

TOYOTA TECHNICAL EDUCATION NETWORK AT SKYLINE COLLEGE

STUDENT-DEALERSHIP INTERNSHIP OBJECTIVE AGREEMENT

The Student/Dealership Internship Objective Agreement will be used to outline learning objectives agreed upon by the student, service manager, and T-TEN program advisor. It should be completed within the first three weeks of a student's internship and should specify the responsibilities of the dealer and the student for the work to be accomplished during the internship period. At the conclusion of the internship period, the student will be evaluated by the dealership to determine if the objectives were met. Students who have set clear and obtainable goals become high-profit, long-term employees for the dealership.

MONTHLY STUDENT-TECHNICIAN TIME SHEET

A Monthly Student Technician Time Sheet report will be submitted by the student to the program advisor no later than the 10th of the following month. Student technicians need a minimum of 640 hours of dealership work experience in order to graduate from the program. No credit for cooperative education work experience will be given without signed verification of hours worked from the dealership.

SKYLINE COLLEGE - COOPERATIVE EDUCATION
STUDENT / DEALERSHIP OBJECTIVE AGREEMENT

STUDENT:	_____	SS#:	_____
DEALERSHIP:	_____	D CODE:	_____
SERVICE MANAGER:	_____	PERIOD:	_____
PROGRAM NAME:	T-TEN	SEC:	AUTO 670 Work Exp

LEARNING OBJECTIVE #1

RATING

WHAT? _____

HOW? _____

EVALUATED HOW? _____

LEARNING OBJECTIVE #2

WHAT? _____

HOW? _____

EVALUATED HOW? _____

LEARNING OBJECTIVE #3

WHAT? _____

HOW? _____

EVALUATED HOW? _____

RATED BY: _____ DATE: _____

***** Rating: 1 = Accomplished Objective 2 = Made progress toward objective 3 = No significant progress toward objective *****

STUDENT'S SIGNATURE:	_____	DATE:	_____
SERVICE MANAGER'S:	_____	DATE:	_____
ADVISOR'S SIGNATURE:	_____	DATE:	_____

1

To learn shop policies and procedures, proper repair order documentation, service manual usage, and Flag-Time.

By performing services on no less than (100) one hundred vehicles.

Measurement will be done by review of the interns repair orders by the Service Advisors and/or the Service Manager.

2

To learn engine oil changes and lubrication services and perform them within industry standards.

By performing no less than 25 oil/lube services within industry standards.

Measurement will be done by having zero service complaints and perform services within industry time standards (Flat-rate).

3

To learn Pre-Delivery Service techniques (PDI) and perform them within a reasonable amount of time as compared to industry standards.

By performing no less than 25 PDI's within industry standards.

Measurement will be done by having zero service complaints and perform services within industry time standards (Flat-rate).

4

To learn 7.5 K service techniques and perform them within a reasonable amount of time as compared to industry standards.

By performing no less than (15) fifteen 7.5K services within industry standards (Flat-rate).

Measurement will be done by having zero service complaints and perform services within industry time standards (Flat-rate).

5

To learn 15K service techniques and perform them within a reasonable amount of time as compared to industry standards.

By performing no less than (15) fifteen 15K services within industry standards (Flat-rate).

Measurement will be done by having zero service complaints and perform services within industry time standards (Flat-rate).

6

To learn 30K service techniques and perform them within a reasonable amount of time as compared to industry standards.

By performing no less than (10) ten 30K major services within industry standards (Flat-rate).

Measurement will be done by having zero service complaints and perform services within industry time standards (Flat-rate).

7

To learn 60K service techniques and perform them within a reasonable amount of time as compared to industry standards.

By performing no less than (10) ten 60K major services within industry standards (Flat-rate).

Measurement will be done by having zero service complaints and perform services within industry time standards (Flat-rate).

8

To learn tire and wheel mounting and balancing techniques and perform them within a reasonable amount of time as compared to industry standards.

By performing no less than (15) fifteen tire mounting and balancing services within industry standards (Flat-rate).

Measurement will be done by having zero service complaints and perform services within industry time standards (Flat-rate).

9

To learn to perform four wheel alignment techniques and perform them within a reasonable amount of time as compared to industry standards.

By performing no less than (10) ten wheel alignment services within industry standards (Flat-rate).

Measurement will be done by having zero service complaints and perform services within industry time standards (Flat-rate).

10

To learn front brake service techniques and perform these services within a reasonable amount of time as compared to industry standards.

By performing no less than (15) fifteen complete front brake services within industry standards (Flat-rate).

Measurement will be done by having zero service complaints and perform services within industry time standards (Flat-rate).

11

To learn rear wheel brake service techniques and perform these services within a reasonable amount of time as compared to industry standards.

By performing no less than (15) fifteen complete rear brake services within industry standards (Flat-rate).

Measurement will be done by having zero service complaints and perform services within industry time standards (Flat-rate).

12

To learn cooling system service or maintenance techniques and perform these services within a reasonable amount of time as compared to industry standards.

By performing no less than (15) fifteen cooling system services within industry standards (Flat-rate).

Measurement will be done by having zero service complaints and perform services within industry time standards (Flat-rate).

13

To learn bearing repack techniques and perform these services within a reasonable amount of time as compared to industry standards.
By performing no less than (10) ten bearing repack services within industry standards (Flat-rate).
Measurement will be done by having zero service complaints and perform services within industry time standards (Flat-rate).

14

To learn clutch service techniques and perform these services within a reasonable amount of time as compared to industry standards.
By performing no less than (5) five complete clutch services within industry standards (Flat-rate).
Measurement will be done by having zero service complaints and perform services within industry time standards (Flat-rate).

15

To learn engine timing belt replacement techniques and perform them within a reasonable amount of time as compared to industry standards.
By performing no less than (5) five engine timing belt replacement services within industry standards (Flat-rate).
Measurement will be done by having zero service complaints and perform services within industry time standards (Flat-rate).

16

To learn electrical diagnosis techniques and perform these techniques within a reasonable amount of time as compared to industry standards.
By performing no less than (20) twenty accurate electrical diagnosis on customer vehicles.
Measurement will be done by having zero service complaints and perform these diagnosis accurately within industry time standards.

17

To learn to install air conditioning systems and perform these installations within a reasonable amount of time as compared to industry standards.
By performing no less than (5) five air conditioning system installations on customer vehicles.
Measurement will be done by having zero service complaints and performing services within industry time standards (Flat-rate).

18

To learn to Toyota factory alarm systems and perform these installations within a reasonable amount of time as compared to industry standards.
By performing no less than (5) five alarm system installations on customer vehicles.
Measurement is done by having zero service complaints and performing these installations correctly within industry time standards (Flat rate).

19

To learn proper techniques in performing R/O menu items correctly and with customer satisfaction in mind
By performing all services on R/O menus correctly and within a reasonable amount on time on no less than (100) one hundred vehicles.
Measurement will be done by a review of the interns repair orders vs. the actual vehicle repairs.

20

To learn engine head gasket replacement techniques and perform them within a reasonable amount of time as compared to industry standards.
By performing no less than (5) five engine head gasket replacement services within industry standards (Flat-rate).
Measurement will be done by having zero service complaints and perform services within industry time standards (Flat-rate).

21

To learn valve adjustment techniques and perform them within a reasonable amount of time as compared to industry standards.
By performing no less than (15) fifteen valve adjustments within industry standards (Flat-rate).
Measurement will be done by having zero service complaints and perform services within industry time standards (Flat-rate).

22

To learn Maintenance schedule / service intervals for 1995 the product line.
By identifying Maintenance Services intervals no less than 35 vehicles correctly
Measurement is done by having zero service complaints and items reviewed by service advisor / master technician.

23

To learn engine repair techniques and perform them within a reasonable amount of time as compared to industry standards.
By performing no less than (5) five engine repair services within industry standards (Flat-rate).
Measurement will be done by having zero service complaints and perform services within industry time standards (Flat-rate).

24

To learn air conditioning recharging service techniques and perform these services within a reasonable amount of time as compared to industry standards.
By performing no less than (15) fifteen air conditioning recharging service within industry standards (Flat-rate).
Measurement will be done by having zero service complaints and perform services within industry time standards (Flat-rate).

SKYLINE COLLEGE - COOPERATIVE EDUCATION
MONTHLY STUDENT-TECHNICIAN TIME SHEET

STUDENT: _____
 DEALERSHIP: _____
 SERVICE MANAGER: _____
 PROGRAM NAME: **T-TEN** _____

SS #: _____
 MONTH: _____
 SEM & YEAR: _____
 SEC: **Auto 670** Work Experience

WEEK #1		
DAY	DATE	HOURS
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		
Total Weekly Hours:		

WEEK #2		
DAY	DATE	HOURS
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		
Total Weekly Hours:		

WEEK #3		
DAY	DATE	HOURS
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		
Total Weekly Hours:		

WEEK #4		
DAY	DATE	HOURS
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		
Total Weekly Hours:		

WEEK #5		
DAY	DATE	HOURS
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		
Total Weekly Hours:		

MONTHLY TOTAL	
Enter weekly totals to find total hours worked for this month.	
Week #1	
Week #2	
Week #3	
Week #4	
Week #5	
TOTAL FOR THE MONTH:	

Signatures below certify the above to be true and correct. Completion and accuracy of this report is the responsibility of the student. Return this report to your program advisor no later than the 10th of the following month. Student technicians need a minimum of 640 hours of dealership work experience in order to graduate the program. No credit for cooperative education work experience will not be given without signed verification of hours worked.

STUDENT TECHNICIAN: _____
 SERVICE MANAGER: _____

DATE: _____
 DATE: _____

SKYLINE COLLEGE - COOPERATIVE EDUCATION
MONTHLY STUDENT-TECHNICIAN TIME SHEET

STUDENT: _____
 DEALERSHIP: _____
 SERVICE MANAGER: _____
 PROGRAM NAME: **T-TEN** _____

SS #: _____
 MONTH: _____
 SEM & YEAR: _____
 SEC: **Auto 670** Work Experience

WEEK #1		
DAY	DATE	HOURS
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		
Total Weekly Hours:		

WEEK #2		
DAY	DATE	HOURS
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		
Total Weekly Hours:		

WEEK #3		
DAY	DATE	HOURS
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		
Total Weekly Hours:		

WEEK #4		
DAY	DATE	HOURS
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		
Total Weekly Hours:		

WEEK #5		
DAY	DATE	HOURS
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		
Total Weekly Hours:		

MONTHLY TOTAL	
Enter weekly totals to find total hours worked for this month.	
Week #1	
Week #2	
Week #3	
Week #4	
Week #5	
TOTAL FOR THE MONTH:	

Signatures below certify the above to be true and correct. Completion and accuracy of this report is the responsibility of the student. Return this report to your program advisor no later than the 10th of the following month. Student technicians need a minimum of 640 hours of dealership work experience in order to graduate the program. No credit for cooperative education work experience will not be given without signed verification of hours worked.

STUDENT TECHNICIAN: _____
 SERVICE MANAGER: _____

DATE: _____
 DATE: _____

SKYLINE COLLEGE - COOPERATIVE EDUCATION
MONTHLY STUDENT-TECHNICIAN TIME SHEET

STUDENT: _____
 DEALERSHIP: _____
 SERVICE MANAGER: _____
 PROGRAM NAME: **T-TEN** _____

SS #: _____
 MONTH: _____
 SEM & YEAR: _____
 SEC: **Auto 670** Work Experience

WEEK #1		
DAY	DATE	HOURS
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		
Total Weekly Hours:		

WEEK #2		
DAY	DATE	HOURS
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		
Total Weekly Hours:		

WEEK #3		
DAY	DATE	HOURS
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		
Total Weekly Hours:		

WEEK #4		
DAY	DATE	HOURS
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		
Total Weekly Hours:		

WEEK #5		
DAY	DATE	HOURS
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		
Total Weekly Hours:		

MONTHLY TOTAL	
Enter weekly totals to find total hours worked for this month.	
Week #1	
Week #2	
Week #3	
Week #4	
Week #5	
TOTAL FOR THE MONTH:	

Signatures below certify the above to be true and correct. Completion and accuracy of this report is the responsibility of the student. Return this report to your program advisor no later than the 10th of the following month. Student technicians need a minimum of 640 hours of dealership work experience in order to graduate the program. No credit for cooperative education work experience will not be given without signed verification of hours worked.

STUDENT TECHNICIAN: _____
 SERVICE MANAGER: _____

DATE: _____
 DATE: _____

SKYLINE COLLEGE - COOPERATIVE EDUCATION
MONTHLY STUDENT-TECHNICIAN TIME SHEET

STUDENT: _____
 DEALERSHIP: _____
 SERVICE MANAGER: _____
 PROGRAM NAME: **T-TEN** _____

SS #: _____
 MONTH: _____
 SEM & YEAR: _____
 SEC: **Auto 670** Work Experience

WEEK #1		
DAY	DATE	HOURS
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		
Total Weekly Hours:		

WEEK #2		
DAY	DATE	HOURS
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		
Total Weekly Hours:		

WEEK #3		
DAY	DATE	HOURS
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		
Total Weekly Hours:		

WEEK #4		
DAY	DATE	HOURS
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		
Total Weekly Hours:		

WEEK #5		
DAY	DATE	HOURS
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		
Total Weekly Hours:		

MONTHLY TOTAL	
Enter weekly totals to find total hours worked for this month.	
Week #1	
Week #2	
Week #3	
Week #4	
Week #5	
TOTAL FOR THE MONTH:	

Signatures below certify the above to be true and correct. Completion and accuracy of this report is the responsibility of the student. Return this report to your program advisor no later than the 10th of the following month. Student technicians need a minimum of 640 hours of dealership work experience in order to graduate the program. No credit for cooperative education work experience will not be given without signed verification of hours worked.

STUDENT TECHNICIAN: _____
 SERVICE MANAGER: _____

DATE: _____
 DATE: _____

SKYLINE COLLEGE - COOPERATIVE EDUCATION
MONTHLY STUDENT-TECHNICIAN TIME SHEET

STUDENT: _____
 DEALERSHIP: _____
 SERVICE MANAGER: _____
 PROGRAM NAME: **T-TEN** _____

SS #: _____
 MONTH: _____
 SEM & YEAR: _____
 SEC: **Auto 670** Work Experience

WEEK #1		
DAY	DATE	HOURS
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		
Total Weekly Hours:		

WEEK #2		
DAY	DATE	HOURS
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		
Total Weekly Hours:		

WEEK #3		
DAY	DATE	HOURS
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		
Total Weekly Hours:		

WEEK #4		
DAY	DATE	HOURS
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		
Total Weekly Hours:		

WEEK #5		
DAY	DATE	HOURS
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		
Total Weekly Hours:		

MONTHLY TOTAL	
Enter weekly totals to find total hours worked for this month.	
Week #1	
Week #2	
Week #3	
Week #4	
Week #5	
TOTAL FOR THE MONTH:	

Signatures below certify the above to be true and correct. Completion and accuracy of this report is the responsibility of the student. Return this report to your program advisor no later than the 10th of the following month. Student technicians need a minimum of 640 hours of dealership work experience in order to graduate the program. No credit for cooperative education work experience will not be given without signed verification of hours worked.

STUDENT TECHNICIAN: _____
 SERVICE MANAGER: _____

DATE: _____
 DATE: _____

SKYLINE COLLEGE - COOPERATIVE EDUCATION
MONTHLY STUDENT-TECHNICIAN TIME SHEET

STUDENT: _____
 DEALERSHIP: _____
 SERVICE MANAGER: _____
 PROGRAM NAME: **T-TEN** _____

SS #: _____
 MONTH: _____
 SEM & YEAR: _____
 SEC: **Auto 670** Work Experience

WEEK #1		
DAY	DATE	HOURS
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		
Total Weekly Hours:		

WEEK #2		
DAY	DATE	HOURS
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		
Total Weekly Hours:		

WEEK #3		
DAY	DATE	HOURS
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		
Total Weekly Hours:		

WEEK #4		
DAY	DATE	HOURS
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		
Total Weekly Hours:		

WEEK #5		
DAY	DATE	HOURS
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		
Total Weekly Hours:		

MONTHLY TOTAL	
Enter weekly totals to find total hours worked for this month.	
Week #1	
Week #2	
Week #3	
Week #4	
Week #5	
TOTAL FOR THE MONTH:	

Signatures below certify the above to be true and correct. Completion and accuracy of this report is the responsibility of the student. Return this report to your program advisor no later than the 10th of the following month. Student technicians need a minimum of 640 hours of dealership work experience in order to graduate the program. No credit for cooperative education work experience will not be given without signed verification of hours worked.

STUDENT TECHNICIAN: _____
 SERVICE MANAGER: _____

DATE: _____
 DATE: _____