

[Your Company Letterhead]

Dealership Co-Op

Objective:

To provide college students a real-world paid internship learning experience in an equipment dealership.

Overview:

Students that participate receive valuable training in the Parts, Sales, and Service departments. Each of these departments provides unique work experiences. This opportunity offers students the ability to gain knowledge and work experience while exploring career interests.

Minimum Requirements:

- Pursuing an AAS degree in Diesel Technology or Agricultural Power Machinery
- Obtain approval from faculty member(s) designated to approve Co-Ops
- GPA of at least 2.0 or higher
- Abide by SUNY Cobleskill Student Conduct Code and academic policies, and follow all the rules, regulations and normal requirements of the Co-Op site

Potential Areas of Focus:

- **Parts Department**
 - Inventory stocking and reordering
 - Counter sales (walk-in and phone)
 - Shipping and receiving
 - Looking up customer parts
- **Sales Department**
 - Machine size and specs
 - Brands and products lines
 - Customer service and communication
- **Service Department**
 - Service documents (work orders and warranty)
 - Predelivery and setup
 - Pm service and oil sampling
 - Repair procedures and diagnostics (field vs. in-shop)



Students are expected to have a professional disposition, effective communication skills, a strong desire to learn, a positive attitude, and the ability to work with others.

Contact Information & How to Apply: [Your address, phone, email, and website]

“The total cost of this Workforce Opportunity for Rural Communities (WORC) program is \$1,962,182.00 and 100% of this is funded through a U.S. Department of Labor – Employment and Training Administration grant.”

[Your Company Letterhead]

Dealership Co-Op

Objective:

To provide high school students a real-world paid Co-Op learning experience in an equipment dealership.

Overview:

Students that participate receive valuable training in the Parts, Sales, and Service departments. Each of these departments provides unique work experiences. This opportunity offers students the ability to gain knowledge and work experience while exploring career interests.

Minimum Requirements:

- Be approved by their CTE course instructor.
- Have maintained at minimum a 75% average in their CTE program.
- Had no major offense behavior referrals.
- Acceptable attendance record must be maintained.
- During Co-Op experience the student will be expected to maintain their coursework and grades as required by their CTE instructor and WBL program.
- Adhere to the employers and BOCES CTE School Disciplinary Code while on work experience.

Areas of Focus: (Minimum 44 Hrs.)

- **Parts Department**
 - Inventory stocking and reordering
 - Counter sales (walk-in and phone)
 - Shipping and receiving
 - Looking up customer parts
- **Sales Department**
 - Machine size and specs
 - Brands and products lines
 - Customer service and communication
- **Service Department**
 - Service documents (work orders and warranty)
 - Predelivery and setup
 - Pm service and oil sampling
 - Repair procedures and diagnostics (field vs. in-shop)



Recognition:

- SUNY Cobleskill Work Experience Digital Badge Issued – Upon Successful Completion

Contact Information & How to Apply: [Your address, phone, email, and website]

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WORK-BASED LEARNING INTEREST FORM

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Education

High School: _____ Graduation Date: _____

Technical School: _____ Program Area: _____

Instructor Name: _____ Clubs/Activities: _____

Skills & Qualifications

Proposed Work Experience Time Frame (During or After School): _____

What are your skills and interests?

Why would you like to participate in a work-based learning experience with us?

