AUMT 2388 – Internship: Automobile/Automotive Mechanics Technology/Technician F2F

Course Syllabus: Spring 2026

"Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed."

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	TBA	TBA	TBA	TBA	TBA	TBA

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description:
AUMT 2388 – Internship: Automobile/Automotive Mechanics Technology/Technician (3 credit hours)
This course is a work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer.

Prerequisite(s): AUMT 1201

Student Learning Outcomes:
- Apply theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, and laws associated with the automotive industry
- Demonstrate legal and ethical behavior and appropriate safety practices
- Exhibit effective interpersonal, teamwork, written, and verbal communication skills using correct automotive terminology
- Apply professional skills within political, economic, environmental, social, and legal systems related to the occupation and industry

Evaluation/Grading Policy:
Final course grades will be based on the following componenets
- Written Professional Resume: 25%
- Internship Contact Hours (144 hours minimum): 40%
- Internship Performance and Professionalism: 35%

Grades will be determined using employer evaluations, instructor site visits, and verification of completed internship hours.

Required Instructional Materials:
None

Optional Instructional Materials:
None

Minimum Technology Requirements:
- Access to a computer
- Ability to create, edit, and submit a professional resume electronically

Required Computer Literacy Skills:
- Basic word processing skills
- Ability to format and revise a resume
- Ability to send and receive emails with attachments

Course Structure and Overview:
This course is structured into two phases:
- Pre-Internship Phase (face to face):
  Required in-person meetings until a student is placed in an approved internship position
  Emphasis on professional development and creation of a written resume
- Internship Phase:
  Completion of a minimum of 144 internship hours in an approved automotive-related position
  Ongoing communication with the instructor
  Instructor site visit(s) to evaluate student performance with the workplace supervisor

Communications:
- NTCC email is the official form of communication
- Students can expect email responses within 24 hours during the work week
- Course announcement, grades, and supplemental materials will be posted in Blackboard

Institutional/Course Policy:
   Students are expected to:
- Maintain professional behavior and attendance at the internship site
- Adhere to all workplace safety, ethical, and legal standards
- Complete all required internship hours and documentation
- Follow NTCC policies regarding attendance, withdrawal deadlines, and academic conduct
   Failure to meet internship obligations or professional expectations may result in course failure

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements
   In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may become necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (http://www.ntcc.edu/) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

Statement Regarding the Use of Artificial Intelligence (AI) Technology:
Absent a clear statement from a course instructor, use of or consultation with generative AI shall be treated analogously to assistance from another person (collusion). Generative AI is a subset of AI that utilizes machine learning models to create new, original content, such as images, text, or music, based on patterns and structures learned from existing data (Cornell, Center for Teaching Innovation). Unauthorized use of generative AI tools to complete an assignment or exam is not permitted. Students should acknowledge the use of generative AI and default to disclosing such assistance when in doubt. Individual course instructors may set their own policies regulating the use of generative AI tools in their courses, including allowing or disallowing some or all uses of such tools. Students who are unsure of policies regarding generative AI tools are encouraged to ask their instructors for clarification. **(Adapted from the Stanford University Office of Community Standards-- accessed August 31, 2023)**

NTCC Academic Honesty/Ethics Statement:
NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

ADA Statement:
It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

Family Educational Rights and Privacy Act (FERPA):
The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Tentative Course Timeline (*note* instructor reserves the right to make adjustments to this timeline at any point in the term):