

AUBURN GRADUATE CERTIFICATE FROM THE DEPARTMENT OF INDUSTRIAL & SYSTEMS ENGINEERING

Info Session



HONDA

PROGRAM COORDINATOR

Name – Taneka Lovetto

Company / Location – HDMA Alabama Auto Plant

Division – Manufacturing Planning & Control





AGENDA

About the Program

Parameters & Eligibility

Class Schedule

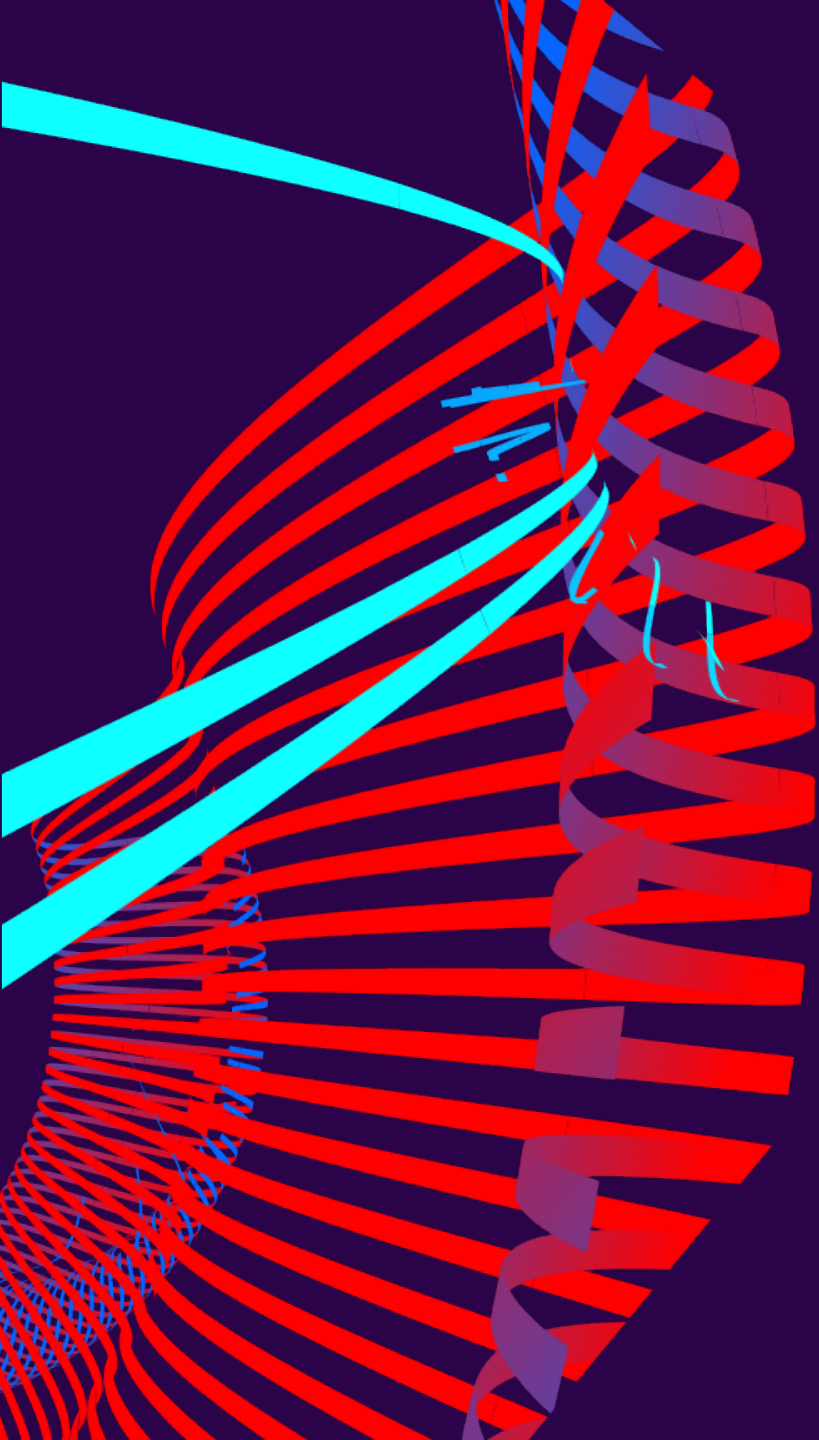
Curriculum & Instructions

Application Process

Timeline

Key Points

Q& A



ABOUT THE PROGRAM



ABOUT THE PROGRAM

Associate feedback from the 2022 Gallup Survey highlighted Associates are interested in opportunities for development.

Honda has partnered with Auburn University – Department of Industrial & Systems Engineering to promote the opportunity to obtain a Graduate Certificate from their programs.

This program is intended to encourage associates who wish to

- Improve current job performance
- Broaden their potential within Honda
- Gain critical engineering skills to meet Company needs

Associates accepted into the program will be able to use the Honda Education Reimbursement Program to pay for all (or majority) of the tuition. Also, Auburn is offering a 10% discount on tuition and the Honda Credit Union is offering loans to help associates bridge the gap between when tuition is due and when it can be reimbursed.

CONNECTING ASSOCIATE DEVELOPMENT NEEDS TO LEARNING OBJECTIVES

Key Development Areas

- **Vision**
- **Lean Manufacturing** Mindset
- Develops and **Empowers People**
- **Advanced Skill** and Foresight
- **Dynamic and Engaging Leader**
- **Cultivates Innovation** and Creativity

Program Learning Objectives

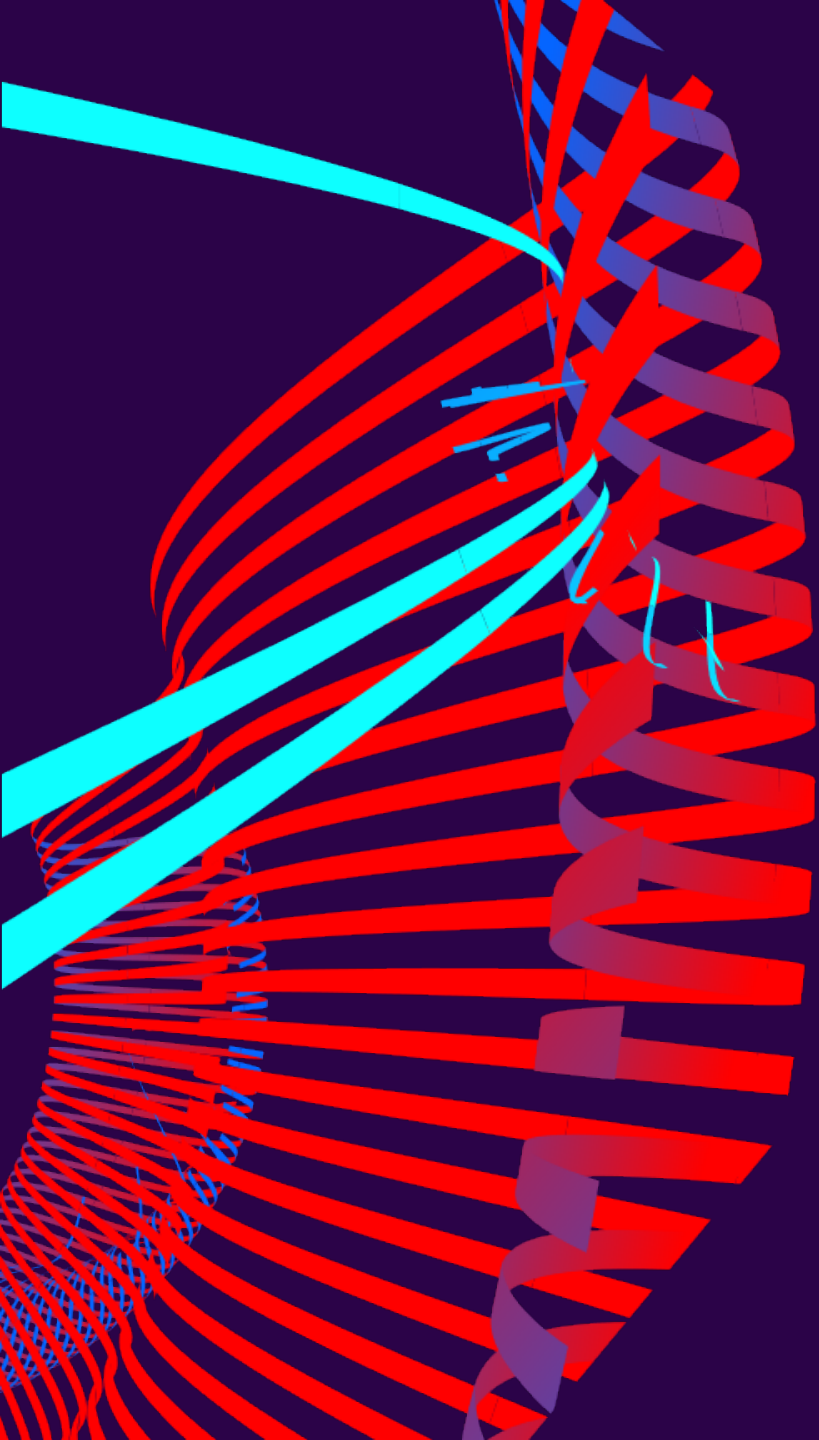
- Build skills in **manufacturing engineering development**, and leading effective execution
- Build professional competence and confidence in **manufacturing systems**
- Develop skills in **sound decision-making**
- Gain broader knowledge of **Lean techniques to improve manufacturing**

CERTIFICATE PROGRAM SUMMARY

Auburn University Department of Industrial & System Engineering offers the following four Graduate Certificates

- The Associate can apply for the Certificate Program that matches their goals.
- The credit hours are based on the certificate and can be completed based on the speed the Associate selects.
- All classes are completed 100% online.
- Honda and Auburn are partnering and will have two On-Campus Activities per Semester to enhance their Cohort experience.

No	Graduate Certificate	Credit Hours	Semesters (Estimate)	Method
1	Occupational Safety & Ergonomics	15 Hrs	3	100% Online
2	Automotive Manufacturing Systems	12 Hrs	2	100% Online
3	Modeling and Data Analytics for Operations	9 Hrs	2	100% Online
4	Manufacturing Systems	12 Hrs	2	100% Online



2023 PROGRAM ELIGIBILITY



2023 – 2024 PROGRAM PARAMETERS

① Total Participant Count

- There is no max limit of the number of Associates that can participate.
- If you meet Honda's and Auburn's requirements, you can participate.

② Attendance & Participation

- All lectures and class work is complete on-line.
- All classes are streamed live and recorded.
- Must complete class assignments and study outside of their regular working hours.
- Cohort students will be required to attend the on-campus events (2/semester)

③ Certificate Completion

- Requires participants to complete the total required credit hours per Graduate Certificate.
- Maintain a cumulative GPA of a 3.0.
- Be in good standing with Auburn University.

ELIGIBILITY

Associates who meet the following criteria are eligible to apply for the program.

Those who meet the eligibility criteria must comply with the pre-enrollment and Auburn Admission requirements

Participation in this program is a benefit to the associate and **DOES NOT**

- Mean that the associate will automatically advance within Honda
- Change an associate's at-will status within Honda

- ✓ Full time Honda Associate within the US
- ✓ 90 Days of Service or more
- ✓ Performance Rating of 3 or higher
- ✓ No disciplinary action within the last 12 months
- ✓ Bachelor's degree with a 2.75 GPA* or higher

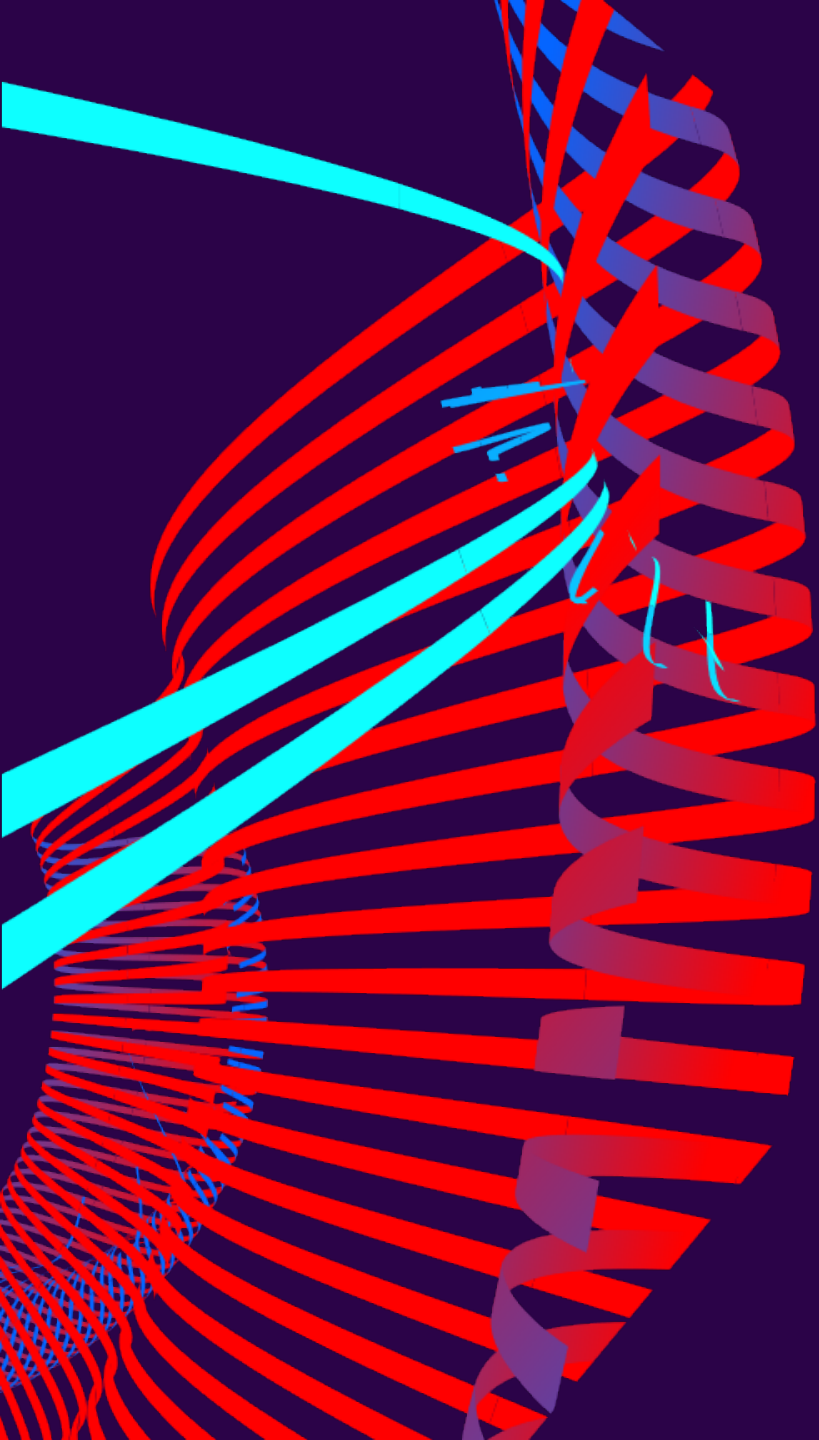
*Auburn Requirement

ADDITIONAL AUBURN DETAILS

- Standard admission requires an undergraduate degree (Bachelors), and typically a 2.75 GPA – there may be some flexibility in GPA based on other criteria.
- Auburn will assist with the application and admissions process – associates will be guided through the process to enroll as a non-degree / graduate certificate student.
- The admissions process will require associates to provide proof of degree.
- Students must complete all required credit hours, maintain a cumulative GPA of 3.0, and be in good standing to receive a Graduate Certificate from Auburn University.
- All credit hours from this program may be applied to another graduate program at Auburn University, upon acceptance into a full degree program.

ADDITIONAL PROGRAM DETAILS

- The associate can pay for all (or majority) of their tuition through the Education Reimbursement Program. They can apply for a loan from the Honda Federal Credit Union to cover the tuition cost before they are reimbursed.
- The Education Reimbursement Program is considered a taxable benefit.
 - Participating Associates are taxed on any tuition benefit over the IRS maximum of \$5,250.
 - For example, if tuition was \$5,430 in a calendar year. $\$5,430 - \$5,250 = \$180$ is taxable per year.
- Even though the class are 100% on-line, Honda and Auburn are planning 2 on-campus activities per semester. Associates are compensated for attending the on-campus activities.
- Any associate travel related to the on-campus activities will be reimbursed in accordance with the Honda Business Travel policy, paid for through department travel budget.



2023 CLASS SCHEDULES

2023 – 2024 PROGRAM SCHEDULE

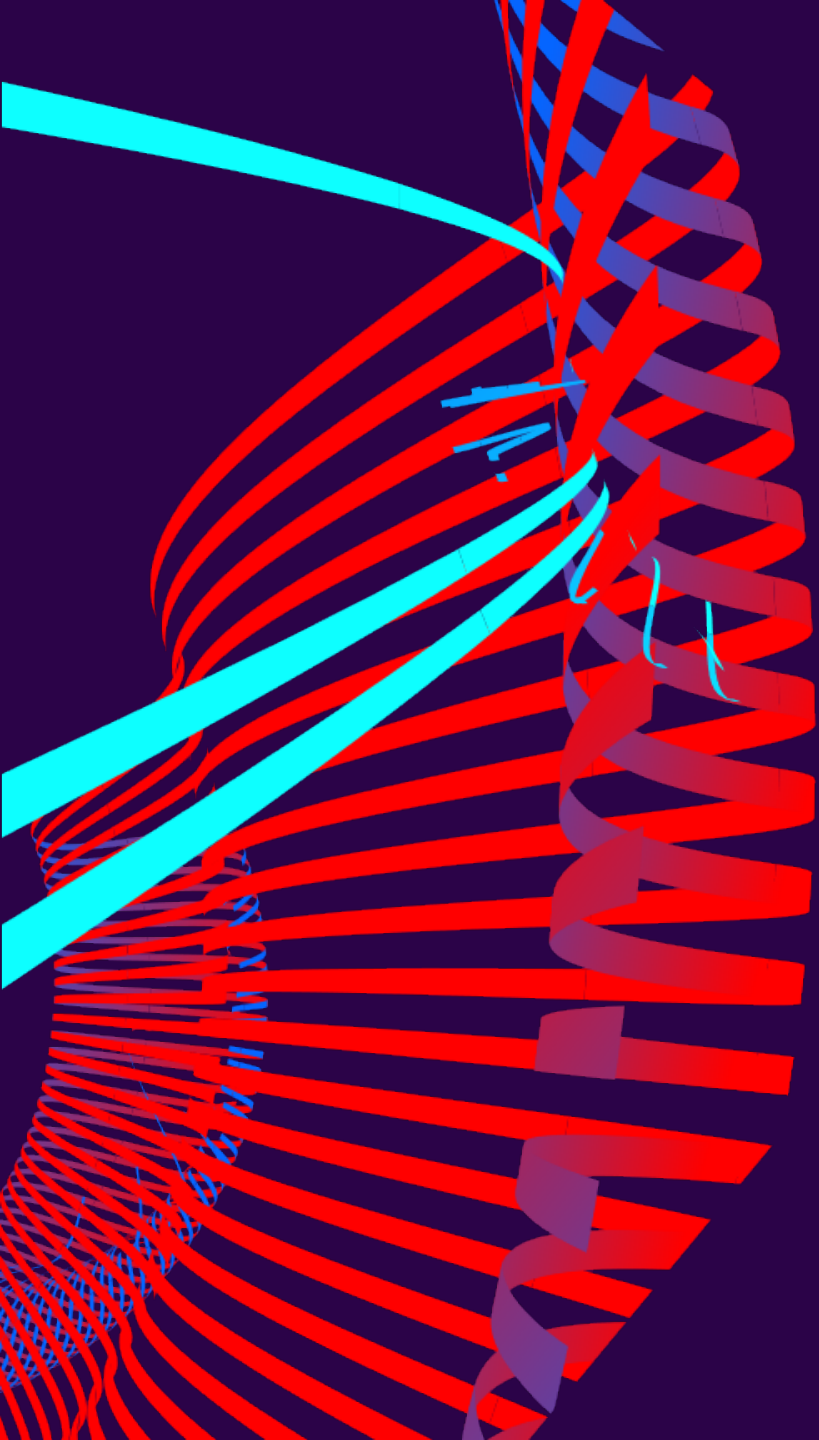
2023 Fall Semester

August 16, 2023	October 2023	November 2023	December 1, 2023
First day of Classes	1 st On Campus Activity [Leadership Development]	2 nd On Campus Activity [Lego Lab Production Run]	Last Day of Classes

14

2024 Spring Semester

January 10, 2024	February 2024	April 2024	April 26, 2024
First day of Classes	1 st On Campus Activity [Leadership Development]	2 nd On Campus Activity [Lego Lab Production Run]	Last Day of Classes



GRADUATE CERTIFICATES & CURRICULUM

OCCUPATIONAL SAFETY & ERGONOMICS

Certificate Requirement: 15 Credit Hours

This graduate certificate prepares individuals who are seeking advanced knowledge in occupational safety and ergonomics fields. Students who complete the certificate will have a strong foundation in topics such as safety engineering, risk quantification, ergonomics, human factors engineering and occupational biomechanics.

Select 15 hours from the following:

INSY 6010 Occupational Safety Engineering

INSY 6050 Industrial Hygiene and Environmental Hazards

INSY 6080 Human Factors Engineering

INSY 7020 System Safety Engineering

INSY 7040 Cognitive Engineering and System Design

INSY 7060 Fundamentals of Ergonomics

INSY 7070 Occupational Biomechanics

PSYC 7760 Occupational Health Psychology

PSYC 7700 Foundations in Industrial and Organizational Psychology

INSY 7940 Industrial and Systems Engineering Problems

INSY 7970 Industrial and Systems Engineering Special Topics

INSY 8010 Advanced Safety Engineering

INSY 8020 Research Methods in Occupational Safety, Ergonomics, and Injury Prevention

INSY 8060 Contemporary Ergonomics

MODELING AND DATA ANALYTICS FOR OPERATIONS

Certificate Requirement: 9 Credit Hours

****We are currently re-evaluating this certificate to change from 12 hours to 9 hours with a requirement of completing three out of the four courses. This change is planned to take effect Fall 2023.***

A student who earns the certificate will have a basic knowledge in computer modeling and data analytics for operations, including manufacturing and service systems.

Complete all of the three-credit hour courses listed here:

INSY 6500 Modern Tools for Data Analytics and Modeling (Offered Every Fall semester)

INSY 6550 Decision Support Systems for Operations (Every Spring)

INSY 7120 Data Analytics for Operations (Every Spring; INSY 6500 is a pre-requisite for this course)

INSY 7130 Data Mining Techniques and Applications for Operations (Every Fall)

Distance courses are delineated by the section number beginning with the letter D, such as INSY 6600-D01.

All academic credit earned from the certificate may be applied toward a graduate degree. Once you complete this certificate, you are only 6 courses away from obtaining a Master of Science in Engineering Management (any option) or 6 courses plus a one-hour graduate seminar course from completing a Master of Science in Industrial and Systems Engineering.

To see a listing of all INSY courses, go here: <http://bulletin.auburn.edu/coursesofinstruction/>

All of our required courses are offered at least once per year; most elective courses are offered less frequently. Generally around five elective courses or more are offered each semester, including Summer.

The courses in our program can be taken in any order and prerequisites are generally not enforced at the Graduate level (INSY 6500 as a prerequisite is an exception). Taking three courses (9 hours) is considered full-time for a Graduate student. Most online students take 1-2 courses per semester.

MANUFACTURING SYSTEMS

Certificate Requirement: 12 Credit Hours

The Manufacturing Systems Certificate is for students looking to acquire more knowledge in manufacturing. Students completing this certificate will explore the design, analysis, and operation of manufacturing systems as a combination of humans, machinery, equipment, tooling, controls, building, transportation, etc., that are bound by a common material and information flow through application-based courses in state-of-the-art labs and classroom environments.

Required courses:

INSY 6330 Six Sigma (3 hours)

INSY 6800 Lean Systems (3 hours)

Complete any two of the following:

INSY 6240 Production and Inventory Control Systems (3 hours)

INSY 6450 Simulation-based Planning and Scheduling (3 hours)

INSY 6830 Vehicle Technology and Trends (3 hours)

INSY 6840 Control of the Manufacturing Floor and Processes (3 hours)

INSY 6850 Electronics Manufacturing Systems (3 hours)

INSY 6860 Innovations in Manufacturing Systems (3 hours)

INSY 7400 Applied Discrete-event Simulation Modeling (3 hours)

INSY 7940 Industrial and Systems Engineering Problems (1-5 hours)

INSY 7970 Industrial and Systems Engineering Special Topics (1-5 hours)

INSY 8970 Industrial and Systems Engineering Special Topics (1-5 hours)

Special Topics/Problems courses require department approval and only will count as credit towards the certificate based on the topic of the course. Students cannot take 5xxx and the corresponding 6xxx course and receive credit for both.

Graduate students who complete INSY 6800 and INSY 6330 with a B average receive the Lean Six Sigma Green Belt Certification.

AUTOMOTIVE MANUFACTURING SYSTEMS

Certificate Requirement: 12 Credit Hours

This graduate certificate is for students looking to acquire more knowledge in automotive manufacturing. Students completing this certificate will explore the design, analysis, and operation of manufacturing systems as a combination of humans, machinery, equipment, tooling, controls, building, and transportation that are bound by a common material and information flow through application-based courses in state-of-the-art labs and classroom environments.

Complete any four of the five, three-credit hour courses listed here:

INSY 6330 Six Sigma

INSY 6800 Lean Systems

INSY 6830 Vehicle Technology and Trends

INSY 6840 Control of the Manufacturing Floor and Processes

INSY 6860 Innovations in Manufacturing Systems

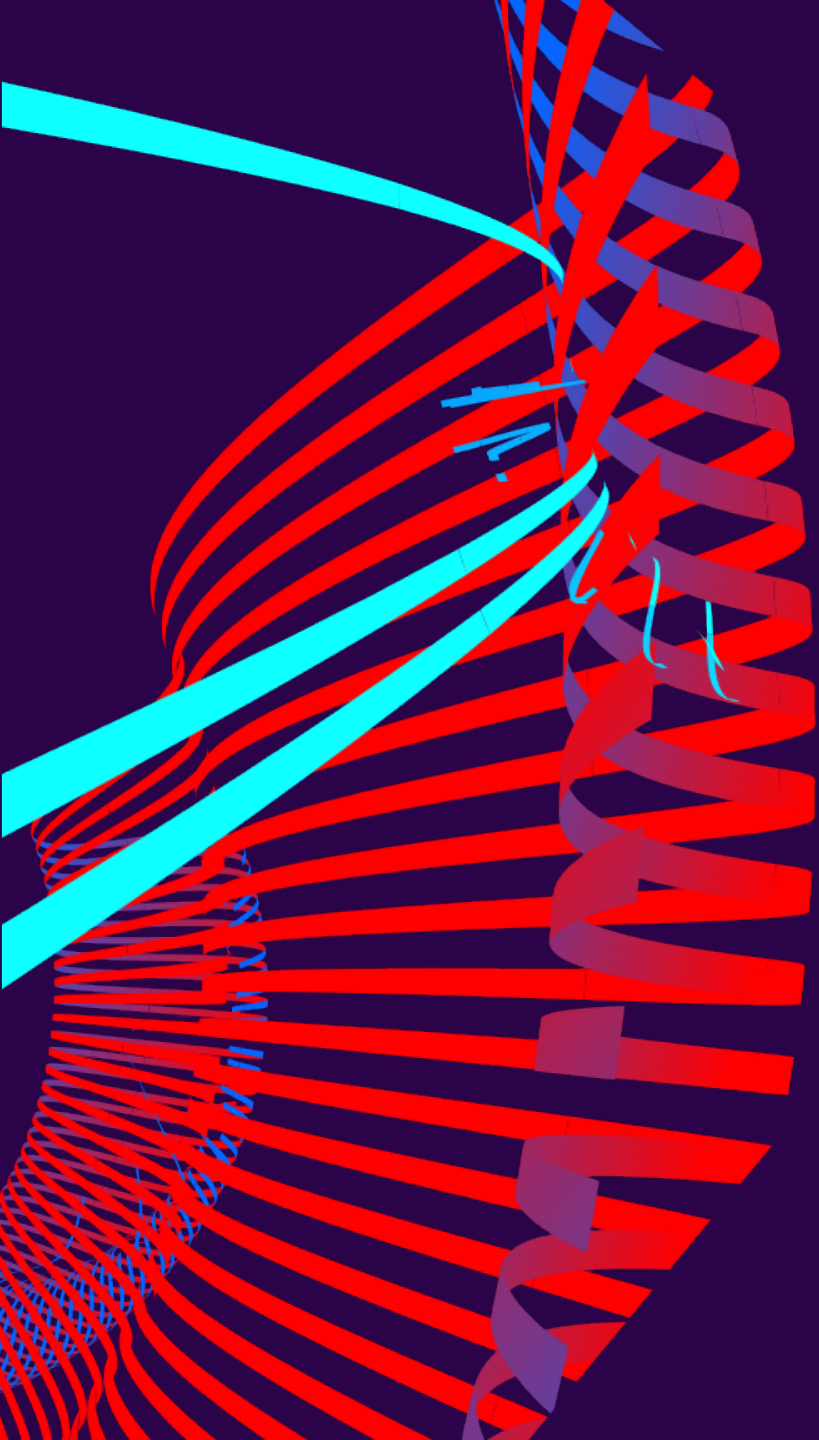
Distance courses are delineated by the section number beginning with the letter D, such as INSY 6600-D01.

All academic credit earned from the certificate may be applied toward a graduate degree. Once you complete this certificate, you are only 6 courses away from obtaining a Master of Science in Engineering Management (any option) or 6 courses plus a one-hour graduate seminar course from completing a Master of Industrial and Systems Engineering.

To see a listing of all INSY courses, go here: <http://bulletin.auburn.edu/coursesofinstruction/>

All of our required courses are offered at least once per year; most elective courses are offered less frequently. Generally around five elective courses or more are offered each semester, including Summer.

The courses in our program can be taken in any order and prerequisites are generally not enforced at the Graduate level (INSY 6500 as a prerequisite is an exception). Taking three courses (9 hours) is considered full-time for a Graduate student. Most online students take 1-2 courses per semester.



APPLICATION PROCESS

A TWO-PART PROCESS

①

Honda Application

- Meets all eligibility criteria
- Completes Management Approval Form
- Submit online application with management approval forms

②

Auburn Application

- Successful completion of an undergraduate degree (Bachelors)
- Undergraduate GPA of a 2.75 (some flexibility)
- Proof of Degree (unofficial transcript allowed for decision)

①

Honda Application

- Meets all eligibility criteria
- Completes Management Approval Form with your Department Lead Approval.
- Submit online application with management approval form signed
- All associates will need to complete their Honda Application by May 31, 2023 to be considered for acceptance.

HOW TO ACCESS THE ONLINE APPLICATION

- [Visit HondaAlabama.com](https://www.hondaalabama.com)
- [Manager Approval Form](#)
- [Honda Application](#)

AUBURN ADMISSIONS PROCESS

- Selected names / contact information will be submitted to Auburn via the Program Coordinator.
- The Associate receives communication that they have been approved for the program via the Honda Program Coordinator.
- The Associate starts the application process with a provided link and works directly with Auburn Office of Online and Continuing Education.
- All associates will need to complete their Auburn Application by July 1, 2023 to be considered for acceptance.

2

- **Auburn Application**
- Successful completion of an undergraduate degree (Bachelors)
- Undergraduate GPA of a 2.75 (some flexibility) 23
- Proof of Degree (unofficial transcript allowed for decision)

HOW TO APPLY

1 – Obtain the Forms



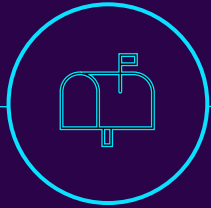
Download the management approval form from the Honda Alabama web page

2 – Complete the Forms



Obtain management approval

3 – Submit Online Application by 5/31



Submit online application to include job info and education history. Upload completed manager approval form with signatures

4 – Honda Approval



Applicants will be notified of their status no later than June 5th, 2023

5 – Auburn Application Process Begins



Begin Auburn Application process. Students must finish Auburn Application by July 1st for the Fall '23 semester

EDUCATION REIMBURSEMENT PROGRAM

Details on the Education Reimbursement Program are found on Honda Web or by contacting Admin at educational_reimbursement@na.honda.com

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Educational Reimbursement Program Policy Quick Reference Guide

The Educational Reimbursement Program is an opportunity for full-time, eligible associates to receive reimbursement from Honda to cover the cost of their individual pursuit of a degree or certification. This program is intended to encourage associates who wish to improve current job performance, broaden their potential within Honda, and gain business-related skills to meet Company needs.

- Education Reimbursement is an Associates benefit.
- It is the Associates responsibility to understand and follow the program requirements to receive reimbursement.

To be eligible for Education Reimbursement:

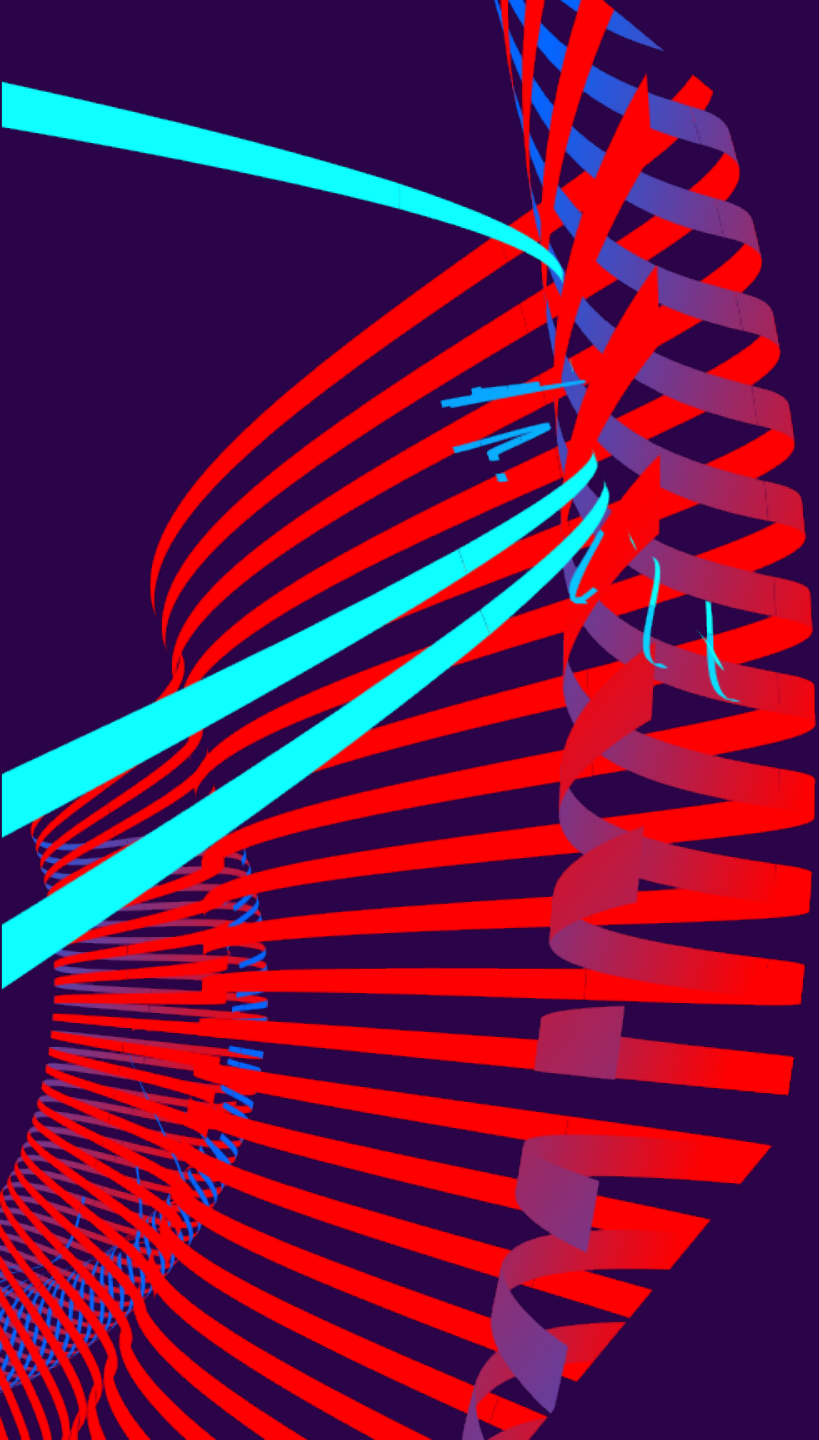
1. You must be an **associate for 90 days**.
2. All **coursework must be related to current or potential future jobs**.
3. All **coursework must be from an approved accredited institution**. To check accreditation status – review the Department of Education website: <https://www.ed.gov/accreditation>
4. All **coursework must be taken on your own time** outside of the associate's normal working hours (time for which you are not paid by the company).
5. Coursework **cannot be required by the company**.
6. A **completed Educational Reimbursement Pre-Approval Form** must be submitted to the Educational Reimbursement Admin **at least ten (10) days before the class start date for approval**.
Note: A copy of the course description may be requested.
7. **Courses must be completed with a grade of C or better, or Pass** for non-letter grade courses.
8. A completed **Educational Reimbursement Request Form, proof of payment and proof of successful course completion must be submitted** to the Educational Reimbursement Admin, **within 60 days after completing the course**.
9. Reimbursement is limited to no more than 100% of the cost of tuition, required fees, and books.
10. Educational Reimbursement runs on a **calendar year** (January-December). Annual allotment is based on courses taken within the calendar year (course end dates), not when reimbursement is submitted/distributed.

Reimbursement is paid through your paycheck approximately 2 to 4 weeks after Admin approval.

Should your employment end for any reason within three (3) years after receiving educational reimbursement, you may be required to repay the costs for tuition and other fees, according to the schedule listed below:

- Separation within one year: 100%
- Separation from one to two years: 67%
- Separation from two to three years: 33%

For more information, contact the Educational Reimbursement Admin at educational_reimbursement@na.honda.com.



TIMELINE

2023 – 2024 PROGRAM TIMELINE

Activity	April	May	June	July	August
Launch Program <ul style="list-style-type: none"> Program launches May 1st Info Sessions 		Launch Program Info Sessions			
Application Period <ul style="list-style-type: none"> Applications due May 31st 		Application Period			
Review and Select <ul style="list-style-type: none"> Honda review period begins Participants and Applicants notify of status by June 5th 		Application Review Honda Selects			
Auburn Application & Enrollment <ul style="list-style-type: none"> Honda selected Names are submitted to Auburn Participants complete the Auburn Application. Auburn Coordinators will assist with the enrollment process 			Auburn Application Auburn Enrollment		
Education Reimbursement <ul style="list-style-type: none"> Associate submits for Education Reimbursement Pre-Approval 				Reimbursement Pre-Approval	
Fall Program Kick-Off <ul style="list-style-type: none"> Kick-Off meeting with Participants Participants begin Fall classes 					Fall Cohort Begins

KEY POINTS

Education Reimbursement Benefit

- Associates will receive 10% discount on Tuition.
- The Education Reimbursement Program allows associates to get reimbursed for tuition up to \$7000 / calendar year, which covers the cost of 6 credit hours in the fall semester and 6 credit hours in the spring semester.
- The Credit Union is offering a loan available for Associates in the program.

Transferable Credits

- The Graduate Certificate is issued by Auburn University – Samuel Ginn College of Engineering.
- The credit hours are eligible credit if looking for further education.

Honda Cohort

- Includes Honda Associates but your classes can include students from other companies.
- Honda and Auburn will have two On-campus Activities per semester to enhance the cohort experience.

An abstract graphic on the left side of the slide. It features a dark blue background with a series of red ribbons that curve and flow from the bottom left towards the top right. Overlaid on these are several bright cyan ribbons that also curve and flow in a similar direction, creating a sense of movement and energy.

WHO SHOULD APPLY?

We are looking for a cohort of energized and committed associates who want to help propel the future of Honda business by:

- Driving toward the 2030 vision
- Contributing at a higher, strategic level
- Leading in a way that creates other leaders



IMPORTANT LINKS & EMAIL ADDRESSES

① Program Information

- [Honda Alabama Site](#)

② Auburn Graduate Certificates from the Department of Industrial & Systems Engineering

- [Graduate Certificates \(auburn.edu\)](#)

③ Honda Application Forms and email address for questions

- [Honda Application](#)
- Email questions to AAP_AUGC@na.honda.com

④ Honda Education Reimbursement Program Information

- [Educational Reimbursement Program \(hondaweb.com\)](#)



Q & A TIME!

HONDA



THANK YOU

Program Coordinator contact information

Taneka Lovetto

AAP_AUGC@na.honda.com

(205) 505-1819