

PRO-TECH

Information Guide

AUTOMOTIVE SERVICE TECHNOLOGY PROGRAM

OKLAHOMA STATE UNIVERSITY-OKMULGEE

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PRO-TECH

AUTOMOTIVE SERVICE TECHNOLOGY PROGRAM

WHAT IS THE PRO-TECH PROGRAM?

The Pro-Tech Automotive Service Technology Program is a cooperative two-year college level student technician-training program, which leads to an Associate in Applied Science degree with a major in Automotive Technology. The Automotive Technology Department at Oklahoma State University Okmulgee 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, service and maintain automotive vehicles using recommended procedures, special tools, and service information. It will provide course content that will enable the successful graduate 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 training at Oklahoma State University-Okmulgee. 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, which reinforces the technical training. It is essential for the success of the program that the students' education at OSU-Okmulgee 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 the student have a sponsoring Service Center prior to enrollment. The primary responsibility for the service center is to provide training-related employment for the student during his/her work experience periods.

All tuition, fees, textbooks, travel expenses and housing costs are the responsibility of the student. In addition to these costs, the student is required to purchase a prescribed tool set if he or she does 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 Drive Train & Axles, Suspension and Steering, Automatic Transmission/Transaxles, Brakes, Electrical Systems, and Engine Performance.

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

WHAT IS THE PURPOSE OF THE COOPERATIVE EDUCATION WORK EXPERIENCE AT THE SERVICE CENTER? (INTERNSHIP)

This internship allows the student to apply in a real world setting, what he/she has learned during the previous classroom/lab session. In addition, the student becomes familiar with the Service Center environment, its organizational structure, and the competencies that are expected of a professional service technician.

WHAT IS REQUIRED TO QUALIFY AS A PROSPECTIVE STUDENT?

The prospective student must be:

1. At least 18 years of age by the time of the first internship.
2. High school graduate or equivalent.
3. Able to meet OSU-Okmulgee and PRO-TECH Program admission and academic requirements.
4. Sponsored by an Independent Service Center.
5. Possess a valid driver's license and maintain an employable driving record.
6. Willing to take a drug test if requested by Service Center sponsor.
7. Sincere about becoming the best service technician he/she can be.

STUDENT SELECTION PROCEDURES

Prospective students who wish to become a member of the PRO-TECH Program should make application early in the Spring semester if possible. This will allow time for processing financial aid applications, identification of preparatory class needs, sponsorship acquisition, etc. Below is a list that must be completed before candidates can be considered for acceptance into the PRO-TECH Program.

- A. Complete OSU-Okmulgee Application for Admission and submit to the Admissions Office along with ACT scores and all previous transcripts.
- B. Complete the student assessment process. This includes both the Accuplacer (assessment of math, reading, and sentence skills) and Career Profile testing (assessment of hands-on abilities and career direction choices.) Total time required for both tests is approximately 5-6 hours.

This testing is important-A minimum level of proficiency is required to be considered for acceptance into the Pro-TECH program.

Note** The Career Profile requires an appointment. By calling the PRO-TECH Program faculty to schedule testing at (800) 722-4471 ext. 5394, Or 918 293-5394 you may avoid the inconvenience of a second trip to campus.

- C. Submit a current official driving record to the PRO-TECH Program faculty.
- D. Interview with the PRO-TECH Program faculty to review and discuss any needs associated with the enrollment process.
- E. Acquire an approved professional independent Service Center sponsor.
- F. Submit a PRO-TECH Program Sponsorship Application to the PRO-TECH Program faculty. This form is to be completed by the Service Center!
- G. Receive final approval from the PRO-TECH Program faculty to enroll in the program.
Enrollment cannot be completed in the Admissions without approval from the PRO-TECH Program faculty.

Because the PRO-TECH Program class is limited to 24 students and the number of qualified applicants will be significantly greater than 24, a selection process will be used. **All applicants will be evaluated based on the information available. This makes the completion of each and every item listed above a very important part of the application to the program.** A review of applicant files will be made periodically for student selection by the PRO-TECH Program faculty.

OKLAHOMA STATE UNIVERSITY–OKMULGEE
PRO-TECH
AUTOMOTIVE SERVICE TECHNOLOGY PROGRAM

RESPONSIBILITIES OF PARTICIPANTS

OKLAHOMA STATE UNIVERSITY-OKMULGEE

1. Provide dedicated classroom, lab, and faculty.
2. Provide necessary time to initially train and update faculty.
3. Appoint a PRO-TECH Program Coordinator.
4. Provide advisement for PRO-TECH Program students.
5. Maintain up-to-date tools and equipment in conjunction with PRO-TECH Program partners.
6. Grant the Associate of Applied Science degree in Automotive Technology to graduates.
7. Inform sponsoring Service Centers of student progress.
8. Assist Service Centers with student selection.
9. Work with the Service Center Coordinator to assure proper involvement in the internship.
10. Conduct student visitations during internship time periods.
11. Establish a PRO-TECH Program Advisory Committee.
12. Schedule Advisory Committee meetings.

INDEPENDENT SERVICE CENTER

1. Establish Service Center as a sponsoring partner.
2. Appoint an in-Service Center coordinator.
3. Interview and select prospective student(s).
4. Agree to provide Service Center coordinated internship experience in accordance with the program schedule for the duration of the curriculum.
5. Complete student evaluation forms during each internship.
6. Provide related work experience that supplements the student's most recent areas of instruction.
7. Agree to pay the student during periods of internship at Service Center.
8. Provide work uniforms for student while at school and at the Service Center.
9. Provide any other fringe benefits in a manner consistent with other Service Center employees.
10. Participate in the PRO-TECH Program Advisory Committee meetings.
11. **Provide \$300 per student per year to college for student support efforts such as field trips, student recognitions, graduation dinners, etc.**

PRO-TECH PROGRAM SPONSORING PARTNERS

1. Encourage Service Center participation and support.
2. Provide appropriate industry training for PRO-TECH Program faculty.
3. Assist OSU-Okmulgee with procurement of equipment, tools and components.
4. Assist OSU-Okmulgee with the procurement of essential training materials, including audio/visual aids, student booklets, instructor guides, service information, necessary mock-ups, etc.
5. Assist Service Centers with student recruitment and selection.
6. Monitor all phases of the program to assure success.
7. As appropriate, arrange for plant/facility tours, and field trips.

STUDENT

1. Obtain and maintain a Service Center sponsor throughout the program.
2. Provide sponsoring Service Center with responsible and productive work effort.
3. Participate in all learning activities at scheduled times.
4. Maintain academic standards and adhere to academic policies according to college policy.
5. Maintain Service Center attendance and conduct standards.
6. Be responsible for program costs: tuition, fees, books, tools, housing, etc.
7. Wear work uniforms and safety glasses during campus and Service Center educational experiences.

FINANCIAL ASSISTANCE

Students deciding to be 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 generally are applied to tuition, fees etc. for the following semester.

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 applications for financial aid as early as possible. Following application submittal, allow an 8-10 week period for processing. Early application assures availability of funds, if qualified, and allows the Financial Aid Office to prepare a realistic financial aid package.

Information regarding financial aid may be obtained by calling the Financial Aid Office at (800) 722-4471 ext. 4684

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

PRO-TECH PROGRAM

OSU-OKMULGEE

AUTOMOTIVE TECHNOLOGY

A. A. S. DEGREE

89 CREDIT HOURS

SEMESTER I

			Credit Hours
AUMP	1031	CAREER & COLLEGE CORNERSTONE	1
AUMP	1072	ELECTRICAL/ELECTRONICS TRAINING I	2
AUMP	1082	ELECTRICAL/ELECTRONICS TRAINING II	2
AUMP	1231	AUTOMOTIVE BRAKE SYSTEMS I	1
AUMP	1242	AUTOMOTIVE BRAKE SYSTEMS II	2
AUMP	1055	INTERNSHIP I	5
GTIT	1133	COMPUTER LITERACY & APPLICATIONS	3
			16

SEMESTER II

AUMP	1281	AUTOMOTIVE SUSPENSION & STEERING I	1
AUMP	1282	AUTOMOTIVE SUSPENSION & STEERING II	2
AUMP	1051	AUTOMOTIVE ENGINES I	1
AUMP	1052	AUTOMOTIVE ENGINES II	2
AUMP	1285	INTERNSHIP II	5
MATH	2003	BUSINESS MATHEMATICS	3
			14

SEMESTER III

AUMP	2591	AUTOMOTIVE HEATING AND AC I	1
AUMP	2592	AUTOMOTIVE HEATING AND AC II	2
AUMP	1202	ELECTRICAL DIAGNOSIS	2
AUMP	1395	INTERNSHIP III	5
SPCH	1113	INTRODUCTION TO SPEECH	3
ENGL	1033	TECHNICAL WRITING I	3
			16

SEMESTER IV

AUMP	2471	AUTOMOTIVE ENGINE PERFORMANCE I	1
AUMP	2472	AUTOMOTIVE ENGINE PERFORMANCE II	2
AUMP	2475	INTERNSHIP IV	5
ENGL	2033	TECHNICAL WRITING II	3
HIST	1493	U.S. HISTORY SINCE 1865	3
			14

SEMESTER V

AUMP	1371	AUTOMOTIVE MANUAL DRIVETRAIN I	1
AUMP	1372	AUTOMOTIVE MANUAL DRIVETRAIN II	2
AUMP	1391	AUTOMOTIVE AUTO TRANS/TRANSAXLES I	1
AUMP	1392	AUTOMOTIVE AUTO TRANS/TRANSAXLES II	2
AUMP	2595	INTERNSHIP V	5
POLS	1113	U.S. GOVERNMENT	3
PHIL	1213	ETHICS	3
			17

SEMESTER VI

AUMP	2694	AUTOMOTIVE CAPSTONE	4
AUMP	2782	ADVANCED AUTOMOTIVE DIAGNOSTICS	2
BADM	1113	INTRODUCTION TO BUSINESS	3
PSYC	1113	INTRODUCTORY PSYCHOLOGY	3
			12

ESTIMATED STUDENT EXPENSES

Estimated Cost Per Semester

Room

\$ 900.00	Two Bedroom/One Bathroom Non-Suite (1/2 semester)
\$ 970.00	Two Bedroom/One Bathroom Suite (1/2 semester)
\$1040.00	Four Bedroom/Two Bathroom Suite (1/2 semester)

Board

\$ 518.00	15 Meal Plan (112 passes/semester) + \$25 flex declining balance (1/2 semester)
\$ 437.00	10 Meal Plan (75 passes/semester) + \$50 flex declining balance (1/2 semester)
\$ 300.00	Declining balance (1/2 semester)

Tuition & Fees

\$1752.00	(16 credit hours) This is in-state tuition or with non-resident tuition waiver applied.
\$ 200.00	Books (Approximate per semester)
\$1800.00 to \$2400.00	Tools (Dependent on manufacturer and toolbox selected)

INDEPENDENT SERVICE CENTER INFORMATION

How will the PRO-TECH Program benefit your service center?

It is your answer to the skilled technician shortage.

The PRO-TECH Program responds to the needs of Independent Service Centers for highly qualified, motivated and skilled technicians. Technicians who are:

1. Trained on a variety of vehicles.
2. Trained in the latest diagnostic and servicing 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 and critical thinking.

The PRO-TECH Program is a planned Service Center personnel development program.

It combines the resources of PRO-TECH Program Partners with the expertise of the Automotive Division at OSU-Okmulgee and Independent Service Centers to build a true educational partnership! A partnership designed to focus on the success of your potential employee. A PRO-TECH Program education, along with additional experience and guidance helps you develop future:

1. Master Technicians
2. Shop Foremen
3. Service Advisors/Consultants
4. Service Managers

The PRO-TECH Program is cost-effective!

The best news is that there is no required up-front cost for the Service Center. Your investment is minimal. Here's why:

1. You select and supervise the student as a productive employee of your Service Center. The cooperative educational work experience occurs in your Service Center, 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 educational work experience. You are not required to pay them while they are attending classes at OSU-Okmulgee.
4. You may elect to provide incentives or financial help to your student, at your option.
5. The student will have an extensive training history to bring to your Service Center upon graduation, which will help your Service Center meet your customer satisfaction standards.

How are PRO-TECH Program students recruited?

You should actively recruit a student from your local high school or Area Vocational-Technical School. Or, you may possibly have someone already working in your Service Center who shows interest in being a technician but who needs training. Please also remember that your other employees can become recruiters for you. Explain the program to them and ask them for their help. VICA clubs and FFA chapters are also excellent sources for potential student applicants. If you identify an interested student applicant, have him/her contact a PRO-TECH Program faculty member using the information listed in the front of this Information Guide.

What are the responsibilities of a participating Service Center?

1. Indicate interest in becoming a sponsoring Service Center so your name can be made available to prospective students.
2. Recruit, interview and select a prospective student.
3. Provide uniforms for the student for use both at school and at the Service Center.
4. Assign an in-service center PRO-TECH Program coordinator who will monitor and advise the student during the internship.
5. Provide Service Center coordinated educational work experience in areas of technical training that was conducted at OSU-Okmulgee.
6. Pay wages to the student during periods of internship at the Service Center that will instill in the student a sense that their employment is necessary to the Service Center and promote Service Center loyalty.
7. Complete student evaluation forms for each internship.
8. Advise school of concerns or changes in student status with Service Center.

What do I pay a PRO-TECH Program student?

The PRO-TECH Program Advisory Committee has recommended a student starting wage of between \$7.00 to \$8.00 per clock hour. The rate of pay is however, negotiable, and is between you and the student. Students base their value to the Service Center on two important factors; the quality of training that is provided while on work experience at the Service Center 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 Program students are no different. A pay plan that rewards them for maintaining acceptable grades, doing quality work, and improving productivity and efficiency is essential.

PRO-TECH Program 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. The Service Center will do well to consider the student's situation to arrive at an acceptable starting wage, and when developing the pay plan or any incentive schedule.

Why should I participate?

In today's increasingly competitive market, customer satisfaction and customer loyalty are keys to success and survival. For your Service Center, the key to customer satisfaction is your quality of service. 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 Service Center, and the vehicles that you service. You select the students you want to hire and teach them your way of doing business. The objective of the PRO-TECH Program is simple; to select the best people to work on your customer's vehicles, and provide the best service possible.

As a Service Center, you can become involved by simply calling one of the contact persons listed on the front of this information guide.

If yes, please give the following information:

Company Name _____

Address _____ City/State _____ Zip _____ Area Code/Phone _____

Name of person you contacted _____ Approximate Date _____

Career Interest: (In the space below, please write a clear, definitive statement of your future goals).

Release Information

I hereby grant permission to OSU-Okmulgee to share any or all information about my involvement in the PRO-TECH program with the sponsoring independent service center.

Signature _____

PRO-TECH candidates return this completed form to:

**Bill Voorhees
Automotive Technology
OSU-Okmulgee
1801 E. 4th Street
Okmulgee, OK 74447**

NOTES:

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