



DCTC Automotive Program Internship Form

All students wishing to enroll in the DCTC Automotive Technology Program must obtain an internship at a sponsoring repair facility. This form gives an overview of the expectations and requirements of the sponsor and student/employee. Once an internship is agreed, this form must be submitted to the DCTC Automotive Technology faculty. Pending final approval from faculty the student will be allowed to register for classes.

Sponsoring Employer:

1. Express interest in hiring the student as an entry level employee and being an internship sponsor.
2. Agree to pay the student a fair and competitive wage during periods of coordinated work experience.
3. Provide work uniform for student.
4. Agree to provide “coordinated work experience” based on the student's current semester learning at DCTC. The internship length will be 120 hrs. each semester that the student is enrolled in their Automotive Technology classes.
5. Assign a journeyman technician to train the student during periods of coordinated work experience. Beginning Fall 2024, students will navigate through the program in the following order:
 - 1) Chassis and HVAC Systems – Steering, Suspension, Brakes, and HVAC content
 - 2) Powertrain Systems – Engine, Transmission, and Driveline content
 - 3) Electrical Systems – Electrical, Electronics, Networking content
 - 4) Engine Performance/ EV – Fuel, Ignition, Computer Controls, Hybrid/EV content
6. Provide a working environment/incentive that will encourage the student to remain at the participating sponsor after graduation.
7. Any change in student status should be brought to the attention of the DCTC Automotive Technology Program faculty.

Student Responsibilities:

1. Obtain an Automotive Program employer sponsor.
2. Provide sponsoring employer with responsible and productive employment.
3. Maintain academic (minimum 2.0 GPA) and attendance standards.
4. Wear work uniforms during school and employer work experience periods.
5. Students must submit a weekly work record to the DCTC Automotive Technology Program faculty.
6. Participate in all learning activities at scheduled times.
7. Maintain a valid driver's license.
8. Responsible for all program costs.

Sponsor/Student Approval Form:

Applicant Name _____ Star ID: _____

Sponsor Interview: Please follow your normal employment interview process. Also discuss the following subjects with the applicants during the interview. Satisfy yourself that the applicant meets your employment standards.

1. **Education & Experience:** Every applicant will have a unique background. Prior training or experience is not essential for success in the Automotive Technology Program but may be valuable in certain instances.
2. **Scholastic Aptitude:** Review the applicant's potential to complete the academic work required for graduation.
3. **Commitment:** The Automotive Technology Program is approximately 2 years in length. The applicant must make an honest commitment to complete all required courses, as well as perform to the best of their ability while at your workplace.
4. **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?
5. **Career Interest/Goals:** The applicant should express a strong desire to be a professional automobile technician. Are the applicant's goals consistent with the workplace's needs for the future?

Sponsor Approval: I recommend this applicant for the DCTC Automotive Technology Program. I agree to provide a "coordinated work experience" in accordance with each work experience task list for this applicant.

Sponsor Contact (please print) _____

Sponsoring Shop Name _____

Business Address _____

Email Address _____

Telephone _____ Date _____

Please email this form to admissions@dctc.edu

or

Drop off in person at DCTC

DAKOTA COUNTY TECHNICAL COLLEGE

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