

# WAUKESHA COUNTY TECHNICAL COLLEGE

School of Applied Technologies,  
Transportation  
800 Main Street, room I-203  
Pewaukee, WI 53072  
262.691.5439

## 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.

#### 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 e-mail or fax the completed form to:

Attn: Mark Montgomery, Associate Dean  
Waukesha County Technical College  
800 Main Street, Pewaukee, WI 53072  
Fax: 262.691.5483 Email: mmontgomery@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 AC Delco 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 AC Delco.**

See [www.ed.gov/policy/gen/guid/fpco/ferpa](http://www.ed.gov/policy/gen/guid/fpco/ferpa) for more information about FERPA.