GM-ASEP Sponsor Approval Form

Student/Applicant name (please print) ____________________________________________

Student ID number (if assigned) ________________________________________________

Sponsor Interview: Discuss the Following with the Applicants

Education and experience
Every applicant will have a unique background. Prior training or experience is not essential for success in an automotive technology program but may be valuable in certain circumstances.

Scholastic aptitude
Review the applicant's potential to complete the academic work required for graduation. This can be determined by interview, testing and consultation with the college and high school.

Commitment
The student must make an honest commitment to complete all required courses.

Employability
The applicant should be viewed as seeking permanent employment. Is this person someone you could employ full-time once the required skills are learned?

Career interest
The applicant should express a strong desire to be a professional automotive technician. Are his/her goals consistent with the sponsor's needs for the next few years?

Valid driver’s license
Validate driving record to verify applicant will meet your insurance requirements.

Sponsor approval
I am interested in becoming a sponsoring dealership in the GM-ASEP program offered at WCTC and understand the “Responsibilities for Participants” as outlined on the reverse side of this application. I agree to provide sponsorship to the student named above should he/she be accepted into the GM-ASEP program.

Authorized representative signature ____________________________________________
Title ____________________________ Date __________

Street address ____________________________ City __________ State __________ Zip __________

Automotive service facility ____________________________ Telephone __________ Email __________

Please mail or fax the completed form to: Admissions
Waukesha County Technical College
800 Main Street, Pewaukee WI 53072
262.691.5123 (fax)

For program information call: School of Applied Technologies, Transportation
262.691.5439

This agreement is not a contract nor is it legally binding.
GM-ASEP Sponsor Approval Form (continued)

The purpose of the Automotive Co-op program is to assist students in acquiring job-related competencies not available in the school environment.

Expected Responsibilities on the Part of All Participants

Waukesha County Technical College
1. Provide a program instructor/coordinator to oversee and coordinate the co-op experience.
2. Assist both students and sponsors with the recruitment and the selection process.
3. Furnish program information as requested.
4. Maintain a current curriculum.
5. Provide academic advisement and personal counseling as needed.
6. Keep sponsors informed regarding students' academic progress and/or potential problems.
7. Work with sponsoring employer contact person to assure student attainment of work experience competencies.

WCTC Student
1. Possess and maintain a valid driver’s license.
2. Obtain and maintain an employer sponsor for worksite co-op experience.
3. Consistently provide sponsoring employer with responsible and productive work.
4. Maintain program academic and attendance standards.
5. Be responsible for program costs (tuition, fees, textbooks, safety equipment/clothing, housing, etc.).
6. Provide and maintain a tool set at the co-op worksite.
7. Notify employer of academic progress and/or potential problems that may affect continued employment or job performance.
   (Students need to fill out the Authorization to Release Educational Record Information form so the instructors and employer can talk about grades and attendance in school and work.)
8. Provide and maintain (at no cost to WCTC or co-op employer) proof of comprehensive health and/or accident insurance. Students without proof of insurance will automatically be enrolled and billed in student accident insurance through WCTC prior to the beginning of the co-op class.

Co-op Worksite Employer (Sponsor)
1. Interview and select prospective co-op student employee.
2. Appoint a worksite employee to supervise/mentor the student’s co-op work experience and maintain communication with WCTC instructor/coordinator.
3. Provide 160 to 320 hours of worksite co-op experience per semester in accordance with the program schedule for the duration of the two-year program.**
5. Provide mutually agreed upon pay and benefits during the student's scheduled worksite co-op experience.
6. Provide consideration consistent with other employees (such as uniforms, tools, merit raises, tuition assistance, etc.).
7. Attend program advisory committee meetings when possible.

** For program schedule, go to www.wctc.edu/skilledtrades.