



Potential Employer,

Please note that this student is currently a student enrolled in the diesel technology program at Bellingham Technical College. This student is taking part in the mandatory work based learning portion of our program. As part of the course, titled *Applied Diesel Concepts*, students are required to locate a repair or maintenance facility that will support them throughout this course.

The goal is for the student to have a **real world** experience including appropriate productivity expectations. A sponsoring shop will, in effect, be an extension of the classroom. We realize that taking on a student can be a major commitment. We are sure you will agree, however, that nothing could be more valuable to a student than a true hands-on experience during their learning.

The student is required to obtain and maintain employment in a sponsoring shop during the entire course. Students will be required to spend a minimum of 300 hours in a shop during the course, which is approximately 10 weeks long. The sponsoring shop must be an established business that is willing to invest in the future of the local industry. The shop must be willing to provide the student with learning opportunities whenever possible.

The student is required to turn in a time sheet at the end of each month. The person working closest with the student will have opportunities to provide an evaluation of the student near the end of the course. The instructor will also be in contact multiple times throughout the course checking on the progress of the student and addressing concerns of the shop or student.

The subject of liability and compensation are between the student and the employer. The primary compensation for the student during this period is the knowledge gained. Questions about liability or compensation can be directed to the instructor.

An agreement between the student, college and sponsoring shop must be completed prior to student employment. Hopefully you will consider engaging this student during his/her training period. Please contact me with any questions_or concerns and I look forward to meeting with you personally.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Curtis".

Jeff Curtis, Diesel Equipment Technology Instructor
(360) 738-3105 x404
jcurtis@btc.ctc.edu