

# Workbased Learning Guidelines

- **The in-class session(s) are MANDATORY. Failure to attend may result in a FAILING grade unless other arrangements are made with the instructor.**
- Your official instructor of record and your BTC contact is Jeff.
- A copy of the “Diesel Medical Policy” must be on file if you are an up-paid volunteer.
- You are required to obtain and maintain your own employment.
- You will need a minimum of 300 hours in a shop.
- You **MUST** contact Jeff at least every 10 days **UNTIL** you have found employment. If you fail to do so, you will be dropped on the 11<sup>th</sup> day.
- You will be required to report your hours worked and the work you perform. If you fail to turn in your time sheets within the first 3 working days of the following month you will **NOT GET CREDIT** for that month.
  - Your time sheets can be dropped off at the office Mon-Thu before 8 PM; they may be faxed; they may be mailed; they may be e-mailed.
- If you leave your place of employment you must notify Jeff immediately.
- During your employment search you may find an employer who is not aware of how our program operates. **YOU** will need to explain the basic format to them. Give them a copy of the cover letter that is listed in the workbased forms of the website. Then you may refer them to Jeff for additional information.
- Financial Aid check release forms can be signed by Jeff, Dan Beeson or Paul Wallace. Check release forms are located on the website. If you need a form signed but cannot come to campus before 3pm, a signed form can be left at the cashier. You must notify Jeff 3 working days in advance.

## Contact:

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