students should have a clear idea of what constitutes cheating in a given course.
* ***Safety Concerns:*** In some courses, this may be a major issue. For example, “No student will be allowed in the lab without safety glasses”. General statements such as, “Items that may be harmful to one’s self or others should not be brought to class”.
* ***Library/ Learning Resources:*** Since the development of the total person is part of our mission, assignments in the library and/or the Learning Resources Center should be included to assist students in enhancing skills and in using resources. Students should be encouraged to use the library for reading enjoyment as part of lifelong learning.

**Expanded Course Outline:**

I. Designing and completing a work-based education plan

II. Safe performance of worksite duties

III. Maintaining a safe working environment

IV. Practicing good housekeeping in the workplace

V. Following the supervisors written and verbal instructions