



## **EXPECTED RESPONSIBILITIES FOR PARTICIPANTS**

### **SPONSOR/STUDENT APPROVAL FORM**

#### **SPONSORING EMPLOYER**

1. Express interest in being a participating sponsor.
2. Assign an in-house ASEP Coordinator to select prospective students and monitor the student's training at the dealer/AC Delco sponsor.
3. Assign a journeyman technician to train the student during periods of coordinated work experience.
4. Agree to pay the student a fair and competitive wage during periods of coordinated work experience.
5. Provide work uniform for student (both while at school and at the workplace).
6. Agree to provide "coordinated work experience" based on the students previous learning at DCTC.
7. Provide a working environment/incentive that will encourage the student to remain at the participating sponsor after graduation.
8. Any change in student status should be brought to the attention of the ASEP staff.

#### **STUDENT RESPONSIBILITIES**

1. Obtain a GM dealer/AC Delco 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/employer work experience periods.
5. Return Student's Sponsor Weekly Work Record every week to the ASEP staff at DCTC.
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 \_\_\_\_\_

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 ASEP 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:** ASEP 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 workplaces needs for the future?

---

DEALER APPROVAL: I recommend this applicant for the General Motors Automotive Service Educational Program. I agree to provide a "coordinated work experience" in accordance to each work experience task list for this applicant.

\_\_\_\_\_  
ASEP Contact

\_\_\_\_\_  
ASEP Contact (print please)

\_\_\_\_\_  
Dealership/ A/C Delco IRF

\_\_\_\_\_  
Org. Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Fax Number

**Please email completed form to:**

[rick.motz@dctc.edu](mailto:rick.motz@dctc.edu)

[joshua.polson@dctc.edu](mailto:joshua.polson@dctc.edu)

[admissions@dctc.edu](mailto:admissions@dctc.edu)