

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: _____

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.