



# ASSET

Automotive Student Service Education Training



INSTITUTE OF  
TECHNOLOGY

BE TRUE TO YOU  
AT OSUIT



## 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

Technical training on Ford or Lincoln 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 will be offered in areas such as Math, Composition / Speech, 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](#)
- \_\_\_\_\_ 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 and any official college transcripts
- \_\_\_\_\_ Submit ACT or SAT scores. Schedule [Accuplacer Testing](#) if ACT/SAT scores do not meet minimum requirement of 19 in the areas of English, Math, and Reading.
- \_\_\_\_\_ Submit a current official driving record (available at your local Tag Office for \$25.00).
- \_\_\_\_\_ Provide Immunization Record or complete the Certificate of Exemption.
- \_\_\_\_\_ Schedule a campus [Tour](#) to meet with program instructors.
- \_\_\_\_\_ Interview with a Sponsoring Dealer and secure a sponsorship.
- \_\_\_\_\_ Complete a [Housing Application](#) (if living on campus). Students who wish to commute should contact Residential Life, 918-293-5280, about requirements for commuting.
- \_\_\_\_\_ Complete enrollment with a Ford ASSET instructor and receive your class schedule.

# **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, laptop, 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. (This process includes an on campus tour)
  - 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.*

## "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.

## 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.



## 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.freschinfo.com](http://www.freschinfo.com)

<http://scholarships.com/>

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

### General Information:

Direct Student Loan Coalition – <http://directstudentloancoalition.org>

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)

**OSU INSTITUTE OF TECHNOLOGY**  
**September Start Ford ASSET Program**  
**A.A.S. Degree – 89 Credit Hours**

		<b>Credit Hours</b>
<b>Semester I</b>		
<b>AUMF 1104</b>	<b>Internship</b>	<b>4</b>
<b>AUMF 1011</b>	<b>Career Cornerstone: Intro to Automotive Service</b>	<b>1</b>
<b>AUMF 1034</b>	<b>Ford Basic Electrical</b>	<b>4</b>
<b>AUMF 1243</b>	<b>Ford Electronic Systems Diagnosis</b>	<b>3</b>
<b>GTGE 1111</b>	<b>College Cornerstone</b>	<b>1</b>
<b>CS 1013</b>	<b>Computer Literacy &amp; Applications</b>	<b><u>3</u></b>
		<b>16</b>
<b>Semester II</b>		
<b>AUMF 1204</b>	<b>Internship</b>	<b>4</b>
<b>AUMF 1233</b>	<b>Ford Base &amp; Electrical Steering &amp; Suspension</b>	<b>3</b>
<b>AUMF 2473</b>	<b>Ford Brake Systems &amp; Advanced Brake Diagnosis</b>	<b>3</b>
<b>ENGL 1113</b>	<b>Freshman Composition I</b>	<b><u>3</u></b>
		<b>13</b>
<b>Semester III</b>		
<b>AUMF 1304</b>	<b>Internship</b>	<b>4</b>
<b>AUMF 1113</b>	<b>Ford Engine Repair</b>	<b>3</b>
<b>AUMF 2693</b>	<b>Ford Climate Control</b>	<b>3</b>
<b>SPCH 1113</b>	<b>Introduction to Speech Communications</b>	<b>3</b>
<b>MATH 2003</b>	<b>Business Mathematics</b>	<b><u>3</u></b>
		<b>16</b>
<b>Semester IV</b>		
<b>AUMF 2104</b>	<b>Internship</b>	<b>4</b>
<b>AUMF 2453</b>	<b>Ford Engine Performance Diagnosis &amp; Testing</b>	<b>3</b>
<b>AUMF 1353</b>	<b>Ford Engine Performance Theory &amp; Operation</b>	<b>3</b>
<b>HIST 1493</b>	<b>U.S. History since 1865</b>	<b><u>3</u></b>
		<b>13</b>
<b>Semester V</b>		
<b>AUMF 2204</b>	<b>Internship</b>	<b>4</b>
<b>AUMF 2533</b>	<b>Ford Diesel Engine Performance Diagnosis</b>	<b>3</b>
<b>AUMF 1363</b>	<b>Ford Manual Trans/Transaxle &amp; Driveline Repair</b>	<b>3</b>
<b>POLS 1113</b>	<b>U.S. Government</b>	<b>3</b>
<b>PHIL 1213</b>	<b>Ethics</b>	<b><u>3</u></b>
		<b>16</b>
<b>Semester VI</b>		
<b>AUMF 2613</b>	<b>Ford Automatic Transmission Repair &amp; Electrical</b>	<b>3</b>
<b>AUMF 2683</b>	<b>Ford Capstone</b>	<b>3</b>
<b>AUMF 2573</b>	<b>Ford Transfer Case/4WD Diagnosis &amp; System Repair</b>	<b>3</b>
<b>BADM 1113</b>	<b>Introduction to Business</b>	<b>3</b>
<b>PSYC 1113</b>	<b>Introductory Psychology</b>	<b><u>3</u></b>
		<b>15</b>



**OSU INSTITUTE OF TECHNOLOGY**  
**October Start Ford ASSET Program**  
**A.A.S. Degree – 89 Credit Hours**

		<b>Credit Hours</b>
<b>Semester I</b>		
<b>AUMF 1011</b>	<b>Career Cornerstone: Intro to Automotive Service</b>	<b>1</b>
<b>AUMF 1034</b>	<b>Ford Basic Electrical</b>	<b>4</b>
<b>AUMF 1243</b>	<b>Ford Electronic Systems Diagnosis</b>	<b>3</b>
<b>GTGE 1111</b>	<b>College Cornerstone</b>	<b>1</b>
<b>CS 1013</b>	<b>Computer Literacy &amp; Applications</b>	<b>3</b>
<b>PSYC 1113</b>	<b>Introductory Psychology</b>	<b><u>3</u></b>
		<b>15</b>
<b>Semester II</b>		
<b>AUMF 1104</b>	<b>Internship</b>	<b>4</b>
<b>AUMF 1233</b>	<b>Ford Base &amp; Electrical Steering &amp; Suspension</b>	<b>3</b>
<b>AUMF 2473</b>	<b>Ford Brake Systems &amp; Advanced Brake Diagnosis</b>	<b>3</b>
<b>ENGL 1113</b>	<b>Freshman Composition I</b>	<b><u>3</u></b>
		<b>13</b>
<b>Semester III</b>		
<b>AUMF 1204</b>	<b>Internship</b>	<b>4</b>
<b>AUMF 1113</b>	<b>Ford Engine Repair</b>	<b>3</b>
<b>AUMF 2693</b>	<b>Ford Climate Control</b>	<b>3</b>
<b>SPCH 1113</b>	<b>Introduction to Speech Communications</b>	<b>3</b>
<b>MATH 2003</b>	<b>Business Mathematics</b>	<b><u>3</u></b>
		<b>16</b>
<b>Semester IV</b>		
<b>AUMF 1304</b>	<b>Internship</b>	<b>4</b>
<b>AUMF 2453</b>	<b>Ford Engine Performance Diagnosis &amp; Testing</b>	<b>3</b>
<b>AUMF 1353</b>	<b>Ford Engine Performance Theory &amp; Operation</b>	<b>3</b>
<b>HIST 1493</b>	<b>U.S. History since 1865</b>	<b><u>3</u></b>
		<b>13</b>
<b>Semester V</b>		
<b>AUMF 2104</b>	<b>Internship</b>	<b>4</b>
<b>AUMF 2533</b>	<b>Ford Diesel Engine Performance Diagnosis</b>	<b>3</b>
<b>AUMF 1363</b>	<b>Ford Manual Trans/Transaxle &amp; Driveline Repair</b>	<b>3</b>
<b>POLS 1113</b>	<b>U.S. Government</b>	<b>3</b>
<b>PHIL 1213</b>	<b>Ethics</b>	<b><u>3</u></b>
		<b>16</b>
<b>Semester VI</b>		
<b>AUMF 2204</b>	<b>Internship</b>	<b>4</b>
<b>AUMF 2613</b>	<b>Ford Automatic Transmission Repair &amp; Electrical</b>	<b>3</b>
<b>AUMF 2683</b>	<b>Ford Capstone</b>	<b>3</b>
<b>AUMF 2573</b>	<b>Ford Transfer Case/4WD Diagnosis &amp; System Repair</b>	<b>3</b>
<b>BADM 1113</b>	<b>Introduction to Business</b>	<b><u>3</u></b>
		<b>16</b>



## Ford ASSET Tool List

Laptop (Required at start of program and must meet the following minimum requirements):  
4 GB of RAM, Intel I5/I7 Dual Core processor or comparable, and Wi-Fi capable.

Apple products are not completely compatible with all Ford software and are discouraged.

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

3/8" Drive click-type torque wrench (20-100 lb/ft)

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" prybar

18" prybar

24 oz Ballpeen hammer



## Ford ASSET Tool List - continued

24 oz Deadblow hammer  
12" Adjustable pliers  
7" Regular pliers  
7" Needle nose pliers  
7" Diagonal cutters  
Convertible snap ring plier set  
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  
8" Brass drift punch  
Pick set (4 piece)  
Gasket scraper  
Wooden handle wire brush  
Magnetic pocket pick-up tool  
Pocket flashlight  
2"-3" Hinged mirror  
Brake shoe adjusting tool  
Brake spring removal tool  
Brake spring pliers  
Feeler gauge set (in. and mm graduations)  
Tire core & stem tool  
10-75 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"  
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 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 ASSET  
OKLAHOMA STATE UNIVERSITY  
INSTITUTE OF TECHNOLOGY  
Candidate Application**

**Please print all information:**

Name

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Last	First	Middle
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Address	City	State	Zip	Area Code – Home Phone / Mobile Phone
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Date of Birth – Month/Day/Year	Driver License number / State of Issue	Email Address
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High School attended	Year Graduated / G.E.D completed	Yes / No Have you taken the ACT?
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Name of High School or Career Tech <b>Automotive Program</b> attended. Instructor's Name	Number of semesters attended
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**Previous College Experience:**

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Name of College or University attended	City/State	Credit hours earned
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Other educational experience (Military, Seminars, etc.)

**Work experience:**

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Place of employment	Supervisor's Name	Phone #
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Place of employment	Supervisor's Name	Phone #
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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 \_\_\_\_\_ Date: \_\_\_\_\_

Ford ASSET student candidates return this completed form to:

Ford ASSET Program  
OSUIT  
School of Automotive  
1801 East 4<sup>th</sup> Street  
Okmulgee, OK 74447  
Fax (918) 293-5358

**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. These responsibilities include a \$150.00 Rotunda graduation gift card, billed to dealer PA code, and \$150.00 contributed to graduation dinner and Capstone trip.

**I recommend this applicant for the Ford ASSET Program and agree to his/her sponsorship.**

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Dealer Name Contact Person

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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

**Mail of Fax form to:**

Ford ASSET Program  
OSUIT  
1801 E. 4<sup>th</sup> St.  
Okmulgee, OK 74447  
Phone: (918) 293-5390  
Fax: (918) 293-5358