

Immokalee Technical College (iTECH)

Master Automotive Service Technology

Work-Based Activity Plan

Mission Statement:

The mission of Immokalee Technical College is to empower students through innovating hands-on training that qualifies and prepares students for achievable employment and future career success in the workforce.

Vision Statement:

To be the leader of technical training in Southwest Florida, that cultivates student excellence through accessible and achievable workforce education and prepares them to enter employment as a skilled, knowledgeable, and productive member of the Southwest Florida community.

Purpose of the Work Based Activities / Instructional Plan

The Work Based Activities / Instructional Plan at Immokalee Technical College (iTECH) establishes a structured framework for delivering meaningful workplace learning experiences that complement classroom and laboratory instruction. The plan ensures that students participate in supervised, instructionally aligned work based learning opportunities that support mastery of occupational competencies, professional skills, and employability behaviors required for successful entry into the workforce.

Work based learning is an integral component of iTECH's instructional delivery model and reflects the institution's mission to provide hands on, workforce focused education through collaboration with business, industry, community, and government partners.

Letter to Business and Community Partners (Program Intent)

Immokalee Technical College communicates the purpose and expectations of work-based learning through formal correspondence with business and community partners. As outlined in the letter from the Director, internships and similar experiences are designed to provide students with real world

applications of their skills while earning academic credit. These experiences typically occur toward the end of a student's program of study and are supported through ongoing communication between agency supervisors and instructional staff.

The institution emphasizes that:

- Work based learning benefits both students and partner agencies
- Experiences may be paid or unpaid
- Employment at the conclusion of the experience is encouraged but not required
- Supervisor feedback and evaluations are essential to student assessment

This communication establishes shared expectations and reinforces the collaborative nature of the program.

Scope of Services

The scope of the Work Based Activities / Instructional Plan includes both internal and external learning experiences designed to support instructional objectives across all approved iTECH programs. Work based activities include, but are not limited to:

- Internships
- Externships
- Clinical rotations
- On the job training (OJT) experiences

These activities are conducted through formal agreements with approved agencies and are typically completed during the latter portion of a student's program. Experiences generally range from two to four weeks, with flexibility based on program requirements, student readiness, and agency availability.

All experiences are:

- Directly aligned with program curriculum and learning outcomes
- Supervised by qualified on site agency personnel
- Monitored and evaluated by qualified iTECH instructional staff
- Documented through approved institutional forms

Students participating in work-based learning are not considered employees of the agency and may not replace paid staff.

Instructional Design and Work Based Instructional Plan

Each student participates under a written Work-Based Instructional Plan, completed by the instructor, that clearly defines:

- Major objectives and occupational competencies to be mastered
- Examples of appropriate work-based learning experiences
- Expected employability skills and professional behaviors

- Methods for evaluating student performance

The instructional plan ensures consistency across placements and provides a structured guide for both the students and the supervising agency. Objectives are aligned with approved curricula and reflect industry standards and workforce expectations.

Supervision, Coordination, and Responsibility

Each work-based learning experience designates a qualified on-site supervisor responsible for guiding, overseeing, and evaluating the student's daily activities. The supervisor provides orientation to agency policies, assigns appropriate tasks, and completes written performance evaluations.

Work-based activities conducted by the institution are coordinated by designated iTECH employees possessing appropriate qualifications, including instructors, workforce coordinators, and administrators. Institutional responsibilities include:

- Approving student eligibility and placement prior to off-campus seat time
- Maintaining regular communication with agency supervisors
- Monitoring student progress and attendance
- Ensuring instructional objectives are being met
- Assigning final grades based on documented evaluations

This structure ensures institutional oversight and accountability for student learning.

Budgetary Resources

The Work-Based Activities / Instructional Plan is supported through existing institutional resources. Budgetary support includes:

- Salaries and time allocation for qualified instructional and administrative staff
- Administrative support for agreements, forms, and compliance documentation
- Development and maintenance of work-based learning handbooks and evaluation tools
- Professional liability insurance maintained by iTECH

Partner agencies provide training sites, equipment, and on-site supervision at no cost to the institution. Some employers may voluntarily provide stipends or wages to students; however, compensation is not required and does not impact academic evaluation.

Major Activity

Major activities associated with work based learning include:

1. Student Eligibility and Approval
 - a. Review of attendance, academic standing, and readiness
 - b. Administrative approval prior to off campus placement
2. Formal Agreements
 - a. Execution of Internship Training Agreements defining roles, responsibilities, and legal protections
3. Instructional Planning
 - a. Completion of Work Based Instructional Plans outlining objectives and competencies
4. Supervised Workplace Experience
 - a. Structured learning under the guidance of an on-site supervisor
5. Monitoring and Communication
 - a. Ongoing coordination between instructors and agencies
6. Evaluation and Documentation
 - a. Time sheets serving as attendance records
 - b. Supervisor performance evaluations
 - c. Instructor assessment and final grading

Evaluation of the Plan & Stakeholder Dissemination

The effectiveness of the Work Based Activities / Instructional Plan is evaluated through multiple assessment measures, including:

- Written supervisor performance evaluations
- Student attendance and completion data
- Instructor assessment of competency attainment
- Feedback from students and partner agencies

Evaluation results are reviewed by instructional and administrative staff and used to improve instructional planning, strengthen partnerships, and ensure alignment with workforce needs and institutional goals.

Stakeholder Plan Dissemination

The Work Based Activities / Instructional Plan is shared with and supported by both internal and external stakeholders.

Internal stakeholders include:

- Director and Assistant Director
- Program instructors and coordinators
- Workforce Coordinator

- Administrative staff
- Participating students

External stakeholders include:

- Business, industry, community, and government agencies
- On site supervisors and mentors
- The District School Board of Collier County
- Regulatory and accrediting bodies, as required

Supporting Documentation and Samples

The plan is supported by standardized documents that ensure consistent implementation and compliance, including:

- Internship Training Agreements
- Student Internship/OJT Applications
- Work Based Instructional Plan forms
- Time sheets used as official attendance records
- Supervisor Performance Evaluation forms

These documents collectively demonstrate institutional control, instructional intent, and accountability for student learning experiences.

Summary

Through this comprehensive Work Based Activities / Instructional Plan, Immokalee Technical College ensures that students engage in structured, supervised, and evaluated workplace learning experiences that support instructional objectives and prepare graduates for successful employment. The integration of formal planning, qualified supervision, documented assessment, and stakeholder collaboration reflects institutional commitment to educational quality, workforce relevance, and continuous improvement.

Annual Review

- Reviewed and Approved- 4/21/2021
- Reviewed and Approved- 8/3/2021
- Reviewed and Approved- 8/9/2022
- Reviewed and Approved- 8/8/2023
- Reviewed and Approved- 8/6/2024
- Reviewed and Approved- 8/4/2025

Master Automotive Service Technology



Accredited Training Provider

AutoTech@iTECH

Get real world training at AutoTech@iTECH, iTECH's student-run automotive shop, to gain hands-on experience performing routine maintenance and customer service tasks.

Training Material- Software:

- Shopkey
- CDX Plus Online



AutoTech

Phone: 239-658-7045

Full-Service Menu: 11:15a.m. – 1:00p.m.

Having automotive problems? Our student-run business is open to the public Tuesday through Thursday. Our facility is new and we have a waiting room for your convenience.

Call to Make an Appointment



CCPS

Collier County
Public Schools

Service Special Price Sheet

- **Oil change quote breakdown- \$60 per oil change**
 - Oil change parts - \$30
 - Oil change labor - \$30
- **Passenger car brakes quote breakdown- \$300 per axle**
 - Car brakes parts - \$200
 - Car brakes labor - \$100
- **Light truck brakes quote breakdown- \$350 per axle**
 - Truck brakes parts - \$250
 - Truck brakes labor - \$100
- **Rotate/Balance special quote breakdown- \$30 per rotation/balance**
 - Rotate/Balance labor - \$30
- **Flat/leak repair special quote breakdown- \$30 per repair**
 - Flat repair labor - \$30
- **A/C evac/recharge special quote breakdown- \$105 per evac/recharge**
 - A/C evac/recharge parts - \$50
 - A/C evac/recharge labor - \$55