

PRO-TECH PROGRAM

pro-TECH



STUDENT INFORMATION GUIDE



**INSTITUTE OF
TECHNOLOGY**



Information Guide
School of Automotive Technologies
Oklahoma State University
Institute of Technology

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Automotive Service Technology Program

What is the Pro-Tech Program?

The Pro-Tech 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 administers the program's activities working in close relationship with the automotive service industry associations, suppliers, and distributors.

What is the Purpose of the Pro-Tech Program?

The purpose of the program is to upgrade the technical competency and professional level of incoming automotive service technicians. It will train students to analytically diagnose and maintain vehicles using recommended procedures, special tools and 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.

How Does the Pro-Tech Program Work?

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 automotive Service Centers. Each block of technical training and general education course work is followed by an immediate Service Center work experience time period that reinforces the technical training. 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 Service Center work experiences be closely aligned for maximum student learning and retention.

Since considerable time is spent at the Service Center, it is a requirement of the program that students have a sponsoring Service Center prior to enrollment. The primary responsibility for the Service Center is to provide training-related employment for the students during their work experience\internship period.

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.

What Subjects are Studied?

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

In addition to the technical curriculum, courses will be offered in areas such as Math, Composition, 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 shop 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 and Pro-Tech admission and academic requirements.
4. Able to meet automotive repair facility hiring requirements.
5. Sponsored by an automotive repair facility.
6. Possess a valid driver's license and maintain an employable driving record.
7. Willing to take a drug test if requested by Independent sponsor. (Note: for many automotive repair facilities this is a requirement for employment.)
8. Sincere about becoming the best automotive technician he/she can be.

Admissions Checklist – (All items must be completed prior to enrollment)

- _____ Complete and submit an OSUIT Application for Admission.
[Application for Admission](#)
- _____ Complete and submit the Free Application for Federal Student Aid (FAFSA).
<http://fafsa.ed.gov>
- _____ Apply for Student Housing (if applicable). Submit \$150.00 deposit. - (918) 293-5280.
- _____ Submit official high school transcript and all college transcripts (if any).
- _____ Complete and submit the Pro-Tech candidate application. See page #12.
- _____ Submit your ACT scores. Desired score is 19 or higher in reading, English, and math.
- _____ Complete Accuplacer Testing: required if ACT score is less than described above.
OSUIT Assessment Center - (918) 293-5248.
- _____ Provide Immunization Record or complete the Certificate of Exemption.
https://go.osuit.edu/student/union/services/sites/go.osuit.edu.student.union.services/files/u73/certificate_of_exemption.pdf
- _____ Interview with Pro-Tech faculty. Please call: (918) 293-5079 or (918) 293-5390.
- _____ Submit a current official driving record (available at your local Tag Office).
- _____ Acquire automotive repair facility sponsor and ask them to complete the Sponsorship Application.
See page #14. Please fax to (918) 293-5402.
- _____ Complete enrollment in the Automotive Office and receive your class schedule.
- _____ Acquire a recommended tablet. See instructors for specific details.



Important Dates

January 1, 2017

- 2017 Financial Aid Applications are available.
- OSUIT Scholarship Applications are available.
- OSUIT Admission Applications are 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 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, 2017

- 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, 2017

- Students notified of OSUIT Scholarship Awards.

May 22, 2017

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

October 25, 2017

- Move-in day for students.

October 26, 2017

- First day of class for fall term.

December 15, 2017

- Final day of fall 2017 term.

For more information please call:

Ryan Lasarsky (918) 293-5079
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 Pro-Tech Program.
2. Provide necessary time to train and update the faculty.
3. Provide advisement for Pro-Tech 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 automotive repair facilities of student progress.
7. Assist automotive repair facilities with student selection and recruitment.
8. Work with the automotive repair facility to assure involvement in internships.
9. Conduct student visitations during internships.
10. Establish a Pro-Tech Advisory Committee.
11. Schedule Advisory Committee meetings (third Tuesday of April and October).
12. In general, oversee student recruitment and selection process.

Pro-Tech Automotive repair facilities

1. Agree to act as a sponsoring dealership.
2. Appoint an in-shop internship Coordinator.
3. Recruit, interview and select prospective student(s).
4. Provide automotive repair facility 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 shop internship.
7. Provide work uniforms for student consistent with automotive repair facility policy both while at school and at the shop.
8. Provide any other benefits in a manner consistent with other automotive repair facility employees.
9. Assist in obtaining equipment and training aids.
10. Participate in the Advisory Committee meetings.
11. **Provide a one-time Student Support Fee of \$300 per student to assist the University in developing co-curricular activities such as:**
 - Graduation dinner
 - Achievement award
 - Graduation field trip

Student

1. Obtain and maintain an automotive repair facility sponsor throughout the program.
2. Provide the sponsoring automotive repair facility 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 automotive repair facility employment standards.
6. Be responsible for program cost: tuition, fees, books, tools, housing, etc.
7. Wear work uniforms, if provided, safety glasses and recommended personal safety equipment during campus class/labs and automotive repair facility internship experiences.



Student Selection Procedures

1. Students who wish to become a member of the Pro-Tech 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.
 - Complete Pro-Tech Program application.
 - Comply with OSUIT Admission Policies.
 - Complete the student assessment process, Accuplacer.
 - Remove preparatory class needs prior to the start of the program classes.
2. Students should complete the Admission process and interview with the automotive repair facility of their choice. Contact the Pro-Tech faculty at OSUIT to discuss the automotive repair facility sponsors that have agreed to participate in the program. Student sponsorship interviews should take place at the automotive repair facility and participant's goals should be discussed. **ALL STUDENTS MUST HAVE AN AUTOMOTIVE REPAIR FACILITY SPONSOR BEFORE ENROLLMENT CAN BE COMPLETED.** *Please speak with a Pro-Tech instructor regarding exceptions to the sponsorship requirement.*

"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 a part of the Pro-Tech 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 Pro-Tech Program are considered an educational expense and should be included in education costs when applying for student financial aid.

www.osuit.edu/admissions/tuition_and_fees.php

www.osuit.edu/campus_community/residential_life/costs.php

www.osuit.edu/campus_community/residential_life/meal_plans.php

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:

OSUIT scholarship page – www.osuit.edu/admissions/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

APSA Morris/Rupp Memorial Educational Trust – www.automotivescholarships.com

Galye McCartney Memorial Educational Trust – www.automotivescholarships.com

Global Automotive Aftermarket Symposium – www.automotivescholarships.com

Mitchell 1 Automotive Technology Outstanding Student – www.automotivescholarships.com

Oklahoma OHLAP scholarship - www.okpromise.org

SEMA Memorial Scholarship Fund – <http://sema.org/scholarships>

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

African Americans – www.uncf.org

Native Americans – www.aiefprograms.org

Hispanics/Latinos – www.hsf.net

Ronald McDonald House – www.rmhc.org

Tulsa Public Library – www.tulsalibrary.org

Veterans – www.osuit.edu/admissions/veterans_affairs.html



OSU INSTITUTE OF TECHNOLOGY
Pro-Tech Program
A.A.S. Degree – 89 Credit Hours

			Credit Hours
Semester I			
AUMP	1002	Career & College Cornerstone	2
AUMP	1072	Electrical / Electronics Training I	2
AUMP	1082	Electrical / Electronics Training II	2
AUMP	1055	Internship I	5
CS	1013	Computer Literacy & Applications	<u>3</u>
			14
Semester II			
AUMP	1231	Automotive Brake Systems I	1
AUMP	1242	Automotive Brake Systems II	2
AUMP	1281	Automotive Suspension & Steering I	1
AUMP	1282	Automotive Suspension & Steering II	2
AUMP	1285	Internship II	5
MATH	2003	Business Mathematics	<u>3</u>
			14
Semester III			
AUMP	2591	Automotive Heating & A/C I	1
AUMP	2592	Automotive Heating & A/C II	2
AUMP	1202	Electrical Diagnosis	2
AUMP	1395	Internship III	5
SPCH	1113	Introduction to Speech	3
ENGL	1113	Freshman Composition I	<u>3</u>
			16
Semester IV			
AUMP	1051	Automotive Engines I	1
AUMP	1052	Automotive Engines II	2
AUMP	2471	Automotive Engine Performance I	1
AUMP	2472	Automotive Engine Performance II	2
AUMP	2475	Internship IV	5
HIST	1493	U.S. History since 1865	<u>3</u>
			14
Semester V			
AUMP	1371	Automotive Manual Drivetrain I	1
AUMP	1372	Automotive Manual Drivetrain II	2
AUMP	1391	Automotive Automatic Transmission / Transaxle I	1
AUMP	1392	Automotive Automatic Transmission / Transaxle II	2
AUMP	2595	Internship V	5
POLS	1113	U.S. Government	3
PHIL	1213	Ethics	<u>3</u>
			17
Semester VI			
AUMP	2694	Automotive Capstone	4
AUMP	2782	Advanced Automotive Diagnostics	2
AUMP	2162	Advanced Automotive Drivelines	2
BADM	1113	Introduction to Business	3
PSYC	1113	Introductory Psychology	<u>3</u>
			14

*Course's subject to change



Pro-Tech Tool List

1/4" Drive ratchet	Flat tip screwdriver set:
1/4" Drive 2" extension	7/32" x 4", 1/4" x 6", 5/16" x 10", 3/8 x 13"
1/4" Drive 4" extension	Phillips screwdriver set: #1 x 4", #2 x 6", #3 x 8"
1/4" Drive universal joint	8" pry bar
1/4" Drive shallow socket set (6 pt.)	18" pry bar
4mm thru 15mm	24 oz. Ballpeen hammer
1/4" Drive deep socket set (6 pt.)	24 oz. Dead blow hammer
4mm thru 15mm	12" Adjustable pliers
3/8" Drive ratchet	7" Regular pliers
3/8" Drive breaker bar	7" Needle nose pliers
3/8" Drive universal joint	7" Diagonal cutters
3/8" Drive 3" extension	
3/8" Drive 4" extension	3/8" Flat chisel
3/8" Drive 8" extension	1/2" Flat chisel
3/8" Drive 11" extension	5/8" Flat chisel
3/8" Drive 5/8" spark plug socket	3/16" Center punch
3/8" Drive shallow socket set (6 pt.)	3/32" Pin punch
8mm thru 19mm	5/32" Pin punch
3/8" Drive deep socket set (6 pt.)	3/16" Pin punch
8mm thru 19mm	3/8" Starter punch
3/8" Drive torx driver set	7/16" Starter punch
(T15 – T55)	Gasket scraper
3/8" Drive Hex socket driver set	Magnetic pocket pick-up tool
4mm - 14mm	2"-3" Hinged mirror
1/2" Drive ratchet	Brake shoe adjusting tool
1/2" Drive breaker bar 18" length	Brake spring removal tool
1/2" Drive 1/2" to 3/8" impact socket adapter	Brake spring pliers
1/2" Drive 5" impact extension	Feeler gauge set
1/2" Drive 10" impact extension	Tire core & stem tool
1/2" Drive shallow impact socket set (6 pt.) 10mm thru 24mm	10-50 PSI tire gauge
	Angled air chuck
	Blow gun
	Utility knife
Combination wrench set (12 pt.)	Oil filter wrench – 2 7/8" to 3 1/4"
6mm thru 24mm	Oil filter wrench – 3 1/2" to 3 7/8"
Double end flare nut wrench set:	Hacksaw
(9mm x 11mm, 10mm x 12mm, 13mm x 14mm, 15mm x 17mm, 16mm x 18mm, 19mm x 21mm)	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 Pro-Tech advisory committee and faculty establish the required tool set for students in the Pro-Tech Program. Faculty members suggest students spend time talking to veteran technicians prior to tool purchase.



Pro-Tech Automotive Repair Facility Information

How will the program benefit your business?

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

1. Trained on a variety of automotive vehicle lines.
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 automotive repair facility personnel development program. It combines the resources of OSUIT and your Shop to build a true education partnership! A partnership designed to focus on the success of your potential employee, the Pro-Tech 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 Automotive repair facility. Your investment is minimal. Here's why:

1. You select and supervise the student as a productive employee of your Shop. The cooperative educational work experience occurs in your Shop 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 Pro-Tech Program students recruited?

Employers are encouraged to assist OSUIT in recruiting students. Then, when it comes to hiring an intern, it is the Shop'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 automotive repair facility?

1. Indicate interest in becoming a sponsoring automotive repair facility 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 shop 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 automotive repair facility. This will instill in the student a sense that their employment is necessary and will promote shop loyalty.
6. Provide uniforms for the student consistent with automotive repair facility policy.
7. Complete student evaluation forms during each internship.
8. Advise school of concerns or changes in student status with shop.

What is the wage rate for Pro-Tech students?

The Pro-Tech Advisory Committee will recommend a wage rate. The rate of pay however, is negotiable and is between you and the student. Pro-Tech students base their value to the shop on two important factors: the quality of training that is provided while on internship at the automotive repair facility 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. Pro-Tech students are no different. A pay plan that rewards them for maintaining acceptable grades, doing good work and improving productivity and efficiency is essential.

Pro-Tech 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 automotive repair facility expect?

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

At the completion of the Pro-Tech Program, you have a potential employee that is familiar with you, your shop and the vehicles you service. You have selected individuals you want to hire and you have taught them your way of doing business. The objective of the Pro-Tech Program is simple: to select the best people to provide quality repairs and deliver the best customer service possible.





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

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 #

Place of employment Supervisor's Name Phone #

Have you contacted a Service Center about sponsorship? _____ YES _____ NO

If so, please provide:

Shop Name & City Contact person 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 Service Centers. The educational records may include, but are not limited to, attendance, grades, and assessment of performance tasks.

Student candidate signature

Pro-Tech student candidates return this completed form to:

Pro-Tech Program
OSUIT School of Automotive Technologies
1801 East 4th Street
Okmulgee, OK 74447
Fax (918) 293-5402





Pro-Tech Program
Oklahoma State University
Institute of Technology

Sponsor Commitment Form

Please print all information:

I am interested in becoming a sponsoring shop in the Pro-Tech Program offered at OSUIT and understand the responsibilities of a sponsoring Independent automotive facility.

I recommend this applicant for the Pro-Tech Program and agree to his/her sponsorship.

Shop Name Contact Person

Address Title Email Address

City State Zip Area Code and Phone Number

Name of Student Applicant

Address

City State Zip Area Code and Phone Number

Signature of Shop Contact Person

**Note: If you have any questions please contact the faculty member listed below.
Also, please copy this form for your files before returning it to OSUIT.**

Mail of Fax form to:

Ryan Lasarsky - Faculty
Pro-Tech Program
Automotive Technologies Division
OSUIT
1801 E. 4th St.
Okmulgee, OK 74447
Phone: (918) 293-5390
Fax: (918) 293-5402

March 2017