

# AUTOMOTIVE COLLISION TECHNOLOGY



STUDENT INFORMATION GUIDE



***INSTITUTE OF  
TECHNOLOGY***



# TABLE OF CONTENTS

<b>CONTACT PERSONS.....</b>	<b>2</b>
Leo Van Delft.....	2
Stevon Gregory.....	2
Geoffrey Constantine.....	2
Scottie Russell.....	2
John Pemberton.....	2
<b>PROGRAM OBJECTIVE.....</b>	<b>3</b>
<b>PROGRAM PURPOSE.....</b>	<b>3</b>
<b>PROGRAM STRUCTURE.....</b>	<b>3</b>
<b>PROGRAM CURRICULUM.....</b>	<b>3</b>
<b>PURPOSE OF THE INTERNSHIP.....</b>	<b>3</b>
<b>STUDENT QUALIFICATIONS.....</b>	<b>4</b>
<b>ADMISSIONS CHECKLIST.....</b>	<b>4</b>
<b>IMPORTANT DATES.....</b>	<b>5</b>
<b>RESPONSIBILITIES OF PARTICIPANTS.....</b>	<b>6</b>
Oklahoma State University Institute of Technology.....	6
Student.....	6
<b>STUDENT SELECTION PROCEDURES.....</b>	<b>6</b>
<b>FINANCIAL ASSISTANCE.....</b>	<b>7</b>
<b>FINANCIAL AID WEB SITES.....</b>	<b>7</b>
<b>TYPICAL PLAN OF STUDY FOR AUTOMOTIVE COLLISION REPAIR.....</b>	<b>8</b>
<b>AUTO COLLISION TECHNOLOGY PROGRAM REQUIRED TOOL LIST.....</b>	<b>9, 10</b>
<b>AUTO COLLISION TECHNOLOGY CANDIDATE APPLICATION.....</b>	<b>11</b>



**INSTITUTE OF  
TECHNOLOGY**

# Automotive Collision Technology Program

## CONTACT PERSONS

***John Pemberton***

Refinishing Instructor  
OSUIT  
1801 E. Fourth Street  
Okmulgee, OK 74447  
918-293-5002  
[john.pemberton@okstate.edu](mailto:john.pemberton@okstate.edu)

***Geoffrey Constantine***

Structural Instructor  
OSUIT  
1801 E. Fourth Street  
Okmulgee, OK 74447  
918-293-4756  
[geoff.constantine@okstate.edu](mailto:geoff.constantine@okstate.edu)

***Leo Van Delft***

Dean  
School of Automotive Technologies  
OSUIT  
1801 E. Fourth Street  
Okmulgee, OK 74447  
918-293-5394  
Fax 918-293-5402  
[leo.vandelft@okstate.edu](mailto:leo.vandelft@okstate.edu)

***Scottie Russell***

Non-Structural Instructor  
OSUIT  
1801 E. Fourth Street  
Okmulgee, OK 74447  
918-293-5348  
[scottie.russell@okstate.edu](mailto:scottie.russell@okstate.edu)

***Stevon Gregory***

Assistant Dean  
School of Automotive Technologies  
OSUIT  
1801 E. Fourth Street  
Okmulgee, OK 74447  
918-293-5106  
Fax 918-293-5402  
[stevon.gregory@okstate.edu](mailto:stevon.gregory@okstate.edu)

# Automotive Collision Repair Technology

## PROGRAM OBJECTIVE

The Automotive Collision Repair Technology Program is a cooperative two-year college level program that leads to an Associate in Applied Science degree. The Automotive Collision Repair Technology Program at Oklahoma State University Institute of Technology administers the program's activities, working in close relationship with the automotive collision industry associations, suppliers, distributors, and repair centers.

## PROGRAM PURPOSE

The purpose of the program is to upgrade the technical competency and professional level of incoming automotive collision repair specialists. It will train students to analytically diagnose and repair damaged vehicles using recommended procedures, special tools and service information. It will provide course content that enables successful graduates to advance in their position after additional experience.

## PROGRAM STRUCTURE

Students in this two-year six semester program will spend the first year on campus at OSU Institute of Technology taking both technical and general education courses as shown on the plan of study. Beginning in the second semester faculty will work with students and assist them in securing an internship site. This agreement is usually finalized during the summer semester.

During the fourth, fifth, and sixth semesters of the program, the students will spend the first half of each semester working at their sponsoring internship location. During the second half of each semester, the students will complete coursework on campus at OSU Institute of Technology. It is essential for the success of the program that the students' education at OSU Institute of Technology and their collision shop work experiences be closely aligned for maximum student learning and retention.

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 during this program includes the latest techniques in: Structural, Non-Structural and refinishing courses.

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, Introduction to 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 collision shop environment, its organizational structure and the competencies that are expected of a professional Collision Repair Specialist.



## 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 OSU Institute of Technology admission and academic requirements.
4. Possess a valid driver's license and maintain an employable driving record.
5. Willing to take a drug test if requested by collision shop sponsor.  
(NOTE: For many collision shops this is a requirement for employment)
6. Sincere about becoming the best collision specialist he/she can be.

## Admissions Checklist

- \_\_\_\_\_ Complete and submit an OSUIT Application for Admission.  
[http://www.osuit.edu/academics/forms/admissions\\_packet.pdf](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 your ACT or SAT scores.
- \_\_\_\_\_ Submit a current official driving record (available at your local Tag Office).
- \_\_\_\_\_ Complete the Accuplacer assessment: a computer generated assessment administered through the Assessment Center at OSU Institute of Technology. (918) 293-5248
- \_\_\_\_\_ Provide Immunization Record or complete the Certificate of Exemption.  
[http://www.osuit.edu/campus\\_community/campus\\_health/immunization\\_form.pdf](http://www.osuit.edu/campus_community/campus_health/immunization_form.pdf)
- \_\_\_\_\_ Complete enrollment in the Automotive Office and receive your class schedule.

# Important Dates

## January 1, 2017

- 2017 Financial Aid Applications are available.
- OSU Institute of Technology Scholarship Application is available.
- OSU Institute of Technology Admission Application is available.

## January 31, 2017

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

## February 1, 2017

- Students begin submitting OSU Institute of Technology 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, 2017

- OSU Institute of Technology Scholarship Application deadline.
- Student Financial Aid award notification process begins.
- First Accuplacer 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, 2017

- Students notified of OSU Institute of Technology Scholarship Awards.

## May 22, 2017

- Enrollment begins for fall 2017 term. Enrollment will continue through September 8, 2017.

## September 5, 2017

- Move-in day for students.

## September 6, 2017

- First day of class for fall term.

## November 22 to 24, 2017

- Fall break/Thanksgiving Holiday.

## December 15, 2017

- Final day of fall 2017 term.

## For more information please call:

Automotive Office (918) 293-5390  
Automotive Collision Repair 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 the Automotive Collision Repair Technology Program.
2. Provide necessary time to initially train and update the faculty.
3. Provide facility dedicated solely to the Automotive Collision Repair Technology Program: classrooms, labs, etc.
4. Provide advisement for Automotive Collision Repair Technology students.
5. Maintain up-to-date tools and equipment.
6. Grant an Associate in Applied Science Degree in Automotive Collision Repair Technology to graduates.
7. Inform sponsoring collision shops of student progress.
8. Assist collision shops with student selection and recruitment.
9. Work with the collision shop to assure involvement in internships.
10. Conduct student visitations during internships.
11. Establish an Automotive Collision Repair Technology Program Advisory Committee.
12. Schedule Advisory Committee meetings.
13. In general, oversee student recruitment and selection process.

### ***STUDENT***

1. Participate in all learning activities at scheduled times.
2. Maintain academic standards and adhere to academic policies (minimum 2.0 GPA) according to OSU Institute of Technology policy.
3. Maintain collision shop attendance standards and performance.
4. Be responsible for program costs: tuition, fees, books, tools, housing, etc.
5. Obtain and maintain a collision shop sponsor during the program's Internships.
6. Provide the sponsoring collision shop with responsible and productive work effort.
7. Wear work uniforms, safety glasses and recommended personal safety equipment during campus class/labs and collision internship experiences.

## **STUDENT SELECTION PROCEDURES**

Students who wish to become a member of the Automotive Collision Repair Technology Program should make application to OSU Institute of Technology early in the spring semester (January – March) if possible. This will allow time for processing financial aid packages, identification of preparatory class needs and scheduling.

The application process includes the following:

- A) Complete OSU Institute of Technology Application for Admission.
- B) Comply with OSU Institute of Technology Admission Policies.
- C) Complete the student assessment process.
- D) Remove at least one preparatory class prior to enrollment.

## **“Lowest Student Debt in the West”**

A combination of affordable tuition, industry sponsorships, and paid internship opportunities has placed OSU Institute of Technology at the top of the 2017 list of the U.S. News “Best Colleges” for graduates with the least amount of debt in the West. In the latest rankings, OSUIT was also listed No. 5 in the Top Public Schools; No. 20 in Top Regional Colleges; and No. 7 in Best Ethnic Diversity rankings for the West Region.

## **FINANCIAL ASSISTANCE**

Students deciding to be part of the Automotive Collision Repair Technology 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 application for financial aid in the first quarter of each year. Following application submittal, this may be done online at [www.osuit.edu](http://www.osuit.edu), allow an 8-10 week period for processing. Early application assures availability of funds, if qualified, and allows the Student Financial Services 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 Automotive Collision Repair Technology 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](http://www.fastweb.com)

College Board Scholarship Search – [http://apps.collegeboard.com/cbsearch\\_ss/welcome.jsp](http://apps.collegeboard.com/cbsearch_ss/welcome.jsp)

### **Grants and Scholarships:**

FAFSA Express – [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov)

Missouri Higher Education Loan Association (MOHELA) – [www.mohela.com](http://www.mohela.com)

Oklahoma Guaranteed Student Loan Program (OGSLP) – [www.ogslp.org](http://www.ogslp.org)

Oklahoma State Regents for Higher Education – [www.okhighered.org](http://www.okhighered.org)

Oklahoma Tuition Aid Grant (OYAG) – [www.otag.org](http://www.otag.org)

[www.collegefunds.net](http://www.collegefunds.net)

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

[www.freschinfo.com](http://www.freschinfo.com)

<http://scholarships.com/>

[www.mach25.com](http://www.mach25.com)

### **General Information:**

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

National Association of Student Financial Aid Administrators – [www.nasfaa.org](http://www.nasfaa.org)

National Council of Higher Education Loan Programs – [www.nchelp.org](http://www.nchelp.org)





## ***INSTITUTE OF TECHNOLOGY***

### **AUTOMOTIVE COLLISION REPAIR TECHNOLOGY**

#### **Associate in Applied Science General Requirements**

#### **81 Credit Hours**

1801 East 4th Street  
Okmulgee, OK 74447-3901  
(918) 293-5390  
fax (918) 293-5402  
[www.osuit.edu](http://www.osuit.edu)  
Revised 12/10/14

#### **1st Semester - 14 Credit Hours**

AUC 1101 Collision Career Cornerstone  
AUC 1232 Gas Metal Arc Welding  
AUC 1112 Panel Straightening & Filler Application  
AUC 1212 Refinishing Equipment & Processes  
Or

AUC 1101 Collision Career Cornerstone  
AUC 1222 Color Analysis  
AUC 1102 Chassis Analysis  
AUC 1252 Panel Replacement & Alignment  
GTGE 1111 College Cornerstone  
BADM 1113 Introduction to Business  
CS 1013 Computer Literacy & Applications

#### **2nd Semester-13 Credit Hours**

AUC 1111 Vehicle Design & Energy Management  
AUC 1232 Gas Metal Arc Welding  
AUC 1112 Panel Straightening & Filler Application  
AUC 1212 Refinishing Equipment & Processes  
Or

AUC 1111 Vehicle Design & Energy Management  
AUC 1222 Color Analysis  
AUC 1102 Chassis Analysis  
AUC 1252 Panel Replacement & Alignment  
MATH 2003 Business Math  
POLS 1113 U.S. Government

#### **3rd Semester- 15 Credit Hours**

AUC 1121 Collision Estimating  
AUC 1302 Suspension Alignment & Fundamentals  
AUC 1062 Refinishing Procedures & Detailing  
AUC 1032 Sectioning Welded Panels  
AUC 1262 Advanced Collision Repair  
HIST 1493 U.S. History  
ENGL 1033 Technical Writing

#### **4th Semester- 13 Credit Hours**

AUC 2156 Internship I  
AUC 1031 Collision Computer Based Training  
AUC 2161 Advanced Refinishing Processes I  
AUC 2131 Non-Structural Recycled Panels  
AUC 2101 Structural Alignment Procedures  
PSYC 2313 Psychology of Personal Adjustment

#### **5th Semester-13 Credit Hours**

AUC 2256 Internship II  
AUC 1131 Mechanical & Electrical Procedures  
AUC 2261 Advanced Refinishing Processes II  
AUC 2201 Structural Replacement Procedures  
AUC 2231 Plastic Repair & Panel Bond  
SPCH 1113 Introduction to Speech

#### **6th Semester-13 Credit Hours**

AUC 2356 Internship III  
AUC 2211 Collision Industry Updates & Trends

AUC 2411 Refinishing Capstone  
AUC 2521 Non-Structural Capstone  
AUC 2631 Structural Capstone

## OSU Institute of Technology Collision Required Tool List

### Tool Description

#### Torx Bits

##### 1/4" Torx Bit Sockets

T-10 Torx Bit Socket  
T-15 Torx Bit Socket  
T-20 Torx Bit Socket  
T-25 Torx Bit Socket  
T-27 Torx Bit Socket  
T-30 Torx Bit Socket  
T-35 Torx Bit Socket  
T-40 Torx Bit Socket  
T-45 Torx Bit Socket  
T-50 Torx Bit Socket  
T-55 Torx Bit Socket  
Socket Rail for Torx Socket

#### 1/4" Socket Set

6" Extension  
Spinner Handle Driver  
1/4" Ratchet  
2" Extension  
Universal Joint  
6pt 4mm  
6pt 5mm  
6pt 6mm  
6pt 7mm  
6pt 8mm  
6pt 9mm  
6pt 10mm  
6pt 11mm  
6pt 12mm  
6pt 13mm

#### 3/8" Shallow Impact Sockets

6pt 6mm  
6pt 7 mm  
6pt 8mm  
6pt 9 mm  
6pt 10mm  
6pt 11mm  
6pt 12mm  
6pt 13mm  
6pt 14mm  
6pt 15mm  
6pt 16mm  
6pt 17 mm  
6pt 19mm

PHIL 1213 Ethics

#### 3/8" Deep Impact Socket Set

3/8" Ratchet  
3" Extension  
6" Extension  
6pt Deep 8mm  
6pt Deep 9mm  
6pt Deep 10mm  
6pt Deep 11mm  
6pt Deep 12mm  
6pt Deep 13mm  
6pt Deep 14mm  
6pt Deep 15mm  
6pt Deep 16mm  
6pt Deep 17mm  
6pt Deep 18mm  
6pt Deep 19 mm  
Metric Socket Holder

#### 1/2" Drive Socket Sets

Standard Handle Ratchet 10"-12" length  
1/2" Drive 3" Extension - Impact  
1/2" Drive Deep Socket Set 10mm – 19mm Impact  
1/2" Drive impact swivel

#### PLIERS

Diagonal Pliers  
6" Regular Needle Nose Pliers  
7" Vice Grip Pliers (Straight Jaw Standard Vice Grip Type)  
**Combination Ratcheting Wrenches 15 degree Offset**

8mm Combination  
9mm Combination  
10 mm Combination  
11 mm Combination  
12 mm Combination  
13 mm Combination  
14 mm Combination  
15 mm Combination  
16 mm Combination  
17 mm Combination  
18 mm Combination  
19 mm Combination

#### GENERAL TOOLS

Safety Glasses  
10' Combination Metric & Standard Tape  
Welding Goggles  
Flint Lighter  
Right Angle Ratcheting Screwdriver with # 1 flat tip and a

# 2 Phillips bit  
Combination Screwdriver Set consisting of Flat and Phillips  
minimum of 8 starting with a Stubby  
6" or 8" Lady Foot Pry Bar  
Scratch Awl  
Ratcheting Screwdriver  
26 Piece Ratcheting Screwdriver Set  
Window Handle Clip Remover  
Trim Pad Tool  
Blow Gun (Pencil Type)

**DOLLIES, SPOONS, AND HAMMERS**

Light Dinging Spoon  
General Purpose Dolly  
Heel Dolly  
Cross Curved Chisel Hammer  
Utility Pick Hammer

**Specialty Collision Tools**

16" Sanding Board Stickit Type  
11" Sanding Board Stickit Type  
3 Pack Plastic Spreaders  
Bumping File ( Medium)  
3-M Squeegee  
Dura Block Sanding Kit  
Cheese Grater  
Sure Grip Trim Pliers (Stock 21720)  
3-M Disposal Respirator  
DA Sander (Must have a lock out and not a Palm Sander)  
Angle Head Grinder with 3" Rolock Type Backing Disc  
Tig Welding Gloves (Tillman Long Cuff Tig Gloves)  
2 - 3" Flexible Putty Knives

**Specialty Paint Equipment**

Finex Spray Gun with Sharp air regulator or better

**OSU Bookstore**

Metal Mixing Board (Can be purchased at the OSU bookstore)

**Tool Box**

Roll around lower tool box

3-M # 20 Sponge Pad  
Motor Guard # SB3 Sanding Kit

Tool costs for Snap-On, Mac and Matco sets are approximately ½ retail prices with student discount. The Automotive Collision Repair Technology Program advisory committee and faculty establish the required tool set for students in the Automotive Collision Repair Technology Program. Faculty members suggest students spend time talking to veteran technicians and OSUIT instructors prior to tool purchase.

NOTE: Costs are subject to change.

**AUTOMOTIVE COLLISION REPAIR TECHNOLOGY  
OKLAHOMA STATE UNIVERSITY  
INSTITUTE OF TECHNOLOGY  
Candidate Application**

**Please print all information:**

Name

---

Last	First	Middle
------	-------	--------

---

Address	City	State	Zip	Area Code – Home Phone / Mobile Phone
---------	------	-------	-----	---------------------------------------

---

Date of Birth – Month/Day/Year	Driver License number / State of Issue	Email Address
		Yes / No

---

High School attended	Year Graduated / G.E.D completed	Have you taken the ACT?
----------------------	----------------------------------	-------------------------

---

Name of High School or Career Tech <b>Automotive Program</b> attended. Instructor's Name	Number of semesters attended
--	------------------------------

**Previous College Experience:**

---

Name of College or University attended	City/State	Credit hours earned
--	------------	---------------------

Other educational experience (Military, Seminars, etc.)

Veteran:             Yes                             No

**Work experience:**

---

Place of employment	Supervisor's Name	Phone #
---------------------	-------------------	---------

---

Place of employment	Supervisor's Name	Phone #
---------------------	-------------------	---------

**Release of Information:**

Understanding my privacy rights under the Family Educational Rights and Privacy Act (FERPA), I hereby consent to and grant OSU Institute of Technology permission to share my complete educational records with sponsoring or potential sponsoring Automotive Collision Repair Centers. The educational records may include, but are not limited to, attendance, grades and assessment of performance tasks.

Student candidate signature \_\_\_\_\_

Automotive Collision Repair student candidates return this completed form to:

Automotive Collision Repair Technology Program  
OSU Institute of Technology  
Department of Automotive Technologies  
1801 East 4<sup>th</sup> Street

Okmulgee, OK 74447  
Fax (918) 293-5402



January 2017