



## **Automotive Technology Co Op Agreement**

This agreement among the Student, Shop or Dealer and the College provides guidelines for this educational experience. The following guidelines are agreed upon by each of the parties.

- This agreement is for the 200 hours of Co Op once a student enrolls in AUTO190N
- Students must have successfully completed the first two semesters of classes to be eligible for the Co-Op.
- The student enrolled in the CoOp will be exposed to at least the ASE tasks listed on the "NCC Automotive Co-Op Task Sheet"
- Student will be paid a minimum of fourteen dollars per hour.
- Students will be supervised and evaluated by a mentor, lead technician, shop foreman or service manager.
- The Program Coordinator will make regular contact and visits to the Co-Op sites.
- The Internship Agreement may be terminated by the student, College or Automotive Shop or Dealer for cause.

Student	Date	Shop / Dealer	Date
College	Date		



## **Automotive Technology Co Op Overview**

The Co-Op Course supplements the Automotive Technology Program by requiring the students to complete 200-mentored hours working in an Automotive or Powersports shop or dealerships in the service department. The students become eligible for a CoOp after successfully completing their first year of our Automotive Technology Program with a 2.0 or better GPA. The time required will be met over the summer between their first and second year.

The work experience for a student at the shop should be divided put over the eight ASE skills with the focus on the tasks listed in the Automotive Co-Op Task Sheet. Under the supervision of a service manager and an experienced technician, a student will be evaluated as; Understanding task but needing supervision, performs task with minimal supervision, or performs task without supervision. While there will be some areas a student has had previous instruction, there will also be areas where the internship will be their introduction to a subject. It is not the dealerships responsibility to bring a student to a specific level competency, but merely to offer the opportunity for development in the skill area under the professional working conditions and document accordingly. A representative from the college will visit the CoOp site regularly to monitor the student's progress.

Students at Shops are subject to the same standards of punctuality and work ethic of other employees. The college incorporates into all of the Automotive Technology course the standards expected of successful auto technicians. The Shop may terminate an CoOp student if they determine the students conduct unsatisfactory.