

WAUKESHA COUNTY TECHNICAL COLLEGE

School of Applied Technologies,
Transportation
800 Main Street, Room G-120
Pewaukee, WI 53072
262.695.3401

GM-ASEP Sponsor Approval Form

The purpose of the GM automotive internship is to provide students with job related competencies. Students interested in the Automotive Technology GM-ASEP program (General Motors Automotive Service Educational Program) are required to secure a sponsoring Chevrolet, Buick, GMC or Cadillac dealership, or ACDELco service center.

Student/Applicant Name (please print)

Date

Student Signature

WCTC Student ID number

Expected Responsibilities

Waukesha County Technical College:

1. GM instructor will visit the student and sponsoring employer during the internship experience to review academic progress.
2. Schedule courses in an 8-week format over a 16 week semester as required by General Motors.

WCTC Student:

1. Continuously possess and maintain a valid driver's license for the duration of the GM internship experience.
2. Perform responsible and productive work while maintaining academic/industry standards.
3. Provide required automotive tools at the internship site.
4. Notify sponsor of academic progress and or potential challenges that could affect continued employment, job performance or graduation.
5. Complete and submit the Sponsor Approval Form and the FERPA Internship Release Form to the Associate Dean listed below by October 1st of your first semester in the GM-ASEP program.

Sponsoring Employer:

1. Provide a well-rounded paid 8-week internship (320 hours) experience that corresponds with GM curriculum.
2. Appoint a worksite mentor/coordinator to assign work, maintain communication and oversee the student's progress.
3. Complete a comprehensive student performance evaluation and notify WCTC instructors of any concerns.
4. Representative of sponsoring employer must attend WCTC program advisory committee meetings (2 times annually).

Sponsor Approval

I am interested in sponsoring a GM-ASEP student at WCTC and understand the mutual responsibilities. I agree to sponsor the student named above should the student be accepted into the GM-ASEP program.

Print Name

Signature

Title

Date

Street address

City

State

Zip

GM Dealership/ACDelco Service Center

Telephone

Email

Please scan and email the completed form to:

Mark Rzeznik, Associate Dean
MRzeznik@wctc.edu@wctc.edu

This agreement is not a contract nor is it legally binding.

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Family Education Rights to Privacy Act (FERPA) Internship Release Form

I, _____, hereby authorize Waukesha County Technical College's Automotive Technology Instructors and Associate Dean to release educational records and/or credentials that pertain to my education/certification to my sponsoring General Motors Dealership Service Manager/Shop Foreman or ACDelco Repair Shop Manager for the purpose of fulfilling GM-ASEP graduation requirements.

In particular, I consent to the release of the following type of information: course registration and enrollment, attendance, academic course history, program progress and professionalism.

I understand further that (1) I have the right not to consent to the release of my education records*; (2) This consent shall remain in effect while actively registered in the GM-ASEP Program at Waukesha Country Technical College or until revoked by me, in writing, and delivered to Waukesha Country Technical College, but that any such revocation shall not affect disclosures previously made by Waukesha County Technical College prior to the receipt of any such written revocation.

Student's signature

Date

This information is released subject to the confidentiality provisions of appropriate state and federal laws and regulations which prohibit any further disclosure of this information without the specific written consent to the person to whom it pertains, or as otherwise such regulations.

***Note: Students can not complete the GM-ASEP program if they choose to not release their educational records to General Motors or ACDelco.**

See www.ed.gov/policy/gen/guid/fpco/ferpa for more information about FERPA.