Week of Nan	ne
Student Internship Work Site APPL	IED EDUCATION SUMMARY
As part of your Automotive YES internship, you will be required to write ONE Applied Education Summary each week. This summary consists of two sections: (1) a brief recap of what you've done on ONE vehicle service or repair, and (2) a short commentary on what you've learned by doing this service or repair.	
Each Summary should focus on a <u>different</u> challenge you faced or a d	ifferent skill that you've developed.
PART 1. Service/Repair Recap	
Using the information you recorded on one Work Journal Diagnostic Report, descroncern, determine the cause, make the repair or complete the service, and verify but brief, clear, and accurate. Remember: When you are a working technician, clunderstand what was done. Additionally, the warranty administrator will rely on you	ribe what you (and the technician) did to verify the the correction. Strive to make your comments complete ustomers will rely on your written comments to ur explanation to prepare the warranty claim (if any).
Customer Concern:	
Concern Verification/Identification of Cause/Repair/Verification of Correction:	
	<u> </u>
PART 2. Skill Development	
Referring to the lists on the bottom of the page, think about what you learned or what you achieved in making this repair or completing this service. Did you face any particular challenge (e.g., something broke, diagnosis or repair was harder than expected, etc.)? How did you handle it? What skills did you need to draw upon to do the work? What lesson did you learn? How do you expect that a similar ob will go better next time? If you recognize that you are becoming more skilled in this repair/service, describe how.	

Foundation Skills

- Reading, writing, arithmetic, listening, observing, speaking
- Creative thinking, decision-making, problem-solving, organization/ planning
- Responsibility, honesty, pride, organization, open-mindedness, friendliness, customer-focus
- Following safe shop procedures

Competency Skills

- Utilization of time, materials, tools and facilities
- Ability to do research and interpret information
- Computer/keyboard skills
- Ability to work in a team, demonstrate leadership
- Understand warranty systems, parts department procedures, dealership/retail facility operations
- Ability to use diagnostic tools, manuals and bulletins; use of diagnostic tree
- Ability to describe how systems/components work
- Ability to follow approved procedures