

Thank you for considering Des Moines Area Community College (DMACC) and the General Motors (GM) Automotive Service Educational Program (ASEP). This program is one of the finest automotive training programs in America.

ASEP, co-sponsored by DMACC and GM, is a two-year automotive program designed to upgrade the technical competence and professional level of entry level, GM dealership technicians. The curriculum, designed by GM and DMACC, leads to an Associate Degree in Automotive Technology.

DMACC's automotive program is a nationally-recognized, award-winning program with instructors who are highly qualified and GM trained. The DMACC automotive building is an up-to-date modern training facility.

We currently have over 70 late model vehicles (donated by GM) for use in technician training. These cars are equipped with the latest in automotive technology, including electronic controls, antilock brake systems, electronic transmissions, supplemental inflatable restraint systems, and on-board vehicle diagnostics.

I look forward to your participation in ASEP as you prepare for a rewarding career as a GM dealership technician. If you have any questions, please contact me at 515-964-6504 or [jlburns@dmacc.edu](mailto:jlburns@dmacc.edu).

Sincerely,

*Jerry Burns*

Jerry Burns  
ASEP Chairperson

## GM ASEP APPLICATION PROCEDURES AND CHECK LIST

These are the procedures an applicant must successfully complete to become accepted as an ASEP student. Check off each step when completed.

- \_\_\_\_\_ 1. Complete the DMACC Application for Admissions online at [www.dmacc.edu](http://www.dmacc.edu). Click on the Admissions tab, and then go to “Apply Online”.
- \_\_\_\_\_ 2. All prospective ASEP candidates are required to meet total minimum test scores before they can be accepted into the ASEP program. (See the enclosed Student Information and Assessment Results form.) Please call the Assessment Center at the Ankeny Campus at 515-964-6595 to schedule your testing appointment and let them know that you also need to complete the Mechanical Reasoning test.
- \_\_\_\_\_ 3. Once you have completed the pre-acceptance tests, please call 515-964-6504 to schedule a personal interview with the ASEP Program Chairperson or faculty member. At the interview, you will go over your tests scores, the program requirements, the Candidate Information Form, the internship forms, and your goals as an ASEP student at DMACC and in a GM dealership or Professional Service Center (PSC) shop.
- \_\_\_\_\_ 4. Schedule an appointment for an interview with a dealer or service manager in a participating GM dealership or PSC shop. Take the Candidate Employment Agreement Form to your interview. **It is the student’s responsibility to locate his/her own employer, and you must be employed by a GM dealership or PSC shop to be in the ASEP program.** Students experiencing difficulty in locating an employer should contact the ASEP Program Chairperson.
- \_\_\_\_\_ 5. After a dealer agrees to employ you, return the completed Employment Agreement Form to the ASEP Program Chairperson.
- \_\_\_\_\_ 6. Students will receive a letter of acceptance to the college after all pre-acceptance requirements are complete. You will then be notified as to the date of registration for classes.

**CALENDAR OF KEY DATES**  
**ASEP 36 | 2020 – 2022**

2020

Ongoing ASEP promotion  
 Ongoing ASEP pre-entry interviews and notification of test results  
 Ongoing student pre-program employment starts  
 06-13 (tentative) ASEP registration  
 10-12 ASEP class list confirmed and submitted to GM  
 10-21 ASEP 1<sup>st</sup> semester classes start, on campus  
 12-17 ASEP 1<sup>st</sup> semester classes end

2021

01-11 ASEP 2<sup>nd</sup> semester classes start  
 03-01 (tentative) Dealer orientation meeting at DMAACC  
 03-05 Midterm, 2<sup>nd</sup> semester classes end  
 03-08 Start Tech Internship I, at dealership  
 04-30 End Tech Internship I  
 05-03 Start Tech Internship II  
 06-30 End Tech Internship II  
 07-01 ASEP 3<sup>rd</sup> semester classes start  
 08-05 ASEP 3<sup>rd</sup> semester classes end  
 08-25 ASEP 4<sup>th</sup> semester classes start  
 10-20 Midterm, 4<sup>th</sup> semester classes end  
 10-21 Start Tech Internship III  
 12-17 End Tech Internship III

2022

01-10 Start Tech Internship IV  
 03-04 End Tech Internship IV  
 03-08 ASEP 5<sup>th</sup> semester classes start  
 05-05 ASEP 5<sup>th</sup> semester classes end  
 05-04 ASEP graduation

**NOTE: These dates are approximate dates only, and are subject to Board approval.**

## GENERAL MOTORS / DES MOINES AREA COMMUNITY COLLEGE AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM

The General Motors (GM) Automotive Service Educational Program (ASEP) is designed to educate and train individuals for careers as GM automotive service technicians. The curriculum leads to an Associate in Applied Science degree. The program involves attending classroom lectures and participating in laboratory activities using GM products at Des Moines Area Community College (DMACC). In addition, the student will be prepared to assume a position as an entry level service technician in a GM dealership or Professional Service Center (PSC) shop.

DMACC is located 7 miles north of Des Moines, 2 miles west of I-35 (Exit 90), and 1 mile south of Ankeny on US 6 (see map on page 30).

### Program Schedule

The program lasts five semesters. Half the time is spent attending classes at DMACC, the remaining time is spent as an intern in the employing GM dealership or PSC shop. Each specialized subject is taught in DMACC classrooms and laboratories for a specific number of weeks. This academic training is then followed by related, supervised work experience with dealership personnel. For example, your first group of classes will involve the last eight weeks of fall semester and the first eight weeks of the spring semester at DMACC followed by 16 weeks interning at your dealership. You will then return to DMACC for 12 weeks of training followed by another 18 weeks of internship. You then return to DMACC for a final eight weeks of training before graduation. A list of tasks, related closely to the course work completed at DMACC, is used at the GM dealership or PSC shop to identify needed work experience.

### Dealer/Employer

Since considerable time is spent at the dealership, it is a requirement of the program that each student be employed by a GM dealer or PSC shop. **It is the prospective student's responsibility to locate their own GM dealer/employer.** If necessary, students will receive assistance in locating a dealer or PSC shop. The GM dealership/PSC shop will provide training-related employment for the student during his/her work experience periods. Since students earn while they learn, a considerable portion of the cost involved in the program is offset by the income earned during the internships.

### Program Costs

All tuition, fees and textbook costs are the responsibility of the ASEP student. The two-year program costs are approximately \$12,000\* for tuition/fees and \$1,555\* for books. Non-resident tuition is approximately \$24,000\*.

In addition to the tuition, fees and textbook costs, students are also responsible for a prescribed basic hand tool set (see page 26). These tools will be needed by the first week of classes. The approximate initial cost of the tool set is \$3,500\*\* with an additional minimum cost of \$400 required to upgrade the set throughout the program. Students can select any brand of tools or use their own existing set if it meets ASEP requirements. DMACC staff members will assist students in obtaining an educational discount for most popular tool brands. The total cost of the two-year program, including tuition, fees, books and tools, is approximately \$17,455\*; for out-of-state residents, the cost is approximately \$29,455\*.

*\*Tuition rate is an estimate only, and is subject to Board approval.*

*\*\*Prices vary depending on brand and upgrade options, and does not include the cost of a tool box.*

### Program Benefits

Unlike conventional programs where the student goes to college and then secures a job, at DMACC, the ASEP student secures an employer before starting the program. This program requires some effort on the part of the student. However, the benefits are worth the effort.

ASEP students learn the skills necessary for entry into a highly skilled profession along with the opportunity to practice and develop these skills with a considerable amount of on-the-job training. ASEP helps to develop the diagnostic skills needed to work on today's automobile and start a career as a GM dealer service technician.

ASEP students build a GM training history as they attend classes at DMACC. Many of the Service Training Standards required of the GM dealers can be met by employing ASEP students and retaining them after graduation.

### Student Wages

One of the most frequently asked questions by dealers is what to pay their ASEP students.

Pay rates are negotiated between the students and their dealerships. As a guide, rates for students on internship have run between \$9.00 per hour up to \$15.00 per hour. In some cases, dealers are also helping the student with school expenses.

If you would like additional information on these topics, please feel free to contact us:

Jerry Burns  
ASEP Program Chairperson  
Phone: 515-964-6504  
Fax: 515-964-6859  
Email: [jlburns@dmacc.edu](mailto:jlburns@dmacc.edu)

## **EXPECTED RESPONSIBILITIES OF PARTICIPANTS**

### **DES MOINES AREA COMMUNITY COLLEGE**

- Appoint a person with administrative responsibility for all aspects of ASEP at the college (ASEP Program Chairperson).
- Assist dealers with student selection process and recruiting.
- Furnish program information on request.
- Provide on-campus instruction in accordance with the approved ASEP curriculum.
- Maintain student scholastic records.
- Provide academic advisement.
- Keep dealers and GM informed regarding students' academic progress and/or potential problems.
- Advise the Regional College Coordinator at end of each semester.
- Identify competencies to be gained during work experience at dealership.
- Work with dealership ASEP contact person to assure attainment of work experience competencies.
- Provide ASEP instructors with professional leave to attend GM classes to meet ASEP Instructor Standards.
- Furnish enrollment information on a bi-weekly basis, to the GM Training Center for four months prior to the start of each class.
- Devise and implement a promotional plan.

### **ASEP STUDENT**

- Obtain and maintain GM dealer or PSC shop employment.
- Provide employer (GM dealer or PSC shop) with responsible and productive employment.
- Maintain a 2.0 GPA.
- Adhere to attendance policy as established by DMACC Automotive Department.
- Participate in all learning activities at the scheduled times.
- Be responsible for program costs: tuition, fees, books, tools, safety glasses, and housing.
- Wear appropriate work uniforms during campus and dealership training.
- Participate in dealership service meetings during internships and any other training provided by the dealership.

### **GENERAL MOTORS DEALER or TOTAL SERVICE SUPPORT SHOP**

- Appoint a dealership contact person to guide students in their work experiences and maintain close communication with DMACC.
- Interview and select prospective student(s).
- Agree to provide "dealership coordinated work experience" in accordance with the program schedule for the duration of the curriculum.
- Agree to pay ASEP student(s) during periods of dealership-coordinated work experience based on the trainee's experience and ability.
- Agree to provide student with incentive pay raises each internship based on the trainee's ability and performance.
- Provide related work experience that supplements the trainee's most recent instruction (to the extent possible).
- Provide consideration consistent with other dealership employees, such as uniforms, etc.
- Attend ASEP Advisory Committee meetings.

**GENERAL MOTORS CORPORATION**

- Provide GM training to involved college instructors.
- Furnish college with GM vehicles, special tools, and components to be used in ASEP instruction.
- Provide college with essential training materials, including GM Training Center service manuals and specialized class materials.
- Monitor and participate in student selection procedures.
- Monitor all phases of the program to assure success.
- Participate in the ASEP promotional plan.
- Identify dealers interested in employing an ASEP student so that those dealership names can be made available to prospective students.

## **ASEP ADMINISTRATION**

The ASEP program at DMACC is administered through the Automotive Technology Program within the Industry and Technology Division.

Jenny Foster, Dean of Industry and Technology, and Jerry Burns, ASEP Program Chairperson, perform the duties of coordinating the ASEP program.

The ASEP Coordinator's duties are to:

1. Prepare and implement the ASEP Business Plan which includes:
  - a. Linkages with General Motors, the Dean's office, counseling services, and the Office of Grants and Contracts.
  - b. Information regarding general education requirements, student selection, and the ASEP curriculum.
2. Provide operational decision-making and problem-solving pertaining to students, dealers, and ASEP resources.
3. Provide ASEP instructors with leave time for GM instructor technical training.
4. Attend Regional and National ASEP meetings.

### **ASEP Instructors**

ASEP instructors will be fully trained by General Motors Corporation, and other affiliated organizations. DMACC will provide ASEP instructors with a minimum of three weeks per year of professional leave to attend GM classes to ensure that the instructors are fully trained in appropriate subject areas. Some ASEP instructors will be cross-trained in subjects outside of their assigned teaching area(s).

ASEP instructors will be trained by attending various GM or product seminars. Some of this training will be in the form of:

1. GM Training Center classes
2. ASEP instructor training classes
3. Equipment manufacturer classes



## **WORK EXPERIENCE/INTERNSHIP COORDINATOR**

The ASEP instructors also serve as internship coordinators. This arrangement will provide the instructor immediate feedback on the effectiveness of the instruction, and permits the in-dealership coordinator to work closely with the ASEP student's college instructors. This direct communication will result in the best possible application of college instruction put to use in the dealership.

The ASEP internship coordinator will have contact with the student at least monthly. The ASEP student will log their work experience daily and submit these reports on a weekly basis to the ASEP Coordinator (see page A-1 for an example). During each internship, the ASEP internship coordinator, the in-dealership coordinator, and the ASEP student shall have at least one formal conference. A dealership questionnaire and student report (see pages A-2 and A-3 for examples) will be completed by the ASEP internship coordinator at each visitation.

## **ASEP INTERNSHIP**

The internship is vital to the GM dealership/PSC shop and the ASEP student. The dealer's investment will be greatly enhanced by providing work experience that compliments the previous semester's course work. Each student and dealer coordinator will be given an internship outline and task list. It is the responsibility of the student to check off each task as it is completed. It is the responsibility of the dealer coordinator to provide work in those areas the student has just completed classroom instruction. Through this cooperation, the skills taught in class can be fully developed and the dealership will profit from the student's growth.

**DES MOINES AREA COMMUNITY COLLEGE  
AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM (ASEP)**

**Contact Persons**

Jerry Burns, Chairperson/Instructor  
ASEP Program  
DMACC  
2006 S. Ankeny Blvd., Bldg. 13  
Ankeny, IA 50023  
515-964-6504  
FAX: 515-964-6859  
jlburns@dmacc.edu

Jenny Foster, Dean  
Industry & Technology Programs  
DMACC  
2006 S. Ankeny Blvd., Bldg. 3W  
Ankeny, IA 50023  
515-964-6692  
FAX: 515-964-6203  
jlfoster1@dmacc.edu

Greg Seaman, Instructor  
Auto/ASEP Program  
DMACC  
2006 S. Ankeny Blvd., Bldg. 13  
Ankeny, IA 50023  
515-964-6276  
FAX: 515-964-6859  
gaseaman@dmacc.edu

Janelle Seward, Pathway Navigator  
Transportation/Industry & Technology  
DMACC  
2006 S. Ankeny Blvd., Bldg. 13  
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jnseward@dmacc.edu

Amy Nemmers, Administrative Assistant  
Automotive Department  
DMACC  
2006 S. Ankeny Blvd., Bldg. 13  
Ankeny, IA 50023  
515-964-6676  
FAX: 515-964-6859  
alnemmers1@dmacc.edu

**The primary ASEP contact is Jerry Burns.**

**DMACC – INDUSTRY AND TECHNOLOGY/AUTOMOTIVE TECHNOLOGY  
ASEP ADVISORY COMMITTEE**

The main purpose of the ASEP Advisory Committee is to further the quality of technician education, both at the dealer level and at school.

The ASEP Advisory Committee is made up of the following people: GM dealership representatives, college representatives, GM representatives, and one present or graduate student representative. Each dealer who sponsors an ASEP student will be asked to provide one person to attend the Advisory Committee meetings, and one person to provide technical expertise for curriculum issues.

For more information on Advisory Committee members or responsibilities, contact Jerry Burns, ASEP Program Chair, at 515-964-6504, or [jlburns@dmacc.edu](mailto:jlburns@dmacc.edu).

## **GM/ASEP INSTRUCTIONAL STAFF**

### **MARK ARMBRECHT**

24 years DMACC Instructor  
 18 years ASEP Instructor  
 6 years GM Training Instructor  
 5 years GM dealership experience  
 Extensive GM training  
 ASE Certified – Master Auto Technician  
 ASE Certified – Alternative Fuels  
 ASE Certified – Collision Repair – Electrical and Mechanical  
 ASE Certified – Medium/Heavy Duty Truck – Gas Engine and Electric & Diesel Engine  
 ASE Certified – Advanced Engine Performance  
 ASE Certified – Light Duty Hybrid/Electric Vehicle  
 ASE Certified – Electronic Diesel Engine Diagnosis  
 ASE – Light Vehicle Diesel  
 A.A.S., Hawkeye Community College, Waterloo, IA

### **SHANE BOOTS**

4 years DMACC Instructor  
 12 years GM dealership experience  
 Extensive GM training  
 ASE Certified – Master Auto Technician  
 General Motors World Class Technician, 2008  
 A.A.S., Des Moines Area Community College, Ankeny, IA

### **JERRY BURNS, Chairperson**

16 years DMACC Instructor  
 16 years ASEP Instructor  
 11 years GMC dealer experience  
 Extensive GM training  
 ASE Certified – Master Auto Technician  
 ASE Certified – Master Medium/Heavy Duty Truck  
 ASE Certified – Automobile Advanced Engine Performance  
 ASE Certified – Electronic Diesel Engine Diagnosis  
 ASE Certified – Auto Maintenance & Light Repair  
 ASE Certified – Light Vehicle Diesel Engines  
 General Motors World Class Technician, 2005  
 Alternative Fuels Training  
 A.A.S., Des Moines Area Community College, Ankeny, IA

**GM/ASEP INSTRUCTIONAL STAFF (cont.)**

**JEFF CALKIN**

32 years DMACC Instructor  
31 years ASEP Instructor  
14 years GM dealer experience – 2 years shop foreman  
Extensive GM training  
ASE Certified – Master Auto Technician  
ASE Certified – Automobile Advanced Engine Performance  
ASE Certified – Auto Maintenance & Light Repair

**BJ OLESEN**

4 years DMACC Instructor  
24 years GM dealership experience  
Extensive GM training  
ASE Certified – Master Auto Instructor  
General Motors World Class Technician, 2007  
A.A.S., Des Moines Area Community College, Ankeny, IA

**GREG SEAMAN**

26 years DMACC Instructor  
26 years ASEP Instructor  
18 years GM dealership experience  
Extensive GM training  
ASE Certified – Master Auto Technician  
ASE Certified – Master Machinist  
ASE Certified – Auto Collision Electrical, Mechanical Structural Repair  
A.A.S., Des Moines Area Community College, Ankeny, IA

## TUITION AND FEES

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### Tuition

Tuition for credit offerings (resident students)  
 Full- or part-time enrollment (per credit) . . . . . \$160.00\*  
 Non-resident tuition is 200% of resident rate

**\* Tuition rate is an estimate only, and is subject to Board approval**

### Fees

International student processing . . . . . \$100.00

*All fees are non-refundable. Des Moines Area Community College reserves the right to change tuition and fees at any time.*

## FINANCIAL AID

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All financial assistance available to DMACC students is administered by the Ankeny Campus Financial Aid Office. Students may receive assistance in the form of scholarships, grants, loans, and/or part-time employment, depending on eligibility.

How to apply: The Free Application for Federal Student Aid (FAFSA) is available at any DMACC campus and from Iowa High School counselors.

When to apply: Apply for financial aid as soon as you can; it can take several months for these applications to be processed. It is necessary to reapply each year.

Contact the DMACC Financial Aid Office for additional information  
 515-964-6283

## STUDENT FINANCIAL PLANNING GUIDE

	<b>2020 Fall Semester</b>	<b>2021 Spring Semester</b>	<b>2021 Summer Semester</b>	<b>2021 Fall Semester</b>	<b>2022 Spring Semester</b>	<b>Total Cost</b>
Tuition & Fees**	\$ 2,240	\$ 2,720	\$ 1,920	\$ 2,400	\$ 2,720	\$ 12,000*
Tools***	\$ 3,500	\$ 100	\$ 100	\$ 100	\$ 100	\$ 3,900*
Books*	\$ 550	\$ 300	\$ 450	\$ 105	\$ 150	\$ 1,555*
<b>Total*</b>	<b>\$ 6,290</b>	<b>\$ 3,120</b>	<b>\$ 2,470</b>	<b>\$ 2,605</b>	<b>\$ 2,970</b>	<b>\$ 17,455</b>

\* Costs are approximate figures.

\*\* For out-of-state costs -- see Tuition and Fees, see page 14.  
Tuition and fee rates are subject to Board approval.

\*\*\* Tool cost includes substantial initial discounts. Your investment may vary from these cost estimates depending on brand purchased.

## HOUSING

Des Moines Area Community College does not provide dormitories. See below for various housing options.

- Campus View Apartments, located on the northwest part of the Ankeny campus, and managed through Houser Enterprises, offer DMACC students furnished apartments with a number of amenities. For more information, please contact Amanda Crawford, Campus View Property Manager, at 515-964-7474, or send an email to [amandacrawford@houserdevelopment.com](mailto:amandacrawford@houserdevelopment.com).
- Prairie Pointe Student Living, located next to the Ankeny DMACC Campus, just a short walk away from class, offers 3 and 4 bedroom furnished apartments. The clubhouse hangout includes a coffee bar, theater room, tanning booth, and fitness center—all included in your monthly rent. For more information on Prairie Pointe, contact Michelle Ogden, Community Manager, at 515-422-9882, or visit [www.prairiepointeliving.com](http://www.prairiepointeliving.com).
- Campus Town Student Housing, located south of Ankeny DMACC campus, just across the street, offers 1, 2, and 3 bedroom furnished apartments with individual leases, roommate matching, and one easy monthly rent payment that includes all utilities and internet. For more information on Campus Town, call Trista Sanchez, 515-289-0700, or send an email to [tristasanchez@houserdevelopment.com](mailto:tristasanchez@houserdevelopment.com).

There is also other off-campus housing through various sources. For more information on housing opportunities, contact the DMACC Housing Office at 515-964-6200, or visit the DMACC website at [go.dmacc.edu/housing](http://go.dmacc.edu/housing)

**AUTOMOTIVE SERVICE EDUCATION PROGRAM  
ASEP 2020-2022 SCHEDULE**

<b>COURSES</b>	<b>CREDITS</b>	<b>AT DMACC</b>	<b>AT DEALERS</b>
<u>FALL 2020</u>			
AUT 114 Shop Fund & Minor Service	4	October 21, 2020 – December 17, 2020	
ATG 322 GM Steering & Suspension	3		
MAT 772 Applied Math	3		
PSY 102 Human & Work Relations	3		
SDV 108 The College Experience	1		
	Total 14		
<u>SPRING 2021</u>			
ATG 320 GM Brake Systems	4	January 11, 2021 – March 5, 2021**	March 8, 2021 – April 30, 2021** (Technical Internship 1)
ATG 312 GM Specialized Elect. Training	4		
ATG 328 Diag./Repair-GM Elect. Systems	3		
PHY 710 Technical Physics	3		
ATG 329 Technical Internship I	3		
	Total 17		
<u>SUMMER 2021</u>			
ATG 326 GM Auto AC Systems	3	July 1, 2021 – August 5, 2021**	May 3, 2021 – June 30, 2021** (Technical Internship 2)
ATG 330 Technical Internship II	3		
ATG 327 Minor Svc/Repair/GM Engines	3		
ATG 336 GM Fuel Systems	3		
	Total 12		
<u>FALL 2021</u>			
ATG 337 GM Engine Performance	4	August 25, 2021 – October 20, 2021**	October 21, 2021 – December 17, 2021** (Technical Internship 3)
ATG 340 Technical Internship III	3		
ATG 344 GM Manual Drivetrains	4		
ATG 345 GM Automatic Drivetrains	4		
	Total 15		
<u>SPRING 2022</u>			
ATG 350 Technical Internship IV	3	March 8, 2022 – May 5, 2022**	January 10, 2022 – March 4, 2022 ** (Technical Internship 4)
ATG 354 Adv GM Motors Systems	5		
COM703 Communication Skills	3		
ATG 333 Major Service Proc/GM Engines	3		
BUS 102 Intro to Business	3		
	Total 17		
GRADUATION May 4, 2022**		Total Credits: 75	

**\*\*These dates are estimates only. DMACC reserves the right to change dates and/or the sequence of courses as needed.**



## ASEP CURRICULUM

	<u>LECTURE</u>	<u>LAB</u>	<u>CREDIT</u>
<b>AUT 114 – Shop Fundamentals &amp; Minor Service</b>	30	30	4
<p>Course description: A study of the organizational structure in a dealership/repair facility as it relates to the technician. Students use service manuals, electronic troubleshooting manuals and service bulletins. The course will also develop competencies in entry level tasks required when working in a dealership or repair facility.</p>			
<b>ATG 312 – General Motors Specialized Electronics Training</b>	30	30	4
<p>Course description: This course includes the study of the electrical and electronics systems used in General Motors vehicles. Instruction will include fundamentals of electricity, series and parallel circuits, schematics, wire repair, diodes, transistors and microprocessors. Prerequisite – Admission to ASEP</p>			
<b>ATG 320 – General Motors Brake Systems</b>	45	30	4
<p>Course description: Instruction in the theory of operation and service procedures used in the maintenance and repair of General Motors brake systems. Prerequisite – Admission to ASEP</p>			
<b>ATG 322 – General Motors Steering and Suspension</b>	30	30	3
<p>Course description: Instruction in the theory of operation and service procedures used in the maintenance and repair of General Motors steering and suspension systems. Prerequisites – ATG 316</p>			
<b>ATG 326 – General Motors Automotive Air Conditioning Systems</b>	30	30	3
<p>Course description: Theory of operation of General Motors air conditioning systems leading to the diagnosis, service and repair of current models of vehicles will be presented in this course. Prerequisite(s) – ATG 312, 316</p>			
<b>ATG 327 – Minor Service and Repair of General Motors Engines</b>	30	30	3
<p>Course description: The course includes principles of operation of the General Motors four-stroke cycle engines. Minor service procedures and engine component repair or replacement will be emphasized as well as diagnostic procedures. Prerequisite(s) – ATG 316</p>			
<b>ATG 328 – Diagnosis and Repair of General Motors Electrical and Electronics Systems</b>	30	30	3
<p>Course description: The student is instructed in the diagnosis, repair and service of electrical and electronic components and accessories used on current model General Motors vehicles. Prerequisite(s) – ATG 312, 316</p>			

	<u>LECTURE</u>	<u>LAB</u>	<u>CREDIT</u>
<b>ATG 329 – Technical Internship I*</b>	0	0	3
Course description: Voc/Tech work experiences at sponsoring dealership. The tasks will be consistent with the technician's ability and previous course work as noted in the prerequisite list. Prerequisite(s) – ATG 312, 316, 320, 322			
<b>ATG 330 – Technical Internship II*</b>	0	0	3
Course description: Voc/Tech work experience at sponsoring dealership. The tasks will be consistent with the technician's ability and previous course work as noted in the prerequisite list. Prerequisite(s) – ATG 329, 328			
<b>ATG 333 – Major Service Procedures, General Motors Engines</b>	30	30	3
Course description: The students will be instructed in evaluating, reconditioning and replacing major components of GM engines. Instruction in machining operations performed in GM dealerships will be presented in this course. Prerequisite(s) – ATG 327			
<b>ATG 336 – General Motors Fuel Systems</b>	30	30	3
Course description: The students will study the theory of carburetion principles and current model fuel delivery systems to include diesel fuel systems, electro-mechanical carburetors, and gasoline fuel injection. Prerequisite(s) – ATG 328			
<b>ATG 337 – GM Engine Performance</b>	45	30	4
Course description: This course includes the diagnosis and service of microprocessor controlled fuel and ignition systems. Oscilloscopes, engine analyzers, digital meters and other high technology test instruments will be used. Prerequisite(s) – ATG 336			
<b>ATG 340 – Technical Internship III*</b>	0	0	3
Course description: Voc/Tech work experience at sponsoring dealership. The tasks will be consistent with the technician's ability and previous course work as noted in the prerequisite list. Prerequisite(s) – ATG 330, 344, 345			
<b>ATG 344 – General Motors Manual Drive Trains</b>	30	60	4
Course description: Provides an understanding of the principles of operation in manual powertrains including manual transmissions and transaxles, front and rear differentials, driveshafts and transfer cases. Proper diagnosis, service, and repair procedures of these systems are studied and practiced. Prerequisite(s) – ATG 316			
<b>ATG 345 – General Motors Automatic Drive Trains</b>	30	60	4
Course description: Provides an understanding of operation in automatic transmissions and transaxles. Proper diagnosis, service, and repair procedures of these systems are studied and practiced. Prerequisite(s) – ATG 316			

	<u>LECTURE</u>	<u>LAB</u>	<u>CREDIT</u>
<b>ATG 350 – Technical Internship IV*</b>	0	0	3

Course description: Voc/Tech work experience at sponsoring dealership. The tasks will be consistent with the technician's ability and previous course work as noted in the prerequisite list.

Prerequisite(s) – ATG 340

<b>ATG 354 – Advanced General Motors Systems</b>	45	60	5
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Course description: Instruction in techniques and procedures required to diagnose and service current vehicles will be studied and practiced. New systems developed by General Motors will be included.

Prerequisite(s) – ATG 350

\* The students will be working full-time for a minimum of 1/2 semester. The internships may be longer since the students will work during college breaks.

**RELATED COURSES:**

	<u>LECTURE</u>	<u>LAB</u>	<u>CREDIT</u>
<b>SDV 108 – The College Experience**</b>	1	0	1

This course is designed to introduce students to college resources, services and expectations and to assist them in gaining maximum benefit from their college experience.

<b>COM 703 – Communication Skills**</b>	45	0	3
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Emphasis on reading and evaluating industry-related literature and on applying the principles of clearness, conciseness, and correctness in written and oral communication.

<b>BUS 102 – Intro to Business**</b>	45	0	3
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An overview of the ever-changing world of business. Provides information in the areas of ownership, management, marketing and finance as well as the role of government.

<b>MAT 772 – Applied Math**</b>	45	0	3
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A course in elementary mathematical skills for technicians. Topics covered include fundamental operations with whole numbers, fractions, decimals, and signed numbers; percents; geometric figures and basic constructions; area and volume formulas; English/metric systems; measurements; and the interpretation of graphs and charts.

<b>PHY 710 – Technical Physics**</b>	30	30	3
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A physics course for students of technology. Topics include: forces, work, energy, materials, heat, electricity, and magnetism, with a strong emphasis on practical applications.

<b>PSY 102 – Human &amp; Work Relations**</b>	45	0	3
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Emphasizes an awareness of the problems inherent in human-to-human relationships, and the known laws and generalizations about the action patterns of individuals and groups. Effort is made to develop an awareness of the techniques of effective interpersonal relations.

\*\* These related courses meet minimum standards required for an ASEP AAS degree. These classes may not transfer to a four-year university. If you are planning to transfer at a later date, see the ASEP Chairperson for substitute courses.

## GM TRAINING CENTER COURSES EMBEDDED IN ASEP

An added benefit to GM dealers employing an ASEP student is the training record these students will earn. The ASEP program includes 32 GM STG courses embedded into the curriculum. Students will receive credit for these courses upon graduation. **Embedded courses are subject to change, and are subject to General Motors approval.**

### 2020-2022 EMBEDDED COURSES

Category	STC Course #	Course Type	Title
A1 Engine Repair	16043.52W1	W	Engine Mechanical Diagnosis & Measurement 1
	16043.52W2	W	Engine Mechanical Diagnosis & Measurement 2
	16043.52W3	W	Engine Mechanical Diagnosis & Measurement 3
	16341.03V	V	2.4L Ecotech Engine Overhaul
	16341.06V	V	LUJ/LUU Engine Camshaft Timing Chain Service
	16043.52D-R2	D	Engine Mechanical Diagnosis & Measurement
	16043.52H-R2	H	Engine Mechanical Diagnosis & Measurement
	16440.19D	D	Engines: New & Updates
	16043.10H	H	Ecotech Generation 2 Overhaul
	NATEF	A	ALL NATEF A1 Competencies
A2 Automatic Transmissions/Transaxles	17041.56W1	W	Automatic Transmission Operation, Diagnosis and Service 1
	17041.56W2	W	Automatic Transmission Operation, Diagnosis and Service 2
	17041.56W3	W	Automatic Transmission Operation, Diagnosis and Service 3
	17041.55V	V	6T70/75 Automatic Transaxle Unit Repair
	17041.56D1	D	Automatic Transmission Operation, Diagnosis & Service 1
	17041.56D2	D	Automatic Transmission Operation, Diagnosis & Service 2
	17041.56H	H	Automatic Transmission Operation, Diagnosis & Service
	17440.15D	D	Transmissions; New & Updates for 8L90
	17041.65HR2	H	Six Speed Automatic Transmission/Transaxle Mechanical
	17340.10V	V	Allison LCT 1000 Automatic Transmission Part 1
	17340.11V	V	Allison LCT 1000 Automatic Transmission Part 2
	17340.12D	D	Allison LCT 1000 Automatic Trans Diagnostic Issues
	NATEF	A	ALL NATEF A2 Competencies
A3 Manual Drivetrain & Axles	13042.13V	V	PicoScope Noise, Vibration, & Harshness Diag. Overview
	17043.38W1	W	FWD/RWD Operation, Diagnosis & Service 1
	17043.38W2	W	FWD/RWD Operation, Diagnosis & Service 2
	17043.38W3	W	FWD/RWD Operation, Diagnosis & Service 3
	17043.38W4	W	FWD/RWD Operation, Diagnosis & Service 4
	14043.17W1	W	Passenger Car All-Wheel Drive 1
	14043.17W2	W	Passenger Car All-Wheel Drive 2
	13042.12W	W	Noise, Vibration, & Harshness (NVH)
	14041.18W1	W	Propshaft & Rear Axle Operation, Diag. & Service 1
	14041.18W2	W	Propshaft & Rear Axle Operation, Diag. & Service 2
	14041.18W3	W	Propshaft & Rear Axle Operation, Diag. & Service 3
	14043.25W1	W	Truck 4WD/AWD Operation & Diagnosis 1
	14043.25W2	W	Truck 4WD/AWD Operation & Diagnosis 2
	13042.14D1	D	Noise, Vibration, & Harshness 1
	13042.14D2	D	Noise, Vibration, & Harshness 2
	13042.14H	H	Noise, Vibration, & Harshness
	14041.18H	H	Propshaft and Rear Axles Operation, Diag. & Service
	14043.17D	D	Passenger Car AWD/FWD Operation, Diag. & Service
	14043.25D	D	Truck AWD/4WD Operation, Diagnosis & Service
	14043.25H	H	Truck AWD/4WD Operation & Diagnosis
	17043.38H	H	FWD/RWD Operation, Diagnosis & Service
	NATEF	A	ALL NATEF A3 Competencies

Category	STC Course #	Course Type	Title
A4 Suspension & Steering	13041.15W1-R2	W	GM Steering Systems & Diagnosis 1
	13041.15W2	W	GM Steering Systems 2
	13044.20W	W	GM Chassis Control Systems
	13044.20W3	W	GM Chassis Control Systems Diagnostic Exercise
	13044.18W	W	Tire Pressure Monitoring System Diagnostic Exercise
	13042.13V	V	Pico Scope NVH Diagnostic Overview
	13044.20H	H	GM Chassis Control Systems
	NATEF	A	ALL NATEF A4 Competencies
A5 Brakes	15045.18W1	W	GM Braking Systems 1
	15045.18W2	W	GM Braking Systems 2
	15045.18W3	W	GM Braking Systems 3
	15045.18W4	W	GM Braking Systems 4
	15045.18W5	W	GM Braking Systems Diagnostic Exercise
	15045.18D	D	GM Braking Systems
	15045.18H	H	GM Braking Systems
NATEF	A	ALL NATEF A5 Competencies	
A6 Electrical Systems	16041.09W	W	Battery, Charging & Starting Systems
	22048.42W3-R2	W	GM Safety Systems 3
	19047.20W2	W	Entertainment Systems 2
	19040.39W1	W	OnStar Systems 1
	22048.43W	W	Active Safety Systems & SRS Diagnostic Exercise
	19047.09W	W	Entry & Security Systems
	18044.22V	V	Diagnostic Strategy for Data Communication
	22048.42W1	W	GM Safety Systems 1
	22048.42W2	W	GM Safety Systems 2
	19047.20W1	W	Entertainment Systems 1
	19047.20W2-R3	W	Entertainment Systems 2
	19047.20W3	W	Entertainment Systems 3
	16048.30H-R2	H	Global Diagnostic Systems (GDS) 2
	18044.20D1-R2	D	GM Global Electrical Systems Session 1
	18044.20D2-R2	D	GM Global Electrical Systems Session 2
	18044.22V	V	Diagnostic Strategy for Data Communication
	18043.07H-R2	H	Elec/Elec Terminal & Connectors
	18044.20H	H	GM Global Electrical Systems
	18044.25H	H	Body Electrical Accessory Systems
	19047.20H	H	Entertainment Systems
	22048.42H	H	GM Safety Systems
	19047.22D-R2	D	Infotainment Operation & Diagnosis
	19047.23D	D	MOST Network Diag. & Infotain. System Programming
	19047.23H	H	Infotainment Operation & Diagnosis
	18044.30H	H	Data Communication Diagnosis
	NATEF	A	ALL NATEF A6 Competencies
	A7 Heating & Air Conditioning	11044.05W1	W
11044.05W2		W	HVAC Systems & Operation Stage 2
11045.07V		V	R1234yf A/C System Service Equipment
11044.05D		D	HVAC Systems & Operation
11044.05H		H	HVAC Systems & Operation
NATEF		A	ALL NATEF A7 Competencies
A8 Engine Performance	16040.30W	W	12V Stop/Start System
	16044.21W1	W	Engine Performance 1
	16044.21W2	W	Engine Performance 2
	16044.21W3	W	Engine Performance 3
	16044.21W4	W	Engine Performance 4
	16044.21D1	D	Engine Performance
	16044.21D2	D	Engine Performance

Category	STC Course #	Course Type	Title
	16044.21D3	D	Engine Performance
	16044.21H	H	Engine Performance
	16044.20D	D	Spark Ignited Direct Injection (SIDI) Fuel Injection System
	16050.12D1	D	Camshaft Actuator System & AFM Session 1
	16050.12D2	D	Camshaft Actuator System & AFM Session 2
	NATEF	A	ALL NATEF A8 Competencies
ALL Fundamentals	10041.12W-R2	W	Service Information (SI) Overview
	18043.01W-R4	W	Electrical/Electronics Stage 1
	18043.02W-R4	W	Electrical/Electronics Stage 2
	18043.03W-R4	W	Electrical/Electronics Stage 3
	16048.18W-R3	W	Tech 2 Familiarization
	16048.25W-R3	W	Multiple Diagnostic Interface (MDI) Familiarization
	16048.30W-R2	W	Global Diagnostic System (GDS) 2 / MDI
	18044.20W-R2	W	GM Global Electrical Systems
	10207.13D	D	2007 SKH-TCU-Service Programming Tips
	18400.30W	W	Introduction to Hybrid & Electric Vehicles
	18440.01W	W	High Voltage System Safety (Two-mode Hybrid)
	VCF1V.H11D-0D	D	Brand Quality, Customer Retention & the 3 Cs
	CCF06.114OD	D	GM Global Product Safety Overview
	16048.31W	W	Multiple Diagnostic Interface 2 (MDI 2)
ALL Emerging Issues	10217.01D	D	2017 SKH Seminar January Emerging Issues
	10217.02D	D	2017 SKH Seminar February Emerging Issues
	10217.03D	D	2017 SKH Seminar March Emerging Issues
	10217.04D	D	2017 SKH Seminar April Emerging Issues
	10217.05D	D	2017 SKH Seminar May Emerging Issues
	10217.06D	D	2017 SKH Seminar June Emerging Issues
	10217.07D	D	2017 SKH Seminar July Emerging Issues
	10217.08D	D	2017 SKH Seminar August Emerging Issues
	10217.09D	D	2017 SKH Seminar September Emerging Issues
	10217.10D	D	2017 SKH Seminar October Emerging Issues
	10217.11D	D	2017 SKH Seminar November Emerging Issues
	10217.12D	D	2017 SKH Seminar December Emerging Issues
	10218.01D	D	2018 SKH Seminar January Emerging Issues
	10218.02D	D	2018 SKH Seminar February Emerging Issues
	10218.03D	D	2018 SKH Seminar March Emerging Issues
	10218.04D	D	2018 SKH Seminar April Emerging Issues
	10218.05D	D	2018 SKH Seminar May Emerging Issues
	10218.06D	D	2018 SKH Seminar June Emerging Issues
	10218.07D	D	2018 SKH Seminar July Emerging Issues
	10218.08D	D	2018 SKH Seminar August Emerging Issues
	10218.09D	D	2018 SKH Seminar September Emerging Issues
	10218.10D	D	2018 SKH Seminar October Emerging Issues
	10218.11D	D	2018 SKH Seminar November Emerging Issues
	10218.12D	D	2018 SKH Seminar December Emerging Issues
Advanced Technology Vehicles	16240.62W	W	Compressed Natural Gas (CNG) Fuel Systems
	16240.70W	W	Bi-Fuel System Operation
	18070.40W-R2	W	Hybrid Vehicles: Theory, Operation & Service
	18441.01W-R2	W	Two-mode Hybrid 300v Battery System Theory & Operation
	18443.01W-R2	W	Two-mode Hybrid Supporting Systems Theory & Operation
	18444.01W	W	Two-mode Hybrid System Diagnosis
	18442.01W-R2	W	2ML70 Transmission Theory & Operation (Two-mode Hybrid)
	18070.45W	W	eAssist Introduction
	18070.46T1	W	eAssist Safety
	18070.47W	W	eAssist Battery Storage Systems
	18078.00D1	D	Hybrid Diagnosis & Repair – Session 1

Category	STC Course #	Course Type	Title
	18078.00D2	D	Hybrid Diagnosis & Repair – Session 2
	18445.01D1	D	Two-mode Hybrid Diagnosis & Repair
	18445.01D2	D	Two-mode Hybrid Diagnosis & Repair
	18420.06D1-R2	D	Electric Vehicle Systems Diagnosis & Service 1
	18420.06D2-R2	D	Electric Vehicle Systems Diagnosis & Service 2
	18410.00H	H	Hybrid & Electric Vehicle Diagnosis & Service
	18410.05H	H	High Voltage Battery Unit Repair
	18410.10H	H	High Voltage Transmission Unit Repair
Diesel Engine Performance	16410.00W1	W	6.6L Duramax: Operation, Diagnosis & Service 1
	16410.00W2	W	6.6L Duramax: Operation, Diagnosis & Service 2
	16410.00W3	W	6.6L Duramax: Operation, Diagnosis & Service 3
	16410.00D1	D	Duramax 6600 Operation, Diagnosis & Service
	16410.00D2	D	Duramax 6600 Operation, Diagnosis & Service
	16410.00D3	D	Duramax 6600 Operation, Diagnosis & Service
	16410.00H	H	Duramax 6600 Operation, Diagnosis & Service
	16440.15D1	D	Engines: New & Update RPOs LGH & LML
	16440.15D2	D	Engines: New & Update RPOs LGH & LML



## PROPOSED ASEP PAY PLAN...A GUIDE FOR DEALERS

Purpose: To provide direction to GM dealers and PSC shops in the development of a pay plan for their ASEP students that will address the following issues:

1. Provide a fair and competitive wage.
2. Develop an incentive plan that will reward the ASEP intern for academic performance and dealership productivity.
3. Provide regular salary increases as knowledge and skills increase.
4. **Encourage the ASEP intern to remain at the GM dealership/PSC shop after graduation.**

Important points to remember about an ASEP intern:

1. The intern is a **trainee** – not a line technician.
2. The intern should be assigned to work with an experienced line technician who will function as a “training technician.”
3. The intern is paid a salary. Staff efficiency is not charged against the intern.
4. Staff efficiency may be **tracked**.
5. The hours “flagged” by the intern are paid to the “training technician.”
6. **ASEP interns gauge their value to the dealership by how they feel they are treated and how they are paid.**

### Proposed Salary & Incentive Schedule For ASEP Interns (Per Semester)

Starting Salary: 50% of “average flat rate wage”

Incentive Schedule:

Previous semester	4.0 – 3.8	10% of average flat rate wage
grade point average (GPA)	3.7 – 3.0	5% of average flat rate wage
	2.9 – 2.0	3% of average flat rate wage
 Weekly Production (Hours)	 40 – 26	 10% of average flat rate wage
	25 – 16	7% of average flat rate wage
	15 – 10	5% of average flat rate wage
 1st Internship:	 50% of average flat rate wage	
2nd Internship:	1st internship wage + GPA + productivity	
3rd Internship:	2nd internship wage + GPA + productivity	
4th Internship:	3rd internship wage + GPA + productivity	

#### **Remember:**

- Treat the intern as a valuable employee.
- Provide the related training the intern is paying for.
- Pay a fair wage.
- Provide an incentive program that allows the intern a regular increase in wages based on performance.

## DMACC ASEP PROGRAM REQUIRED TOOL AND SUPPLY LIST

*These tools should be of professional quality and should meet the standards of the automotive industry. Students must have their tools at school when they are attending classes at the college. The tools will be needed by the first week of classes. It is suggested that students insure their tools. DMACC does not insure student tools.*

1. Tool box (**must be a roller cart or roller cabinet, not to exceed 24" x 40"**)
2. 1/2" drive socket/ratchet set to include:
  - 7/16" through 1-1/8" SAE sockets
  - 12mm through 36mm metric sockets
  - breaker bar
  - extensions
3. 3/8" drive socket/ratchet set to include:
  - 1/4" through 3/4" SAE sockets
  - 8mm through 19mm metric sockets
  - 9/16" and 5/8" deep plug sockets
  - 13/16" spark plug socket
  - 5/8" spark plug socket
  - extensions
  - universal joint
4. 1/4" drive socket/ratchet set to include:
  - 3/16" through 1/2" SAE sockets
  - 4 mm through 15mm metric sockets
  - nut driver handle
  - extensions
  - universal joint
5. Wrenches to include:
  - 1/4" through 1" combination, SAE
  - 7mm through 22mm combination, metric
  - 3/8" through 5/8" line, SAE
  - 10mm through 18mm line, metric
6. Standard screwdriver set
7. Phillips screwdriver set
8. 24" Pry bar
9. Torx bits/drivers to include:
  - T8 through T60 drive torx bits
  - T8 through T30 screwdriver
10. Chisel & punch set to include 8" brass drift punch

11. Pliers to include:
  - 7" to 8" needle nose
  - 9-1/4" water pump (slip joint)
  - 7" to 8" diagonal
  - 10" locking pliers
  - 7-1/4" pliers
12. Snap ring locking pliers
  - 10" length opens to 1-1/4"
  - inside and outside True Arc
13. Hammers
  - 16 oz. dead blow
  - 16 oz. ball peen
  - 32 oz. ball peen
  - Brass hammer
14. Brake tools
  - Brake adjusting tool – 8"
  - Brake retainer washer tool, large and small cup
  - Brake spring pliers, remove and replace and stretching
15. Tire crayon
  - Tire pressure gauge, 0 – 100 psi, digital
  - Tire tread depth gauge, 1/32" increments
16. Hex socket set
  - 1/16" through 3/8" hex
  - 1.5mm through 10mm
17. Feeler gauge
  - .0015" – .080"
18. Spark plug gap gauge
  - .035" – .080"
19. 1-1/2" x 3-3/8" heavy duty gasket scraper
20. Plastic scraper
21. 6" wire stripper/crimping tool, 10 to 20 gauge
22. 12-volt test light
23. Blow gun
24. Air chuck
25. 6" pocket steel ruler
26. Outside Micrometer
  - 0" – 1" (with vernier scale .0001) OR
  - 0mm – 25mm

27. 0" to 1" dial indicator with magnetic base and clamp set with adaptors up to 6"
28. 0" to 6" dial caliper
29. Hacksaw frame with blades listed below
  - 4 – 18TPI blades
  - 4 – 24TPI blades
30. 10" Flat hand file with handle
31. Flash light with batteries
32. Oil filter wrenches (should fit small and large filters)
33. Universal terminal release tool (pick set)
34. Ignition spark tester
35. Terminal test probe adapter set

**Examples** (*the below kit meets the minimum requirements, others may be purchased*)

- 18001.10-Kit                    [www.jumperkits.com](http://www.jumperkits.com)

36. Digital Multimeter (*specs and examples are listed below*)

**Specs**

- AC/DC voltage up to 600 V minimum
- AC/DC 10A (amps) capable
- Auto ranging preferred
- Volt meter impedance 10 mega ohms minimum

**Examples** (*the below meters meet the minimum requirements others may be purchased*)

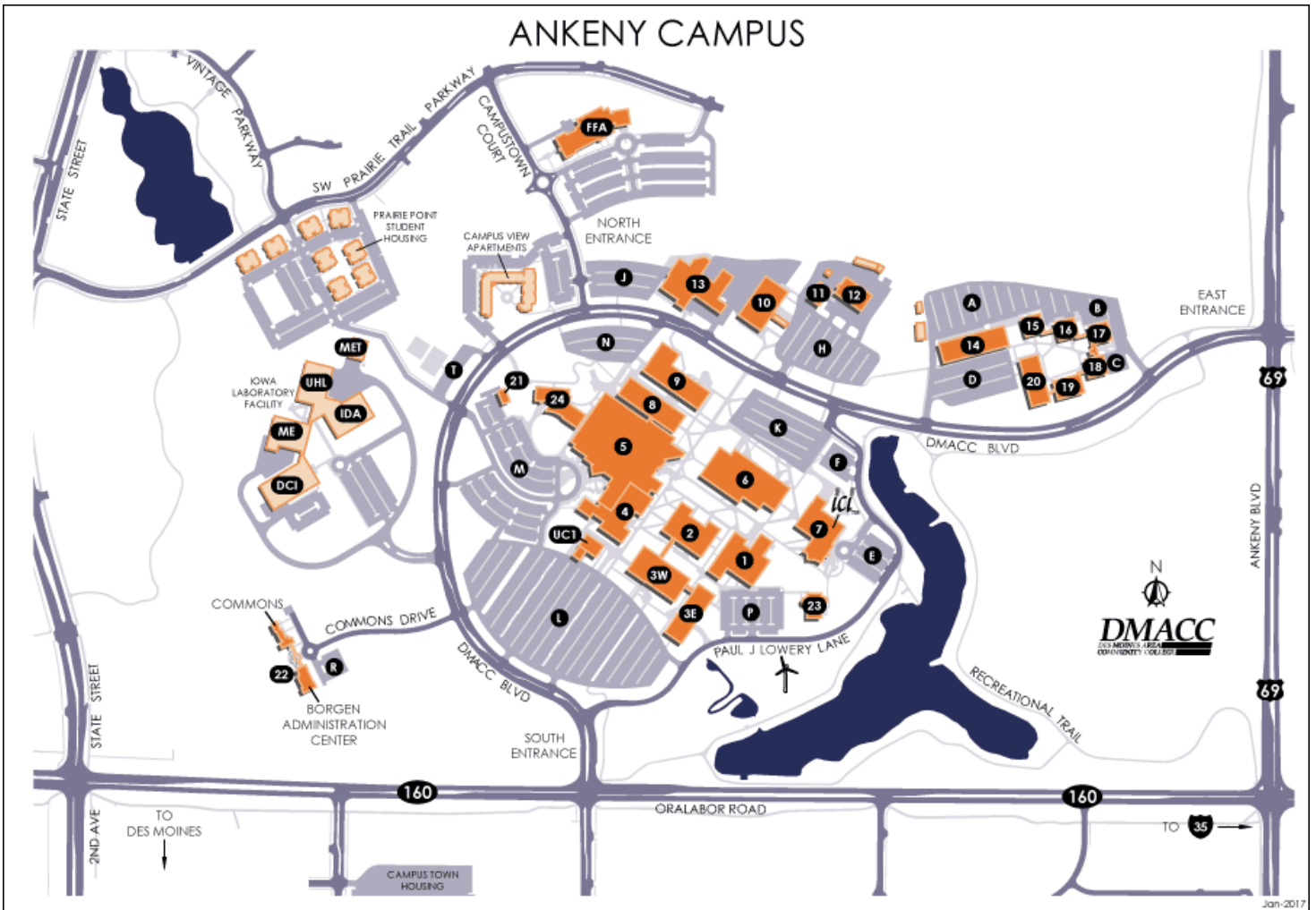
- 22-811                            [www.radioshack.com](http://www.radioshack.com)
- 82334                            [www.sears.com](http://www.sears.com)
- EM700                           [www.mactools.com](http://www.mactools.com)
- MDTECH or DM115        [www.matcotools.com](http://www.matcotools.com)
- EEDM504D                    [www.snapon.com](http://www.snapon.com)

37. Plastic thread pitch gauge
  - Standard and metric
38. Quick disconnect tools
39. Magnetic pick up tool
40. Inspection mirror
41. 12-foot steel measuring tape

42. Safety glasses (not goggles, not tinted, and meets ANSIZ87.1 safety standard)
43. Magnetic parts tray
44. School supplies
  - 4 – 1-1/2” 3-ring binders
  - 12 – #2 pencils
  - 12 – Blue or black ink pens
  - 1 – Highlighter
  - 1 – Clipboard

***Optional tools may be purchased as needed.***

Updated 06/29/16



DMACC, Des Moines Area Community College  
2006 S. Ankeny Blvd.  
Ankeny, IA 50023-3993  
515-964-6200 or 1-800-362-2127

**ASEP INTERNSHIP  
WEEKLY WORK REPORT**

STUDENT NAME \_\_\_\_\_

WEEK OF \_\_\_\_\_

- INSTRUCTIONS:**    1) **Fill in form each day.**  
                           2) **Include enough information to give a clear picture of day's work.**

DAY	WORK ORDER #	WORK DONE	HOURS
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

\_\_\_\_\_  
Supervisor or Dealer Signature

\_\_\_\_\_  
Date

***PLEASE MAIL IN THE PROVIDED POSTAGE-PAID ENVELOPE***

**DMACC/GENERAL MOTORS  
AUTOMOTIVE SERVICE EDUCATION PROGRAM (ASEP)  
INTERNSHIP QUESTIONNAIRE**

Date \_\_\_\_\_

Internship #: \_\_\_\_\_

Student Name \_\_\_\_\_

Dealership \_\_\_\_\_

Dealership Personnel Interviewed \_\_\_\_\_

DMACC Internship Coordinator \_\_\_\_\_

This evaluation is a factor used in calculating the grade of the student for this internship. Internships are part of their college graduation requirements.

1. Who is the technician acting as a mentor to the intern?

\_\_\_\_\_

2. How is work assigned to the intern?

\_\_\_\_\_

3. Does the person assigning work have a copy of the task list?

\_\_\_\_\_

4. Does the intern arrive to work daily and on time?

\_\_\_\_\_

5. Is the intern a courteous and conscientious worker?

\_\_\_\_\_

6. Is the intern ready and willing to work?

\_\_\_\_\_

7. Does the intern get along with co-workers?

\_\_\_\_\_

8. How often does the intern ask for help? (% of jobs or type of jobs)

\_\_\_\_\_

9. Do you believe the intern's technical level is appropriate for this point in his/her education?

\_\_\_\_\_

10. At what types of jobs does the intern excel?

\_\_\_\_\_

11. What types of jobs does the intern struggle with?

\_\_\_\_\_

OVER



12. What percentage of tasks has been completed at this point?

---

13. What task(s) will not be completed and why?

---

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14. Has the overall ASEP internship experience been satisfactory?

---

15. What is the intern's wages?

---

16. Has there been a raise this internship?

---

17. Are there any different expectations for the next internship?

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18. In your opinion, what grade should your intern receive if you were assigning a grade today and why?

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19. Additional comments.

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**GENERAL MOTORS/DES MOINES AREA COMMUNITY COLLEGE  
AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM  
EMPLOYER'S EVALUATION OF COOPERATIVE STUDENT**

STUDENT EMPLOYEE NAME: \_\_\_\_\_

EMPLOYER NAME: \_\_\_\_\_ LOCATION: \_\_\_\_\_

INTERNSHIP I II III IV (Circle One)

TO THE EMPLOYER: To better assist you in training the above-named student to become a more valuable employee, we are requiring you to complete this form. Return this report to the ASEP Coordinator.

DIRECTIONS: On this side of the sheet, the immediate supervisor will evaluate the ASEP student objectively, keeping in mind the student's trainee status. The student's work grade will be scored on a point system as shown on the following page.

(Circle the appropriate score in each of the nine categories.)

**ATTITUDE/APPLICATION TO WORK**

- 4 Outstanding in enthusiasm
- 3 Very interested and industrious
- 2 Average in diligence and interest
- 1 Somewhat indifferent
- 0 Definitely not interested

**ABILITY TO LEARN**

- 4 Learns work exceptionally well
- 3 Learns work readily
- 2 Average in understanding work
- 1 Rather slow in learning
- 0 Very slow in learning

**DEPENDABILITY**

- 4 Completely dependable
- 3 Above average in dependability
- 2 Usually dependable
- 1 Sometimes neglectful or careless
- 0 Unreliable

**INITIATIVE**

- 4 Proceeds well on his/her own
- 3 Goes ahead independently at times
- 2 Does all assigned work
- 1 Hesitates
- 0 Must be pushed frequently

**QUALITY OF WORK**

- 4 Excellent
- 3 Very good
- 2 Average
- 1 Below average
- 0 Very poor

**RELATIONS WITH OTHERS**

- 4 Exceptionally well accepted
- 3 Works well with others
- 2 Gets along satisfactorily
- 1 Has difficulty working with others
- 0 Will not work with others

**JUDGEMENT**

- 4 Exceptionally mature in judgment
- 3 Above average in making decisions
- 2 Usually makes the right decision
- 1 Often uses poor judgment
- 0 Consistently uses bad judgment

**ATTENDANCE**

- 4 Regular
- 0 Irregular

**PUNCTUALITY**

- 4 Regular
- 0 Irregular

OVER

POINTS GRADES

36 – 30 .....	A	Superior
29 – 23 .....	B	Above Average
22 – 16 .....	C	Average
15 – 10 .....	D	Below Average
09 – Below .....	F	Failing

TOTAL POINTS: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Coordinator: Please share your evaluation with the student. Make sure all areas have been completed (i.e., total points, signatures, evaluation sheet, and Final Grade).

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Coordinator's Signature \_\_\_\_\_ Date \_\_\_\_\_

FINAL GRADE \_\_\_\_\_

**GENERAL MOTORS/DES MOINES AREA COMMUNITY COLLEGE  
AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM  
STUDENT'S EVALUATION OF COOPERATIVE DEALERSHIP**

DEALERSHIP NAME: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ LOCATION: \_\_\_\_\_

INTERNSHIP I II III IV (Circle One)

TO THE STUDENT: To better assist you in receiving training from the above-named dealership and become a more valuable employee, we are requiring you to complete this form. Return this report to the ASEP Coordinator. This instrument will be used at dealer and advisory meetings after student graduation.

DIRECTIONS: On this side of the sheet, you will evaluate the ASEP dealership objectively, keeping in mind that you are a student. The evaluation will be scored on a point system as shown on the following page.

Circle the appropriate score in each of the nine categories.

**RELATED WORK**

- 4   Follows college work very well
- 3   Variety of tasks in some course areas
- 2   Enough tasks to keep me familiar
- 1   Not enough tasks to assure competence
- 0   Definitely not enough related work

**UNRELATED WORK (i.e., cut grass, painting, wash cars)**

- 4   All tasks relate to automotive repairs
- 3   Only do odd jobs when absolutely necessary
- 2   Do some odd jobs but acceptable
- 1   Do more odd jobs than automotive repairs
- 0   I feel like a janitor/go-fer

**WORKING CONDITIONS**

- 4   Shop is a pleasure to work in
- 3   Facilities are up to my expectations
- 2   I can live with the way the shop is arranged
- 1   Shop could use a good straightening up
- 0   You cannot perform a good job in these settings

**DEALER ESSENTIAL TOOLS**

- 4   Tools are complete, accessible and usable
- 3   Only have tools for some special applications
- 2   We have the tool, you just have to find it
- 1   If absolutely needed, we borrow it
- 0   You have to buy your own

OVER

WAGES

- 4 I am being paid what I'm worth
- 3 My wages do not reflect my production rate
- 2 I am having to work part-time in addition to my internship
- 1 I make enough to barely survive
- 0 I could make more at a fast food store

WAGE INCREMENTS

- 4 Have had an increase each internship
- 3 Had to remind about wage increase promised
- 2 I received a raise but too small
- 1 Increases were talked about but rarely happened
- 0 At the same wage I started with

RELATIONSHIP - OTHER TECHNICIANS

- 4 I feel like one of the "guys"
- 3 My fellow technicians put up with me
- 2 I keep to myself
- 1 Sometimes get the feeling I'm being picked on
- 0 The other technicians ignore me

RELATIONSHIP - MANAGEMENT

- 4 I feel honestly needed and well-motivated
- 3 There seems to be a two-faced attitude
- 2 I always initiate the communication
- 1 There is not much communication with management
- 0 Technicians must be a necessary evil

TRAINING

- 4 Work closely with a knowledgeable technician
- 3 There are weekly training times on the job
- 2 I work on my own with occasional help
- 1 The only time I get help is if I ask for help
- 0 Everything I learn is on my own

POINTS GRADES

- 36 – 30 ..... A Superior
- 29 – 23 ..... B Above Average
- 22 – 16 ..... C Average
- 15 – 10 ..... D Below Average
- 09 – Below ..... F Failing

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

TOTAL POINTS: \_\_\_\_\_ FINAL GRADE: \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_