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


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.  

_____ Interview with a Sponsoring Dealer.

_____ Complete enrollment in the Automotive Office and receive your class schedule.
Important Dates

January 1, 2016
---2016 Financial Aid Applications are available.
---OSUIT Scholarship Applications are available.
---OSUIT Admission Applications are available.

January 31, 2016
---Families receive W-2 Forms and begin to prepare tax returns so Financial Aid Applications can be completed.

February 1, 2016
---Students begin submitting OSUIT Admission Applications.
---Begin completing Free Application for Federal Student Aid (FASFA).
---Students should be making plans to take the ACT or SAT test.

March 1, 2016
---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, 2016
---Students notified of OSUIT Scholarship Awards.

May 23, 2016
---Enrollment begins for fall 2016 term. Enrollment will continue through September 9, 2016.

September 6, 2016
---Move-in day for students.

September 7, 2016
---First day of class for fall term.

December 16, 2016
---Final day of fall 2016 term.

For more information please call:
Ford ASSET (918) 293-5110 or 293-5400
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.** Please speak with the Ford ASSET instructor regarding any exceptions to the sponsorship requirement.

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 Council of Higher Education Loan Programs – www.nchelp.org
The Financial Aid Information Page – www.finaid.org
## OSU INSTITUTE OF TECHNOLOGY
### Ford ASSET Program
### A.A.S. Degree – 89 Credit Hours

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<td>AUMF 1034</td>
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<td>PSYC 1113</td>
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<td>MATH 2003</td>
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<td>Ford Diesel Engine Performance Diagnosis</td>
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<td>AUMF 1363</td>
<td>Ford Manual Trans/Transaxle &amp; Driveline Repair</td>
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<td>POLS 1113</td>
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<td>PHIL 1213</td>
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<td>AUMF 2683</td>
<td>Ford Capstone</td>
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<td>AUMF 2573</td>
<td>Ford Transfer Case/4WD Diagnosis &amp; System Repair</td>
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<td>BADM 1113</td>
<td>Introduction to Business</td>
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Ford ASSET Tool List

¼” Drive ratchet
¼” Drive 2” extension
¼” Drive 4” extension
¼” Drive universal joint
¼” Drive shallow socket set (6 pt) 4mm thru 15mm
¼” 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

½” Drive ratchet
½” Drive breaker bar 18” length
½” Drive ½” to 3/8” impact socket adapter
½” Drive 5” impact extension
½” Drive 10” impact extension
½” 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
½” 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 ¼”
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
OKLAHOMA STATE UNIVERSITY
INSTITUTE OF TECHNOLOGY
Candidate Application

Please print all information:

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<th>Have you taken the ACT?</th>
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## Previous College Experience:

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<th>Other educational experience (Military, Seminars, etc.)</th>
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## Work Experience:

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## 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 Ford Motor Company and sponsoring or potential sponsoring Ford-Lincoln Dealerships. The educational records may include, but are not limited to, attendance, grades, and assessment of performance tasks.

Student candidate signature __________________________________________________________

Ford ASSET student candidates return this completed form to:

Ford ASSET Program
OSUIT
Automotive Technologies Division
1801 East 4th Street
Okmulgee, OK 74447
Fax (918) 293-5402
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.**

<table>
<thead>
<tr>
<th>Dealer Name</th>
<th>Contact Person</th>
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<tr>
<th>Address</th>
<th>Title</th>
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<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Area Code and Phone Number</th>
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<tr>
<th>Name of Student Applicant</th>
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**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