



ASSET

Automotive Student Service Education Training



**INSTITUTE OF
TECHNOLOGY**

Ford ASSET Program

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The Ford ASSET Program

Program Objective

The Ford ASSET Program is a cooperative two-year college level student technician education program that leads to an Associate in Applied Science degree with a major in Automotive Technology. The Automotive Technologies Division at Oklahoma State University of Technology works in a joint effort with Ford Motor Company and Ford or Lincoln dealers.

Program Purpose

The purpose of the program is to upgrade the technical competency and professional level of incoming Ford dealership service technicians. It will train students to analytically diagnose and maintain Ford automotive products using recommended procedures, special tools and Ford or Lincoln service information. It will provide course content that enables successful graduates to advance in position after additional experience and to understand new systems and components as they are introduced.

Program Structure

The two-year, six semester program incorporates approximately one-half of the time designated for technical/academic education at Oklahoma State University Institute of Technology. The remaining time is allocated for on-the-job experience at sponsoring Ford or Lincoln dealerships. Each block of technical education and general education course work is followed by an immediate dealership work experience time period that reinforces the technical education. These time periods are each approximately 7 ½ weeks in length. It is essential for the success of the program that the student's education at OSUIT and dealership work experiences be closely aligned for maximum student learning and retention.

Since considerable time is spent at the dealership it is a requirement of the program that students have a sponsoring Ford or Lincoln dealership prior to enrollment. The primary responsibility for the dealership is to provide training-related employment for the students during their dealership learning /work experience, internship.

All tuition, fees, textbooks, travel expenses and housing costs are the responsibility of the student. In addition to these costs, the students are required to purchase a prescribed tool set if they do not already have one.

Program Curriculum

Technical training on Ford or Lincoln vehicles and components includes the latest developments in: Engine Repair, Heating & Air Conditioning, Manual Drivetrain & Axles, Suspension & Steering, Automatic Transmission / Transaxles, Brakes, Electrical Systems, Engine Performance, and Diesel Engine Performance and repair.

In addition to the technical curriculum, courses will be offered in areas such as Math, Composition / Technical Writing, Psychology, U.S. History, U.S. Government, Business and Ethics to provide students with the background necessary for effective communication of ideas and the development of interpersonal skills.

Purpose of the Internship

The internship allows students to apply, in a real world setting, what they have learned during the previous classroom/lab sessions. In addition, students become familiar with the dealership environment including its organizational structure and the competencies that are expected of a professional service technician.

Student Qualifications

Prospective students must be:

1. 18 years of age (or older) by the time of the first internship.
2. High school graduate or equivalent.
3. Able to meet OSUIT admission and academic requirements.
4. Able to meet Ford or Lincoln dealership hiring requirements.
5. Sponsored by a Ford or Lincoln dealer.
6. Possess a valid driver's license and maintain an employable driving record.
7. Willing to take a drug test if requested by Dealership sponsor. (required by many dealers)
8. Sincere about becoming the best Ford or Lincoln technician he/she can be.

Admissions Checklist

- _____ Complete and submit an OSUIT Application for Admission.
http://www.osuit.edu/academics/forms/admissions_packet.pdf
- _____ Complete and submit the Free Application for Federal Student Aid (FAFSA).
<http://fafsa.ed.gov>
- _____ Complete and submit Scholarship Applications.
<http://www.osuit.edu/admissions/scholarships>
- _____ Submit official eight semester high school transcript.
- _____ Submit official transcripts for all colleges attended (if any).
- _____ Submit ACT or SAT scores.
- _____ Submit a current official driving record (available at your local Tag Office).
- _____ Complete the compass testing: a computer generated assessment administered through the Assessment Center at OSUIT. (918) 293-5248
- _____ Provide Immunization Record or complete the Certificate of Exemption.
http://www.osuit.edu/campus_community/campus_health/immunization_form.pdf
- _____ Interview with a Sponsoring Dealer.
- _____ Complete enrollment in the Automotive Office and receive your class schedule.

Important Dates

January 1, 2014

- 2012 Financial Aid Applications are available.
- OSUIT Scholarship Applications are available.
- OSUIT Admission Applications are available.

January 31, 2014

- Families receive W-2 Forms and begin to prepare tax returns so Financial Aid Applications can be completed.

February 1, 2014

- Students begin submitting OSUIT Admission Applications.
- Begin completing Free Application for Federal Student Aid (FAFSA).
- Students should be making plans to take the ACT or SAT test.

March 1, 2014

- OSUIT Scholarship Application deadline.
- Student Financial Aid award notification process begins.
- First compass assessment should be taken by this date. (A total of 3 attempts are possible)
- FAFSA should be filed by this date if possible. (More financial resources are available)

March 30, 2014

- Students notified of OSUIT Scholarship Awards.

May 23, 2014

- Enrollment begins for fall 2014 term. Enrollment will continue through September 5, 2014.

September 2, 2014

- Move-in day for students.

September 3, 2014

- First day of class for fall term.

December 12, 2014

- Final day of fall 2014 term.

For more information please call:

Bill Voorhees (918) 293-5394
Automotive Service Technology (918) 293-5390
Student Financial Services (918) 293-5290
Admissions Office (918) 293-4680

Responsibilities of Participants

Oklahoma State University Institute of Technology

1. Provide faculty dedicated solely to Ford ASSET Program.
2. Provide necessary time to train and update the faculty.
3. Provide advisement for Ford ASSET students.
4. Maintain up-to-date tools and equipment.
5. Grant an Associate in Applied Science degree in Automotive Technology to graduates.
6. Inform sponsoring dealers of student progress.
7. Assist dealerships with student selection and recruitment.
8. Work with the Dealership to assure involvement in internships.
9. Conduct student visitations during internships.
10. Establish a Ford ASSET Advisory Committee.
11. Schedule Advisory Committee meetings.
12. In general, oversee student recruitment and selection process.

Ford and Lincoln Dealerships

1. Agree to act as a sponsoring dealership.
2. Appoint an in-dealership internship Coordinator.
3. Recruit, interview and select prospective student(s).
4. Provide dealership coordinated internship experience in accordance with the program schedule.
5. Provide related work/learning experiences that supplement the student's most recent instruction.
6. Agree to pay the student during periods of dealership internship.
7. Provide work uniforms for student consistent with dealership policy both while at school and at the Dealership.
8. Provide any other benefits in a manner consistent with other dealership employees.
9. Assist in obtaining equipment and training aids.
10. Participate in the Advisory Committee meetings.

Student

1. Obtain and maintain a Ford or Lincoln Dealership sponsor throughout the program.
2. Provide the sponsoring Ford or Lincoln dealer with responsible and productive work effort.
3. Participate in all learning activities at scheduled times.
4. Maintain academic standards and adhere to academic policies.
5. Maintain dealership employment standards.
6. Be responsible for program cost: tuition, fees, books, tools, housing, etc.
7. Wear work uniforms, safety glasses and recommended personal safety equipment during campus class/labs and dealership internship experiences.

Student Selection Procedures

1. Students who wish to become a member of the Ford ASSET Program should make application to OSUIT early in the spring semester (January-March) if possible. This will allow time for processing financial aid packages, identification of preparatory class needs, sponsorship acquisition, etc. The application process includes the following:
 - Complete OSUIT Application for Admission.
 - Comply with OSUIT Admission Policies.
 - Complete the student assessment process.
 - Remove preparatory class needs prior to the start of the program classes.
2. Students should complete the Admission process and interview with the Ford or Lincoln dealership of their choice. Contact the ASSET faculty at OSUIT to discuss the dealer sponsor options available to you. Student sponsorship interviews should take place at the dealership and participant's goals should be discussed. **ALL STUDENTS MUST HAVE A FORD DEALER SPONSOR BEFORE ENROLLMENT CAN BE COMPLETED.**

Financial Assistance

Students deciding to be a part of the Ford ASSET Program may have a need for financial assistance. Students involved in the program have the opportunity to earn while they learn during the internship portion of the program. These earnings may be applied to program costs.

Additional financial aid, through loans or grants, for tuition, books, tools, on-campus room and board, etc. may be available through various financial assistance programs. Students needing financial assistance are encouraged to complete the "Free Application for Federal Students" (FAFSA) in the first quarter of each year. Electronic application is encouraged. Early application assures availability of funds, if qualified, and allows the Student Financial Service office to prepare a realistic financial aid package.

Financial aid information may be obtained by calling the Student Financial Services office at 918-293-5290.

Note: Tools required for the Ford Asset Program are considered an educational expense and should be included in education costs when applying for student financial aid.

Financial Aid Web Sites

Financial Aid Searches:

Fastweb Financial Aid Search – www.fastweb.com

College Board Scholarship Search – http://apps.collegeboard.com/cbsearch_ss/welcome.jsp

Grants and Scholarships:

FAFSA Express – www.FAFSA.ed.gov

Missouri Higher Education Loan Association (MOHELA) – www.mohela.com

Oklahoma Guaranteed Student Loan Program (OGSLP) – www.ogslp.org

Oklahoma State Regents for Higher Education – www.okhighered.org

Oklahoma Tuition Aid Grant (OYAG) – www.otag.org

www.collegefunds.net

<http://www.wiredscholar.com/>

www.freschinfo.com

<http://scholarships.com/>

www.mach25.com

General Information:

Direct Student Loan Coalition – <http://directstudentloancoalition.org>

National Association of Student Financial Aid Administrators – www.nasfaa.org

National Council of Higher Education Loan Programs – www.nchelp.org

The Financial Aid Information Page – www.finaid.org

U.S. Department of Education – www.ed.gov

Estimated Student Expenses

Per semester

Room options

| | |
|-----------|---|
| \$1042.00 | Two Bedroom/One Bathroom Non-Suite (1/2 semester) |
| \$1125.00 | Two Bedroom/One Bathroom Suite (1/2 semester) |
| \$1205.00 | Four Bedroom/Two Bathroom Suite (1/2 semester) |

Board options

| | |
|----------|---|
| \$627.00 | 15 Meal Plan + \$25 flex declining balance (1/2 semester) |
| \$525.00 | 10 Meal Plan + \$50 flex declining balance (1/2 semester) |
| \$300.00 | Declining Balance (1/2 semester) |

Tuition & Fees

| | |
|---------------|---|
| \$2197.50 | 15 credit hours (average per semester) This is in-state tuition or with non-resident tuition waiver applied |
| \$250.00 | Books (approximate per semester average) |
| \$1500-\$2400 | Tools (purchased as new set) – dependent upon manufacturer and tool box selected. Snap-on, MAC, NAPA, and MATCO provided students with an approximately 50% discount which is reflected in this cost. |

Please note: prices are subject to change – check the www.osuit.edu website for the most current charges.

**If zero level courses are taken, a Remedial Supplemental Fee of \$18.50 per credit hour will be charged. This brings the total per credit hour for Remedial courses to \$165.00 per credit hour for Oklahoma residents.

Nonresident Academic Scholarship

Choosing OSU Institute of Technology for your education sets you on the right path toward a promising career. As the University of Jobs, OSUIT is committed to making the transition from classroom to career seamless while at the same time offering an affordable education that will pay you dividends upon graduation.

As Oklahoma's only university of applied technology, OSUIT prepares you for a high return on your investment:

- Nearly 100% career placement rate in technical degree programs.
- Low tuition costs, a wide variety of additional scholarship opportunities and financial aid available.
- Paid internships that help pay for school as you go and often lead to full-time employment.

In an effort to keep out-of-state costs low, OSUIT's Nonresident Academic Scholarship helps offset your educational expenses, making it the most affordable option in the region.

OSUIT Scholarship Award by Credit Hour

| Nonresident Incoming GPA | Total Tuition & Mandatory Fees | Scholarship per credit hour | Student portion per credit hour |
|--------------------------|--------------------------------|-----------------------------|---------------------------------|
| 3.50 to 4.00 | \$333.50 - | \$155.00 = | \$178.50 |
| 3.00 to 3.49 | \$333.50 - | \$145.00 = | \$188.50 |
| 2.50 to 2.99 | \$333.50 - | \$135.00 = | \$198.50 |
| 2.00 to 2.49 | \$333.50 - | \$125.00 = | \$208.50 |

Calculations based on FY14 Undergraduate Tuition & Mandatory Fees. Number of scholarships awarded determined by availability of funding. Scholarship effective January 2014.

Scholarship is available to full-time OSUIT students and is renewable for a maximum of 6 consecutive terms. Credit hour award will be recalculated according to student's OSUIT GPA during the fourth term, potentially increasing scholarship funding.

Example: Incoming student's GPA was 2.4, resulting in a scholarship of \$125 per credit hour. At the end of the third term, student's GPA is 3.2, resulting in a scholarship increase to \$145 per credit hour.

Contact OSUIT Prospective Student Services at information@okstate.edu, or call 1-800-722-4471 for full scholarship details.

OSU INSTITUTE OF TECHNOLOGY
Ford ASSET Program
A.A.S. Degree – 89 Credit Hours

| | | Credit Hours |
|---------------------|--|--------------|
| Semester I | | |
| AUMF 1011 | Career Cornerstone: Intro to Automotive Service | 1 |
| AUMF 1033 | Ford Basic Electrical | 3 |
| AUMF 1111 | Ford Computer Based Training | 1 |
| AUMF 1113 | Ford Engine Repair | 3 |
| GTGE 1111 | College Cornerstone | 1 |
| CS 1013 | Computer Literacy & Applications | 3 |
| PSYC 1113 | Introductory Psychology | <u>3</u> |
| | | 15 |
| Semester II | | |
| AUMF 1103 | Internship | 3 |
| AUMF 1211 | Ford Computer Based Training | 1 |
| AUMF 1233 | Ford Base & Electrical Steering & Suspension | 3 |
| AUMF 1243 | Ford Electronic Systems Diagnosis | 3 |
| ENGL 1033 | Technical Writing I | <u>3</u> |
| | | 13 |
| Semester III | | |
| AUMF 1203 | Internship | 3 |
| AUMF 1311 | Ford Computer Based Training | 1 |
| AUMF 1353 | Ford Engine Performance Theory & Operation | 3 |
| AUMF 1363 | Ford Manual Trans/Transaxle & Driveline Repair | 3 |
| ENGL 2033 | Technical Writing II | 3 |
| MATH 2003 | Business Mathematics | <u>3</u> |
| | | 16 |
| Semester IV | | |
| AUMF 1303 | Internship | 3 |
| AUMF 2411 | Ford Computer Based Training | 1 |
| AUMF 2453 | Ford Engine Performance Diagnosis & Testing | 3 |
| AUMF 2473 | Ford Brake System & Advanced Brake Diagnosis | 3 |
| HIST 1493 | U.S. History since 1865 | <u>3</u> |
| | | 13 |
| Semester V | | |
| AUMF 2103 | Internship | 3 |
| AUMF 2511 | Ford Computer Based Training | 1 |
| AUMF 2533 | Ford Diesel Engine Performance Diagnosis | 3 |
| AUMF 2573 | Ford Transfer Case/4WD Diagnosis & System Repair | 3 |
| POLS 1113 | U.S. Government | 3 |
| PHIL 1213 | Ethics | <u>3</u> |
| | | 16 |
| Semester VI | | |
| AUMF 2203 | Internship | 3 |
| AUMF 2611 | Ford Computer Based Training | 1 |
| AUMF 2613 | Ford Automatic Transmission Repair & Electrical | 3 |
| AUMF 2683 | Ford Capstone | 3 |
| AUMF 2693 | Ford Climate Control | 3 |
| BADM 1113 | Introduction to Business | <u>3</u> |
| | | 16 |

Ford ASSET Tool List

1/4" Drive ratchet
1/4" Drive 2" extension
1/4" Drive 4" extension
1/4" Drive universal joint
1/4" Drive shallow socket set (6 pt) 4mm thru 15mm
1/4" Drive deep socket set (6 pt) 4mm thru 15mm

3/8" Drive ratchet
3/8" Drive breaker bar
3/8" Drive universal joint
3/8" Drive 3" extension
3/8" Drive 4" extension
3/8" Drive 8" extension
3/8" Drive 11" extension
3/8" Drive 5/8" spark plug socket
3/8" Drive shallow socket set (6 pt) 8mm thru 19mm
3/8" Drive deep socket set (6 pt) 8mm thru 19mm
3/8" Drive torx driver set – T15, T20, T25, T27, T30, T40, T45, T50, T55
3/8" Drive Hex socket driver set – 4mm thru 14mm

1/2" Drive ratchet
1/2" Drive breaker bar 18" length
1/2" Drive 1/2" to 3/8" impact socket adapter
1/2" Drive 5" impact extension
1/2" Drive 10" impact extension
1/2" Drive shallow impact socket set (6 pt) 10mm thru 24mm

Combination wrench set (12 pt) 6mm thru 24mm

Double end flare nut wrench set:

9mm x 11mm, 10mm x 12mm, 13mm x 14mm, 15mm x 17mm, 16mm x 18mm, 19mm x 21mm

Flat tip screwdriver set:

7/32" x 4", 1/4" x 6", 5/16" x 10", 3/8 x 13"

Phillips screwdriver set:

#1 x 4", #2 x 6", #3 x 8"

8" prybar

18" prybar

24 oz Ballpeen hammer

24 oz Deadblow hammer

12" Adjustable pliers

7" Regular pliers

7" Needle nose pliers

7" Diagonal cutters

3/8" Flat chisel

1/2" Flat chisel

5/8" Flat chisel

3/16" Center punch

3/32" Pin punch

5/32" Pin punch

Ford ASSET Tool List - continued

3/16" Pin punch
3/8" Starter punch
7/16" Starter punch

Gasket scraper
Magnetic pocket pick-up tool
2"-3" Hinged mirror
Brake shoe adjusting tool
Brake spring removal tool
Brake spring pliers
Feeler gauge set
Tire core & stem tool
10-50 PSI tire gauge
Angled air chuck
Blow gun
Utility knife
Oil filter wrench – 2 7/8" to 3 1/4"
Oil filter wrench – 3 1/2" to 3 7/8"
Hacksaw
10' or 12' tape measure
Fender cover
Safety glasses

Tool costs for Snap-on, MAC, NAPA, or MATCO sets are approximately ½ retail price with student discount. The Ford ASSET advisory committee and faculty establish the required tool set for students in the Ford ASSET Program. Faculty members suggest students spend time talking to veteran technicians prior to tool purchase.

Ford Dealer Information

How will the program benefit your dealership?

This program is your answer to the skilled technician shortage. It responds to the needs of Ford and Lincoln dealerships for highly qualified, motivated and skilled technicians. Technicians who are:

1. Trained on current Ford or Lincoln products.
2. Trained in the latest diagnostic and service procedures.
3. Trained to “do it right the first time!”
4. Trained with a positive attitude about their job.
5. Productive before they complete their training.
6. Educated in the important areas of communication, reading, mathematics, business management, business ethics, etc.

This program is a planned dealership personnel development program. It combines the resources of OSUIT and your Dealership to build a true education partnership! A partnership designed to focus on the success of your potential employee, the Ford ASSET student. This program, along with additional experience and guidance, helps you develop future service technicians, master technicians, shop foremen and service managers.

It is cost-effective! The best news is that there is no required up-front cost for the dealership. Your investment is minimal. Here’s why:

1. You select and supervise the student as a productive employee of your dealership. The cooperative educational work experience occurs in your dealership under your supervision and direction.
2. The student is responsible for the cost of tuition, fees, books, and the required basic tool set.
3. You and the student agree on the wage rate during the internship experience. You are **not** required to pay while they are attending classes at OSUIT.

How are Ford ASSET Program students recruited?

Employers are encouraged to assist OSUIT in recruiting students. Then, when it comes to hiring an intern, it is the dealership’s responsibility to select the “right” student. If possible, you should actively recruit a student from your locale. Some good sources are:

1. Current employees
2. Employees’ friends, family
3. Customers
4. High Schools
5. Career Technology Centers
6. FFA Chapters
7. Skills USA
8. Ford AAA participants

What are the responsibilities of a participating dealership?

1. Indicate interest in becoming a sponsoring dealership for an intern.
2. Recruit, interview and select prospective student.
3. Assign an in-shop coordinator who will monitor the student during the internship.
4. Provide dealership coordinated educational work/learning experiences (internships) in areas of technical education that were just concluded at OSUIT.
5. Pay wages to the student during periods of internship at the dealership. This will instill in the student a sense that their employment is necessary and will promote dealership loyalty.
6. Provide uniforms for the student consistent with Ford or Lincoln dealership policy.
7. Complete student evaluation forms during each internship.
8. Advise school of concerns or changes in student status with dealership.

What is the wage rate for Ford ASSET students?

The Ford ASSET Advisory Committee will recommend a wage rate. The rate of pay however, is negotiable and is between you and the student. Ford ASSET students base their value to the dealership on two important factors: the quality of training that is provided while on internship at the dealership and prevailing wages. Successful people are motivated by a variety of things but most expect to be rewarded in the form of an increase in salary. This is especially true when they are performing jobs well and continue to improve their skills and abilities. Ford ASSET students are no different. A pay plan that rewards them for maintaining acceptable grades, doing good work and improving productivity and efficiency is essential.

Ford ASSET students understand that they are trainees and do not expect to be paid a journeyman wage during the training program. However, many of the best students have bills to pay and families to support. Please consider the student's situation to arrive at an acceptable starting wage and when developing a progressive pay plan or any incentive schedule.

What can the dealership expect?

In today's increasingly competitive market, customer satisfaction and customer loyalty are the keys to success and survival. For your dealership the key to customer satisfaction is your service department. Where do you find the right employees? The answer is to attract and develop new technicians through the Ford ASSET Program.

At the completion of the Ford ASSET Program, you have a potential employee that is familiar with you, your dealership and the vehicles you sell and service. You have selected individuals you want to hire and you have taught them your way of doing business. The objective of the Ford ASSET Program is simple: to select the best people to work on the best vehicles and provide the best customer service possible.

**Ford ASSET Program
Oklahoma State University
Institute of Technology**

Sponsor Commitment Form

Please print all information:

I am interested in becoming a sponsoring dealer in the Ford ASSET Program offered at OSUIT and understand the responsibilities of a sponsoring dealership.

I recommend this applicant for the Ford ASSET Program and agree to his/her sponsorship.

Dealer Name Contact Person

Address Title

City State Zip Area Code and Phone Number

Name of Student Applicant

Address

City State Zip Area Code and Phone Number

Signature of Dealer Contact Person

Note:

Please copy this form for your files before returning it to OSUIT.

Mail of Fax form to:

Ford ASSET Program
OSUIT
1801 E. 4th St.
Okmulgee, OK 74447
Phone: (918) 293-5390
Fax: (918) 293-5402

May 2014