



CAREER AUTOMOTIVE PROGRAM
Information Guide



SCHOOL OF
**TRANSPORTATION
& HEAVY EQUIPMENT**
OSU Institute of Technology



Mopar® CAP Program

Contact Persons

John Prior

Faculty / CAP Coordinator OSUIT
1801 East 4th St.
Okmulgee, OK 74447
(918) 293-4655
293-5402 fax
priorj@okstate.edu

Mark Gibble

Faculty
OSUIT
1801 E. 4th St.
Okmulgee, OK 74447
(918) 293-5354
(918) 293-5402 fax
mark.gibble@okstate.edu

Terryl Lindsey

Dean
School of Transportation & Heavy Equipment
1801 E. 4th St.
Okmulgee, OK 74447
(918) 293-5106
(918) 293-5402 fax
terryl.lindsey@okstate.edu

Adam Ellis

Assistant Dean
School of Transportation & Heavy Equipment
1801 E. 4th St.
Okmulgee, OK 74447
(918) 293-4730
(918) 293-5402 fax
adam.ellis@okstate.edu

Transportation & Heavy Equipment Office (918) 293-5388
OSUIT Student Financial Aid Services (918) 293-4684
OSUIT Admissions Office (918) 293-4680

The Mopar® Career Automotive Program

Program Objective

The Mopar® Career 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 Transportation & Heavy Equipment at Oklahoma State University Institute of Technology works in a joint effort with Fiat Chrysler Automobiles LLC (FCA) and Mopar® dealers.

Program Purpose

The purpose of the program is to upgrade the technical competency and professional level of incoming Mopar® dealership service technicians. It will train students to analytically diagnose and maintain Mopar® automotive products using recommended procedures, special tools and Mopar® 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 FCA 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 FCA 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 FCA dealership hiring requirements.
5. Sponsored by a FCA 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 FCA 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 an FCA 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 (*Subject to Change)

January, 2021

- 2019-2020 Financial Aid Applications Available
- Oklahoma State University Institute of Technology Scholarship Applications Available.
- Oklahoma State University Institute of Technology Admission Applications Available.

January 31, 2021

- **Receive W-2 Forms and Begin to Prepare Tax Returns so Financial Aid Applications can be Completed.**

February 1, 2021

- Students Begin Submitting Oklahoma State University 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, 2021

- Oklahoma State University Institute of Technology Scholarship Application Deadline.
- Student Financial Aid Award Notification Process Begins.
- First AccuPlacer Assessment Should Be Taken by This Date.
- Begin Completing Free Application for Federal Student Aid (FAFSA)

March 30, 2021

- Students Notified of Oklahoma State University Institute of Technology Scholarship Awards.

May 23, 2021

- Enrollment Begins for Fall Term. Enrollment will continue through September 2.

September 7, 2021

- Move-in Day for Students.

September 8, 2021

- First Day of Class for Fall Term.

December 16, 2021

- Winter Break

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 FCA Dealership employment throughout the program.
2. Provide the FCA 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.
- _____ 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.
- _____ 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

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.nerdwallet.com <http://scholarships.com/>

www.mach25.com

General Information:

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

Oklahoma State University Institute of Technology
Mopar® CAP Program
A.A.S. DEGREE...85 CREDIT HOURS

Semester I		Credit Hours
AUMC 1103	Automotive Service Fundamentals	3
AUMC 1003	Fundamentals of Electrical	3
AUMC 1163	Steering & Suspension Systems	3
CS 1013	Computer Literacy & Applications	3
GTGE 1111	College Cornerstone	<u>1</u>
		13
<hr/>		
AUMC 1213	Mopar® Internship I	3
<hr/>		
Semester II		
AUMC 1243	Automotive Electronic Systems I	3
AUMC 1263	Automotive Electronic Systems II	3
ENGL 1113	Freshman Composition	3
MATH 2003	Business Mathematics	<u>3</u>
		12
<hr/>		
AUMC 1313	Mopar® Internship II	3
<hr/>		
Semester III		
AUMC 1203	Brake Systems	3
AUMC 2413	Heating & Air Conditioning Systems	3
PHIL 1213	Ethics	3
ENGL 2033	Tech Writing II	<u>3</u>
		12
<hr/>		
AUMC 2423	Internship III	3
<hr/>		
Semester IV		
AUMC 1303	Advanced Automotive Drivelines I	3
AUMC 1323	Advanced Automotive Drivelines II	3
HIST 1493	U.S. History since 1865	3
PSYC 1113	Introductory Psychology	<u>3</u>
		12
<hr/>		
AUMC 2513	Mopar® Internship IV	3
<hr/>		
SEMESTER V		
AUMC 2543	Engine Systems Theory & Operation	3
AUMC 2503	Engine Performance Theory & Operation	3
SPCH 1113	Introduction to Speech Communications	<u>3</u>
		9
<hr/>		
AUMC 2623	Mopar® Internship V	3
<hr/>		
Semester VI		
AUMC 2603	Diesel Engine & Fuel Injection Systems	3
AUMC 2613	Mopar® Capstone	3
BADM 1113	Introduction to Business	<u>3</u>
POLS 1113	U. S. Government	<u>3</u>
		12



Mopar® CAP Tool List

1/4" Drive ratchet
1/4" Drive 2" extension
1/4" Drive 4" extension
1/4" Drive universal joint
1/4" Drive shallow socket set (6 pt) 4mm thru 15mm
1/4" 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

1/2" Drive ratchet
1/2" Drive breaker bar 18" length
1/2" Drive 1/2" to 3/8" impact socket adapter
1/2" Drive 5" impact extension
1/2" Drive 10" impact extension
1/2" 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

Mopar® CAP Tool List - continued

12" Adjustable pliers
7" Regular pliers
7" Needle nose pliers
7" Diagonal cutters
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, 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 FCA dealerships for highly qualified, motivated and skilled technicians. Technicians who are:

1. Trained on current FCA 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 FCA 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 FCA 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 Transportation & Heavy Equipment
1801 East 4th Street
Okmulgee, OK 74447
Fax (918) 293-5402
13



**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. 4th St.
Okmulgee, OK 74447
Phone: (918) 293-5390
Fax: (918) 293-5402

Fall 2021