

## MOPAR CAP INFORMATION GUIDE



***INSTITUTE OF  
TECHNOLOGY***

**CHRYSLER DODGE JEEP RAM**



## MOPAR CAP Program

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# The MOPAR College Automotive Program

## Program Objective

The MOPAR College Automotive 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 School of Automotive Technologies at Oklahoma State University Institute of Technology works in a joint effort with Fiat Chrysler Automobiles LLC and Chrysler-Dodge-Jeep-Ram dealers.

## Program Purpose

The purpose of the program is to upgrade the technical competency and professional level of incoming Chrysler-Dodge-Jeep-Ram dealership service technicians. It will train students to analytically diagnose and maintain Chrysler automotive products using recommended procedures, special tools and Chrysler 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 being allocated for on-the-job training at a Chrysler-Dodge-Jeep-Ram dealership. 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 7½ 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 signed agreement with their employing 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 Chrysler-Dodge-Jeep-Ram 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 offered in areas such as Math, Composition / Technical Writing, Psychology, U.S. History, U.S. Government, Business and Ethics will 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.

# “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 2018 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.

## 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 Chrysler-Dodge-Jeep-Ram dealership hiring requirements.
5. Sponsored by a Chrysler-Dodge-Jeep-Ram 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 technician he/she can be.

## Student Selection Procedures

1. Students who wish to become a member of the MOPAR CAP 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, employment acquisition, etc. The application process includes the following:

- Complete OSUIT Application for Admission.
- Complete a Program Application.
- 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 Chrysler-Dodge-Jeep-Ram dealership of their choice. Contact the MOPAR CAP faculty at OSUIT to discuss the dealership options available to you. Student interviews should take place at the dealership and participant's goals should be discussed. **ALL STUDENTS MUST HAVE A SIGNED AGREEMENT WITH A CHRYSLER DEALER BEFORE ENROLLMENT CAN BE COMPLETED.** Please speak with the MOPAR CAP coordinator regarding any exceptions to the agreement requirement.

3. Should the interview prove successful, the dealership will complete the MOPAR CAP Dealer Commitment form and submit it to the Automotive Technology Department at OSUIT.

# Important Dates

## January 1, 2018

- 2018 Financial Aid Applications are available.
- OSUIT Scholarship Applications are available. ---OSUIT Admission Applications are available.

## January 31, 2018

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

## February 1, 2018

- 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, 2018

- OSUIT 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, 2018

- Students notified of OSUIT Scholarship Awards.

## May 21, 2018

- Enrollment begins for fall 2018 term. Enrollment will continue through September 8, 2018.

**October 24, 2018** ---Move-in day and Cowboy Up for students.

**October 25, 2018** ---First day of class for fall term.

**December 14, 2018** ---Final day of fall 2018 term.

# Responsibilities of Participants

## Oklahoma State University Institute of Technology

1. Provide faculty dedicated solely to MOPAR CAP Program.
2. Provide necessary time to train and update the faculty.
3. Provide advisement for MOPAR CAP students.
4. Maintain up-to-date tools and equipment.
5. Grant an Associate in Applied Science degree in Automotive Technology to graduates.
6. Inform participating 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 MOPAR CAP Advisory Committee.
11. Schedule Advisory Committee meetings.
12. In general, oversee student recruitment and selection process.

## **FCA Dealerships**

1. Agree to act as an employing 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.

## **Mopar CAP Student**

1. Obtain and maintain a Chrysler-Dodge-Jeep-Ram Dealership employment throughout the program.
2. Provide the Chrysler-Dodge-Jeep-Ram 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 appropriate clothing, safety glasses and recommended personal safety equipment during on-campus class/labs and dealership internship experiences.

# Admissions Checklist

- \_\_\_\_\_ Complete and submit an OSUIT Application for Admission <https://admissions.osuit.edu/apply/>
- \_\_\_\_\_ Complete and submit an application to the OSUIT MOPAR CAP program.
- \_\_\_\_\_ Submit ACT or SAT scores.
- \_\_\_\_\_ Complete the Accuplacer testing if necessary (see academic requirements):  
    Assessment Center at OSUIT. (918) 293-5248
- \_\_\_\_\_ Submit a current official driving record to CAP instructors; available at your local tag office.
- \_\_\_\_\_ Interview with and acquire apprenticeship employment at a FCA Dealer.
- \_\_\_\_\_ Complete and submit the Free Application for Federal Student Aid (FAFSA) <http://fafsa.ed.gov>
- \_\_\_\_\_ Complete and submit Scholarship Applications. [http://go.osuit.edu/student/financial\\_aid\\_scholarships//](http://go.osuit.edu/student/financial_aid_scholarships//)
- \_\_\_\_\_ Submit official eight semester high school transcript.
- \_\_\_\_\_ Submit official transcripts for all colleges attended (if any).
- \_\_\_\_\_ 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 with your advisor and receive your class schedule.

## Financial Assistance

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 918-293-4650.

Note: Tools required, for the MOPAR CAP Program, are 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.nerdwallet.com](http://www.nerdwallet.com) <http://scholarships.com/>

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

### General Information:

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)

The Financial Aid Information Page – [www.finaid.org](http://www.finaid.org)

U.S. Department of Education – [www.ed.gov](http://www.ed.gov)



**Oklahoma State University Institute of Technology  
MOPAR CAP Program**

**A.A.S. DEGREE...89 CREDIT HOURS**

<b>SEMESTER I</b>		<b>Credit Hours</b>
AUMC 1103	Automotive Service Fundamentals	3
AUMC 1163	Steering & Suspension Systems	3
CS 1013	Computer Literacy & Applications	3
GTGE 1111	College Cornerstone	1
HIST 1493	U.S. History since 1865	<u>3</u>
		13
<b>SEMESTER II</b>		
AUMC 1215	Internship I	5
AUMC 1243	Automotive Electronic Systems I	3
AUMC 1263	Automotive Electronic Systems II	3
ENGL 1113	Freshman Composition	<u>3</u>
		14
<b>SEMESTER III</b>		
AUMC 1305	Internship II	5
AUMC 1203	Brake Systems	3
AUMC 2413	Heating & Air Conditioning Systems	3
PHIL 1213	Ethics	<u>3</u>
		14
<b>SEMESTER IV</b>		
AUMC 2405	Internship III	5
AUMC 1303	Advanced Automotive Drivelines I	3
AUMC 1323	Advanced Automotive Drivelines II	3
MATH 2003	Business Mathematics	<u>3</u>
		14
<b>SEMESTER V</b>		
AUMC 2505	Internship IV	5
AUMC 2543	Engine Systems Theory & Operation	3
AUMC 2503	Engine Performance Theory & Operation	3
PSYC 1113	Introductory Psychology	3
SPCH 1113	Introduction to Speech Communications	<u>3</u>
		17
<b>SEMESTER VI</b>		
AUMC 2605	Internship V	5
AUMC 2603	Diesel Engine & Fuel Injection Systems	3
AUMC 2613	Mopar Capstone	3
POLS 1113	U. S. Government	3
BADM 1113	Introduction to Business	<u>3</u>
		17



## MOPAR CAP 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" pry bar  
18" pry bar  
24 oz. Ballpeen hammer  
24 oz. Dead blow hammer

12" Adjustable pliers  
7" Regular pliers  
7" Needle nose pliers  
7" Diagonal cutters

### **MOPAR CAP Tool List - continued**

3/8" Flat chisel  
1/2" Flat chisel  
5/8" Flat chisel  
3/16" Center punch

3/32" Pin punch  
5/32" Pin punch  
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 1/2 retail price with student discount. The MOPAR CAP Program advisory committee and faculty establish the required tool set for students in the MOPAR CAP Program. Faculty members suggest students spend time talking to veteran technicians prior to tool purchase.**

# MOPAR CAP 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 Chrysler-Dodge-Jeep-Ram dealerships for highly qualified, motivated and skilled technicians. Technicians who are:

1. Trained on current Chrysler-Dodge-Jeep-Ram 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 MOPAR CAP 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 them while they are attending classes at OSUIT.

## How is a MOPAR CAP 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

## What are the responsibilities of a participating dealership?

1. Indicate interest in becoming a participating Chrysler-Dodge-Jeep-Ram dealership for an intern.
2. Recruit, interview and select prospective student.
3. Assign an in-shop mentor 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 Chrysler-Dodge-Jeep-Ram 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 MOPAR CAP students?

The MOPAR CAP Advisory Committee will recommend a wage rate. The rate of pay however, is negotiable and is between you and the student. MOPAR CAP 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. MOPAR CAP students are no different. A pay plan that rewards them for maintaining acceptable grades, doing good work and improving productivity and efficiency is essential.

MOPAR CAP 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 **MOPAR CAP** Program.

At the completion of the **MOPAR CAP** 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 **MOPAR CAP** Program is simple: to select the best people to work on the best vehicles and provide the best customer service possible.





MOPAR CAP PROGRAM  
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 Last 4 digits of your Social Security Number (required for training log-in)

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
High School attended Year Graduated / G.E.D completed Yes / No Have you taken the ACT?

\_\_\_\_\_  
Name of High School or Career Tech **Automotive Program** 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 #

**Dealer contact:**

\_\_\_\_\_  
Chrysler-Dodge-Jeep-Ram Dealership Name Dealership Location Person You Contacted

**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 Fiat Chrysler Automotive (FCA) and sponsoring or potential sponsoring FCA Dealerships. The educational records may include, but are not limited to, attendance, grades and assessment of performance tasks.

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

MOPAR CAP student candidates return this completed form to:

MOPAR CAP Program  
OSU Institute of Technology  
School of Automotive Technologies  
1801 East 4<sup>th</sup> Street  
Okmulgee, OK 74447  
Fax (918) 293-5402







MOPAR CAP Program  
Oklahoma State University  
Institute of Technology



Sponsor Commitment Form

**Please print all information:**

I am interested in becoming a sponsoring dealer in the **MOPAR CAP** offered at OSUIT and understand the responsibilities of a sponsoring dealership.

**I recommend this applicant for the MOPAR CAP 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:**  
**MOPAR CAP** Program  
OSU Institute of Technology 1801  
E. 4<sup>th</sup> St.  
Okmulgee, OK 74447  
Phone: (918) 293-5390  
Fax: (918) 293-5402

January 2018