

Ford Motor Company

ASSET

Automotive Student Service Educational Training

Student Information Booklet



Program Goals

The Automotive Technology: Ford ASSET program has been carefully designed to provide Ford, Lincoln-Mercury dealerships and their customers with technicians that are well qualified in Ford service technologies and methods.

ASSET also:

Ensures that ASSET-trained service technicians are able to understand and work with modern systems and components as they are introduced.

Enables ASSET-trained personnel to earn an associate's degree and — after additional dealership experience — make advancements in their career paths.

Student Responsibilities & Requirements:

- Must be sponsored by a Ford, Lincoln-Mercury dealership
- Must meet and maintain proficient academic standards and adhere to Morrisville State College's academic policies
- Must participate in all learning activities at the scheduled times
- Must provide your sponsoring dealership with responsible and productive employment
- Must be responsible for the program costs which include tuition, fees and tools

How Do I Qualify for Ford ASSET?

- Must hold a valid driver's license
- Must be a high school graduate (or equivalent)
- Must be 18 years of age or older by the time of your first dealership work assignment
- Must have the ambition to succeed in a challenging profession

Frequently Asked Questions

Q: What is the Ford ASSET program?

A: The Ford ASSET program is designed to provide training and certification to those persons who wish to become entry-level technicians at a Ford or Lincoln-Mercury dealership.

See Ford Motor Company ASSET Program Web site for more details.

Q: Where is Morrisville State College?

A: Morrisville is in central New York State , on U.S. Route 20, about 35 miles southeast of Syracuse , and about 70 miles north of Binghamton .

For a map and directions, please see the "How do you get here from there?" page, from the Admissions Office.

Automotive Technology Program Facilities:

Morrisville State College's Automotive Technology Building consistently garners double takes from visitors, faculty and students. Situated on the top of a hill, the 52,000–square foot, \$4.9 million building has a 360–degree view of campus and the surrounding area. The building features the latest in new vehicle diagnostic equipment, repair facilities, computer–networked classrooms and a new car showroom. The new facility provides a technologically sophisticated environment with nine state–of–the–art laboratories including chassis, electrical, engines, Ford ASSET (Automotive Student Service Educational Training) and more.

Q: Why do I have to take English and math, etc.?

A: The ASSET Program is an associate's degree program. The requirements for an associate's degree include math, English, social science, physics and computer science. The majority of the ASSET courses are automotive courses. In order to be successful in an ever increasingly complex field it is important that automotive technicians have a complete education.

While the majority of ASSET graduates continue to work and make a good living as automotive technicians, graduates have gone on to various careers in the automotive industry. Some examples include Service and Parts Managers, Service Adviser, Technical Hotline employees as well as automotive Instructors. Also many have continued in our four year automotive technology programs such as the BT and BBA.

Q: Do I need to buy tools?

A: Yes, you are required to have tools. The following includes the basic set of tools required. Toolsets and storage boxes are available to purchase at a discount during summer orientation from various vendors. You may purchase any brand you want and are advised to shop around when considering an investment in tools. Also, this set is the basic starting set of tools; you should be aware that an investment in tools continues during your working career.

Automotive Technology A.A.S. : Required Tools

We have special arrangements for the purchase of the required tools with Snap-On, Gear Wrench, MAC Tools, Inc. and the local NAPA store (all tools are professional quality and carry a lifetime guarantee). You can write to the address below for details (please specify which brand(s) you are interested in).

State University of New York
School of Science and Technology
Automotive Tool List
Galbreath Hall
Morrisville, NY 13408

Required tools

Students will need (1) pair of safety glasses (clear lenses) to be worn at all times during labs. This is a New York state regulation which will be enforced, starting on the first day of school.

"Dickies®" style work pants and a work shirt of dark color and leather work shoes (no nylon or mesh) are recommended for all labs for student safety and to convey a professional appearance.

A tool box and specific tools are required for Morrisville Auto Students (see list below).

All required hand tools are recommended to be of professional quality with a lifetime guarantee when available.

- 1 - Tool Box (lockable top box and/or roll cabinet)

- Socket Sets: (6 point sockets are recommended) SHALLOW & DEEP
 - 1/4" drive, 7/32" to 1/2" and 4mm to 13mm
 - 3/8" drive, 3/8" to 13/16" and 8mm to 19mm
 - 1/2" drive, 3/8" to 1-1/4" and 17mm to 24mm
 - 5/8" and 13/16" spark plug sockets
 - Torx socket sets (at least shallow, deep optional)
 - Internal 8T to 60T
 - External 8T to 50T

- Socket Drivers:
 - Ratchets: 1/4", 3/8" and 1/2" drive
 - Flex Handles: 3/8" and 1/2" drive
 - Extensions: 3", 6" and 10" all drives
 - Torque wrench 0-150 ft. lbs.

- Socket Adapters:
 - 1/2"M to 3/8"F, 3/8"M to 1/2"F, 3/8"M to 1/4"F, 3/8"F to 1/4"M

- Tire pressure gauge 0-50 lbs/in² and valve core tool
- Tire chuck for inflating tires
- OSHA approved blowgun. (Our shops use type "B" quick connect couplers)
- 0-6" dial caliper

A measuring tool kit is available from the Automotive Building parts Desk that includes these measuring tools

- Wrenches:
 - Combination Wrenches: 1/4" to 1" and 5mm to 22mm
 - Flare Nut Wrenches: 3/8" to 3/4" and 7mm to 21mm
 - Hex Wrenches (Allen): 5/64" to 3/8" and 1.25mm to 10mm (socket type recommended)
 - Battery terminal wrench 5/16 ratcheting box
- Screwdrivers:
 - Phillips: #1 and #2
 - Flat Blade: 1/8" x 4", 1/4" x 6", 5/16" x 8", 3/8" x 12", 5/16" x 1-3/4"
- Punch and Chisel set including center punch
- Pliers:
 - Common Slip-Joint
 - Needle Nose
 - Locking (7R Vise-Grip® style and needle nose)
 - Water pump
 - 6" or 7" Diagonal Cutters
 - Internal & External Snap Ring
 - Wire Strippers
- Hammers:
 - 1 lb. Ball Peen
 - 2 lb. Ball Peen
 - Soft Face
- Tubing flaring kit
 - Bubble flare
 - Double Flare
- Battery Terminal Brush
- Gasket Scraper
- 1" Putty Knife
- Leather Welding Gloves
- 10' or 12' Tape Measure (metric/fractional)
- Feeler Gauge Set
- Drill Bit Set 1/16" to 1/4"
- Fender Cover

- Set of ear plugs or headphone style ear protection
- Digital test meter (DVOM) equivalent to Fluke 87 or 88
- 12 volt test light
- Vacuum T's 3/16"
- Injector Test light kit (Noid lights) (3 lights, GM, Ford, Chrysler)*
- Spark Plug Gap Gauge*
- Spark Tester (AC #ST125)*
- Oxygen Sensor Socket*

Tools marked with * are required for third semester students only.

Limited tool storage is provided in the Ford ASSET tool room. Taking into account your investment in tools and equipment, you should consider the purchase of insurance coverage to satisfy your needs, since the Auto Tech Department and Morrisville State College will not be responsible for missing tools.

All toolboxes must have student's name conspicuously printed on the box. It is also recommended that all tools be engraved as well.

Q: Can I work on my own car?

A: In the ASSET program the curriculum is designed to certify students as Ford technicians. As such, all graded lab activities are conducted on vehicles and equipment supplied by Ford Motor Company. Outside student and customer vehicles are not serviced as part of the program. However, ASSET students at times are allowed to perform basic maintenance and repairs on their own vehicles at the discretion of the ASSET instructor. In general there will not be time for vehicle restoration or modifications.

Q: Why do I need a dealer sponsor?

A: The ASSET program is a cooperative education program. The classroom training sessions are designed to be followed by hands-on training at a dealership to reinforce the concepts and practices taught in class. This is a different approach than that used by many vocational programs. The co-op sessions are an important component of the ASSET training program

Also, the student who chooses the ASSET program is assumed to have made a career decision prior to beginning the program. The training provided during the co-op session is a crucial component for the success of the student in the dealership after completing the program.

Q: Do I need to find my own dealer sponsor?

A: You are urged to contact a dealer near your home prior to beginning the ASSET program and secure sponsorship. You may use the Ford Motor Company Dealer Finder page to locate a dealership near your home.

In some cases there are specific dealer requests for students. Only students from that area are referred to those dealers. If you have been unsuccessful in locating a sponsoring dealership, the ASSET faculty will assist you in locating one.

Q: How much will I be paid during co-op?

A: The pay scale varies among participating dealers. The location of the dealer is the major factor in determining the pay that an ASSET student receives during co-op. An advisory committee consisting of dealer, College, and Ford Motor Company personnel, as well as a student representative, have recommended \$8.00 per hour for the first session, \$8.50 for the second session and \$9.00 for the third session.

Please note that dealers are franchises of Ford Motor Company and are independently owned. Dealers are not mandated by Ford Motor Company as to what they will pay ASSET students. There are likely to be dealers who pay more than the recommended minimum and occasionally dealers who pay less.

Q: What happens after I graduate?

A: Ford and Lincoln-Mercury dealerships became involved with the ASSET program with the intention of hiring the ASSET graduate full-time. In fact, the majority of graduates go on to become full-time employees. But, please note that this is not a guarantee of employment. Upon graduation, it is left to you and dealership as to whether you become a full-time employee. The dealership is under no obligation to hire you full-time upon graduation, nor are you required to work for the dealership for any set period following graduation.

Q: How much can I expect to make after I graduate?

A: See the US Department of Labor National Occupational Employment and Wage Estimates for Automotive Service Technicians. Remember, the location of the dealership will be a major factor in the wage received, as well as the productivity of the graduate.

Q: Do I receive more training after graduation?

A: In many cases ASSET graduates will be certified by Ford Motor Company in several major automotive areas, as well as Diesel Engine certified.

Continuing education by Ford Motor Company includes classes offered during the day at the Ford Training Facilities located nationwide and cover topics such as New Model training and technical updates. As systems evolve and new curriculums are released, technicians may be required to attend classroom courses to remain up to date.

Q: What are ASE tests?

A: ASE tests are voluntary technician certification examinations independent of Morrisville State College and Ford Motor Company. Students will be advised when they can take the automotive specialty tests.



ASSET STUDENT SPONSOR APPLICATION FORM

I agree to sponsor _____ student(s) for the _____ ASSET class.

(#)

(Semester)

Student Name(s): _____

Dealership Name: _____

Dealer Principal Name: _____

Address: _____

City/State/Zip Code: _____

Telephone: _____

Fax: _____

Dealership ASSET Coordinator: _____

Dealership ASSET Coordinator signature: _____

Date: _____

Please return to one of the following: Joe Kidd or Dan Akers

Morrisville State College

Morrisville, NY 13408

315-684-6222

Fax: 315-684-6734

kiddjd@morrisville.edu

Or

akersdp@morrisville.edu

The dealership completes the ASSET student sponsorship form before the beginning of the first co-op session. This document covers the period of time you are registered in the program and is not an agreement to hire you after graduation.

The Ford ASSET program is designed to prepare the graduate for a career as a certified technician with a Ford, Lincoln, and Mercury dealership. The curriculum is delivered with this as the main goal. Students become familiar with the diagnostic materials and equipment specific to Ford and Lincoln-Mercury vehicles as well as the basic operating theory and fundamentals of automotive systems in general and Ford vehicles in particular.

While the Ford specific objectives covered in the ASSET program are meant to prepare students for a career with a Ford, Lincoln, Mercury dealership, the technical skills that graduates acquire may be applied to any motor vehicle produced. Vehicle systems across manufacturers are generally more similar in operation than different.

Student Responsibilities

- Maintain a sound academic record with a minimum G.P.A. of 2.0 at the College.
- Maintain a professional attitude while employed at the dealership.
- Maintain a scholarly attitude while attending classes at the college.
- Purchase and maintain his or her own tools. A standard list of tools which are required will be provided to the student.
- Wear dealer/school approved work clothes during school and dealer work periods.
- Be responsible for all costs associated with tuition, fees, non-Ford provided textbooks, housing, and meals.
- Maintain a clean driving record and a valid driver's license.
- Conform to dealer hiring requirements. (i.e.; Drug testing, Aptitude testing, etc.)

College Responsibilities

- Ensure the academic quality of the ASSET program. Assist students with academic and student support services.
- Provide administrative coordination of the ASSET program. This includes visiting and evaluating students during each dealership experience.
- Implement a curriculum that will meet Ford Motor Company needs and maintain NATEF standards.

Sponsoring Ford/Lincoln/Mercury Dealer Responsibilities

- Provide the ASSET employee to be with uniforms that are to be worn during the co-op work experience.
- Provide the student with a work environment where he or she can learn by putting theory into practice in a real work situation.
- Agree to pay trainee during periods of dealership-coordinated work experience. The pay should reflect the trainee's progress in the program and be consistent with pay for similar jobs in the area. Do not under pay the ASSET employee. An employee paid fairly will be a better employee.
- Inform the College when the ASSET employee is having problems. The ASSET employee should not be expected to repair components or systems he or she has not worked on in the classroom or College laboratory. It is suggested that a "mentoring technician" be assigned to work with the student.

Contact information:

Joseph Kidd
Assistant Professor



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Morrisville NY 13408
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