

Sample Application Seeking Equivalency Based on Coursework for Disciplines not requiring a Master's Degree.

COS Equivalency Committee
College of Sequoias
915 S. Mooney Blvd.
Visalia, CA 93277

Dear Members of the Equivalency Committee,

This statement serves as a request that the committee determine my equivalency for the minimum qualifications needed to be considered for the Automotive Technology Adjunct Instructor position. I believe that, when considered, the knowledge, skills, and abilities I gained working in the automotive industry, college coursework, and life experiences should be considered to meet the General Education requirement for Disciplines Not Requiring a Master's Degree.

I am seeking equivalency because I do not meet the minimum qualifications required to teach automotive technology courses at the community college. According to the 2018 California Community Colleges Chancellor's Office Minimum Qualifications for Faculty and Administrators in California Community Colleges, "[t]he minimum qualifications for disciplines in which a master's degree is not generally available...are any bachelor's degree or higher and two years of professional experience, or any associate degree and six years of professional experience" (p. 58).

While I do not hold a bachelor's or associate degree, I believe that through a combination of my work and life experiences, I have acquired ~~the~~ specialized skills and knowledge equivalent to the specialized skills and knowledge acquired from the Automotive Technology Associate of Science Degree program. The program requires students to complete the following courses:

- Intro to Automotive Technology
- Automotive Electrical Systems
- Automotive Engine Systems
- Auto Automatic Transmissions
- Automotive Power Train Systems
- Auto Suspension/Steering Systems
- Automotive Brake Systems
- Automotive Air Conditioning
- Automotive Engine Performance

In addition to the specialized skills and knowledge requirements, an Associate Degree from the Sequoias Community College District requires students to complete a minimum of at least 25 units of a general education breadth that:

- Expose students to the major disciplines of accumulated knowledge;
- Stimulate curiosity about their surroundings;
- Help students evaluate alternatives so that personal values can be formed;

- Develop effective communication skills;
- Gain a sense of self-worth;
- Learn to make rational decisions based on the utilization of problem-solving techniques; and
- Question simple solutions of complex problems; and if appropriate, seek alternatives.

These skills and knowledge from the general education requirements for an Associate Degree from the Sequoias Community College District can be fulfilled by meeting the following requirements:

- Competency in reading
- Competency in written expression at the college level of Freshman Composition
- Competency in mathematics at the level of Intermediate Algebra
- Competency in American Institutions
- At least 18 units in general education in the areas of
 - Natural Sciences (Biology, Chemistry, Geology, etc.)
 - Social and Behavioral Sciences (Administrative Justice, Ethnic Studies, Economics, Political Science, Psychology, etc.)
 - Humanities (History, American Sign Language, Music Appreciation, etc.)
 - Oral Communication and Analytical Thinking (Philosophy, Communication, etc.)

Below you will find a comparison between the requirements for an Associate Degree in Automotive Technology and how I believe my relevant work and life experiences should be considered as equivalent. First, I will provide evidence that my 14 years of work experience in the automotive industry has allowed me to acquire the specialized skills and knowledge equivalent to the skills and knowledge acquired from an Associate Degree in Automotive Technology. Then, I will provide evidence of work and life experiences that have allowed me to acquire general education knowledge, skills, and abilities that are equivalent to the knowledge, skills, and abilities required for an Associate Degree from Sequoias Community College District.

Required Courses for Associates Degree in Automotive Technology	Equivalent Certificates and/or Licenses	If no certificate and/or license, please detail relevant and equivalent work experience
AUTO 130 Introduction to Automotive Technology This course is the first course in the automotive program and is a prerequisite for all automotive core courses. Topics include the development of shop skills, safe working practices, and the correct use of tools in an automotive shop environment.	(Please provide an example/artifact, such as licenses and/or certificates).	With 14 years of experience in the Automotive Industry, including time as a Service Advisor, the introductory level requirements are well satisfied.
AUTO 136 Automotive Electrical Systems	Through ASE A6 certification in the area of	

<p>This is a study course of the theory, design, and operation of the complete automotive electrical and electronic systems. Instruction and lab cover the inspection, testing, and repair of the total electrical system and component parts.</p>	<p>Automotive Electrical/Electronic Systems as well as training programs from both General Motors and Toyota, I have satisfied this requirement.</p> <p>(Please provide an example/artifact, such as licenses and/or certificates).</p>	
<p>AUTO 231 Automotive Engine Systems Instruction in theory, construction and repair of today's automotive gasoline engine.</p>	<p>Through ASE A1 certification in the area of Automotive Engine Repair as well as training programs from both General Motors and Toyota, I have satisfied this requirement.</p> <p>(Please provide an example/artifact, such as licenses and/or certificates).</p>	
<p>AUTO 232 Auto Automatic Transmissions Instruction in automatic transmission torque converter theory and operation, hydraulic system function, planetary gear theory and application, and the diagnosis and repair of these systems.</p>	<p>Through ASE A2 certification in the area of Automotive Automatic Transmission/Transaxle as well as training programs from both General Motors and Toyota, I have satisfied this requirement.</p> <p>(Please provide an example/artifact, such as licenses and/or certificates).</p>	
<p>AUTO 233 Automotive Power Train Systems Instruction in manual transmission theory and power flow in today's automobile power train systems including clutch systems, drive shafts, differential and drive axle operations.</p>	<p>Through ASE A3 certification in the area of Automotive Manual Drive Train and Axles as well as training programs from both General Motors and Toyota, I have satisfied this requirement.</p> <p>(Please provide an example/artifact, such as licenses and/or certificates).</p>	

<p>AUTO 234 Auto Suspension/Steering System Instruction in theory and maintenance of automotive suspension and steering systems, including steering inspection and wheel alignment procedures.</p>	<p>Through ASE A4 certification in the area of Automotive Suspension and Steering as well as training programs from both General Motors and Toyota, I have satisfied this requirement.</p> <p>(Please provide an example/artifact, such as licenses and/or certificates).</p>	
<p>AUTO 235 Automotive Brake Systems This course will provide the student with the technical skills and knowledge to diagnose, test, service and repair automotive brake systems. Instruction in hydraulics, pneumatics, anti-lock braking systems, associated electronics and the safe and proper use of brake systems tools and equipment for service and repair procedures will be included.</p>	<p>Through ASE A5 certification in the area of Automotive Brakes as well as training programs from both General Motors and Toyota, I have satisfied this requirement.</p> <p>(Please provide an example/artifact, such as licenses and/or certificates).</p>	
<p>AUTO 237 Automotive Air Conditioning This is a course in the design, theory and operation of the automotive heating and air conditioning systems. Instruction and lab cover the systems components, servicing, testing, repair and retrofit.</p>	<p>Through ASE A7 certification in the area of Automotive Heating and Air Conditioning as well as training programs from both General Motors and Toyota, I have satisfied this requirement.</p> <p>(Please provide an example/artifact, such as licenses and/or certificates).</p>	
<p>AUTO 238 Automotive Engine Performance This is an advanced study course of engine performance, drivability and diagnostics. Instruction will</p>	<p>Through ASE A8 certification in the area of Automotive Engine Performance as well as training programs from both General Motors and Toyota, I</p>	

<p>cover electrical and electronics systems, fuel delivery systems, computer onboard diagnostics, advanced ignition systems, emission control systems and other engine related topics.</p>	<p>have satisfied this requirement.</p> <p>(Please provide an example/artifact, such as licenses and/or certificates).</p>	
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College of the Sequoias General Education Subjects	Equivalent Coursework and/or Work Experiences	Life Experiences
<p>Area A1: Written Communication</p> <ul style="list-style-type: none"> • Students will develop the principles and applications of language toward logical thought, clear and precise written expression and critical evaluation of written communication in whatever symbol system the student uses, or • Students will develop expository and argumentative writing skills (English Composition). 	<p>As a certified automotive technician, I must effectively translate results of a vehicle diagnosis into written form to either the service advisor or customer in such a way that a layperson can understand the diagnosis and repair of the vehicle (see attached vehicle diagnostic report).</p> <p>These reports have been used in small claims courts to defend the propriety of diagnosis and repairs when challenged by consumers.</p> <p>Furthermore, as a certified automotive technician, I have accumulated knowledge and experience in effective research skills through the diagnostic and repair processes. For example, I have spent hours researching repair manuals, databases, and other sources to locate necessary information to understand problems and to propose and perform necessary repairs.</p> <p>(Please provide an example/artifact, such as</p>	

	licenses and/or certificates).	(Please provide supporting documents and/or evidence).
<p>Area A2: Oral Communication/Analytic Thinking</p> <ul style="list-style-type: none"> • Students will demonstrate competence in mathematics at a level equivalent to intermediate algebra; or • Students will develop oral communication and analytical thinking skills; or • Students will develop skills interpreting and assessing data and statistics to draw conclusions. <p>(See list of courses that satisfy core competencies for this general education area)</p>	<p>As a certified automotive technician, I must demonstrate the ability to decipher information from the customer in either oral or written form regarding their vehicle concern and use the information to diagnose the vehicle problem causing the customer's concern and communicate these findings either orally or in written form to the service advisor or customer, as well as estimate costs of repairs.</p> <p>as well as estimate costs of repairs.</p> <p>As a certified automotive technician, I must use mathematical skills to manage and calculate ratios, measurements, comparisons, and specifications related to investigation of problems, development of appropriate repair solutions, and performance of repair. A certified automotive technician may also use mathematical skills and reasoning to machine parts and tools to exact specification. In performing vehicle alignment procedures, precise measurements and calculation of angles of geometry is necessary for proper adjustments and repair.</p> <p>(Please provide an example/artifact, such as a license and/or certificate)</p>	<p>Additionally, I have developed and presented findings on Theology to audiences of 25-75 people (see attached program or bulletin).</p>

		(Please provide supporting documents and/or evidence)
<p>Area B: Natural Science</p> <ul style="list-style-type: none"> • Students will develop ability to examine the physical universe, its life forms, and its natural phenomena; or • Students will develop an appreciation of, understanding of, and ability to apply the scientific method; or • Students will develop the ability to understand the relationship between science and other human activities. <p>(See list of courses that satisfy core competencies for this general education area)</p>	<p>Along with the certifications already mentioned, I also am licensed as a California Smog Inspector and Repair Technician. To meet the requirements of this license, I have had to complete additional training & certification at advanced levels of Automotive Technology. These courses delve deep into the chemistry of exhaust gases and other causes of pollution. They also require a full understanding of electricity and electronics, including causes and effects at the atomic level of elements and compounds. When diagnosing emissions failures, a hypothesis must be developed, the evidence collected and analyzed, followed by a conclusion which is then verified by further testing.</p> <p>(Please provide an example/artifact, such as a license and/or certificate)</p>	<p>(Please provide supporting documents and/or evidence)</p>
<p>Area C: Humanities</p> <ul style="list-style-type: none"> • Students will develop an awareness of the way in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creations; or • Students will develop or demonstrate aesthetic understanding and an 	<p>As a certified automotive technician that serves a predominantly Spanish-speaking community, I registered and passed Tier 1 (Conversational) and Tier 2 (Reading and Writing) College Level Examination Program Bilingual (English/Spanish) exams. The successful passing of these exams verify my demonstrated proficiency in</p>	

<p>ability to make value judgements; or</p> <ul style="list-style-type: none"> • Students will develop an understanding and appreciation of ethnic groups. <p>(See list of courses that satisfy core competencies for this general education area)</p>	<p>reading, writing, and speaking in other languages.</p> <p>(Please provide an example/artifact, such as licenses and/or certificate).</p>	<p>(Please provide supporting documents and/or evidence).</p>
<p>Area D: Social/Behavioral Sciences</p> <ul style="list-style-type: none"> • Students will develop an awareness of the methods of inquiry used by the social and behavioral sciences; or • Students will develop critical thinking about ways people act or have acted in response to their societies; or • Students will develop appreciation of how societies and social subgroups operate; or • Students will develop an understanding and appreciation of ethnic groups. <p>(See list of courses that satisfy core competencies for this general education area)</p>	<p>As a certified automotive technician, I passed the Automobile Service Consultant (ASC) Certification Test, which requires an ability to understand and communicate with diverse customers with diverse needs. The successful passing of the ASC Certification Test serves to validate my proficiency in utilizing knowledge of social groups to interact constructively, communicate effectively, and to manage customer and internal relations.</p> <p>(Please provide an example/artifact, such as licenses or certificate).</p>	<p>Additionally, I have served as a member of the Hispanic Chamber of Commerce for over ten years. Through the Hispanic Chamber of Commerce, I have organized and participated in annual community service events, such as <i>Dia de la Cultura</i> Festival and <i>Cinco de Mayo</i> Parade & Heritage Festival, in order to inform and educate our members on how to reach the Hispanic market, as well as to outreach and provide business opportunities for our communities' Hispanic youth. I have included a letter from the Hispanic Chamber of Commerce Board of Directors validating my direct involvement in the planning, organizing, and managing of these efforts.</p> <p>(Please provide supporting documents and/or evidence).</p>

<p>American Institutions Courses that satisfy this requirement include:</p> <ul style="list-style-type: none"> • History 17: Historical survey of the European colonization of North America and of the United States through Reconstruction, emphasizing the interaction of political, military, diplomatic, economic, geographic, and social factors in the evolution of American culture. Or • History 18: Historical survey of the United States from the end of the Civil War to the present. Or • Political Science 5: an introduction to the principles and problems of national, state, and local government with particular emphasis on the Constitution of the United States and the state and local government of California. 	<p>Please provide an example/artifact, such as license and/or certificate).</p>	<p>My work experience includes serving as a docent at the Meux Home Museum in Fresno, California for three years. I have included a letter from the museum curator confirming my work in this position, which required me to expand my understanding of the historical period of the United States pre-Civil War.</p> <p>(Please provide supporting documentation or evidence).</p>
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Thank you for your time and consideration on this matter. I believe that the totality of my work and life experiences, along with professional certification and licensures directly compares to that of an Automotive Technology degree program specialized knowledge, skills, and abilities, as well as the general education requirements. Therefore, I feel equipped and qualified to apply for the position of Automotive Technology Professor. If you have any further questions or concerns, please do not hesitate to contact me. I look forward to hearing from you.

Sincerely,

[Redacted Signature]