

BELLINGHAM TECHNICAL COLLEGE -- MONTHLY WORK-BASED LEARNING TIME LOG

Student Name: _____

SID: _ _ _ - _ _ - _ _ _

Program: **Diesel Equipment Technology**

Class/Employer: _____

Month: _____ Year: _____

Date	Hours	Brief description of Work/Learning	Date	Hours	Brief description of Work/Learning
1			17		
2			18		
3			19		
4			20		
5			21		
6			22		
7			23		
8			24		
9			25		
10			26		
11			27		
12			28		
13			29		
14			30		
15			31		
16			XXX		TOTAL HOURS

Student Signature: _____

Instructor or Supervisor: _____

Your signature on the above line verifies that you have read and signed the reverse side of this document, AND the stated hours are correct and actual.

Student's work satisfactory: Yes _____ No _____

Falsifying this time log in any way may be grounds for immediate expulsion.

Diesel Equipment Technology Attendance Policy

- The Bellingham Technical College Student Code of Conduct states that less than 90% attendance is unsatisfactory.
- 90% attendance is required in all BTC Diesel courses.

Example: A typical 300-hour quarter requires a minimum of 270 hours attended.

- Class Starts at 8 AM. You are expected to be in your seats and ready to go at 8:10 AM. If you are not ready at 8:10 AM you may be marked ½ day (3 hours) absent.
- Financial Aid clock hours will be based on actual attendance time.
- YOU MAY NOT RECEIVE A SATISFACTORY GRADE for less than 90% attendance.
- By signing the attendance report on the front of this sheet you have indicated that:
 1. You understand the attendance policy for Diesel Equipment Technology. _____(initial)
 2. You understand that to miss more than 30 hours of class time this quarter may result in a failing grade. _____(initial)
 3. You understand that this sheet is due by the last day of class for each month, and further that failure to turn in this sheet may result in 0 (zero) attendance hours reported to financial aid for the month. _____(initial)

Signing once during the program term shall indicate understanding of this policy for the term of the program.