



Technician Tuition Reimbursement Program

Program Objective

This is a two-year college level Student Technician education program that leads to an Associate in Applied Science degree with a major in Industrial & Farm Equipment Technology from The School of Transportation & Heavy Equipment at Oklahoma State University Institute of Technology.

Program Purpose

The purpose of the program is to upgrade the technical competency and professional level of incoming industrial and farm equipment service technicians. It will train students to analytically diagnose, service and maintain industrial and farm products using recommended procedures, special tools, and service information. It will provide course content that will enable 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 OSU Institute of Technology. The remaining time is allocated for on-the job experience at either Skyview Equipment location. 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 approximately 7 ½ weeks in length each. It is essential for the success of the program that the students' education at OSU Institute of Technology and dealership work experiences be closely aligned for maximum student learning and retention.

Program Curriculum

Technical training on industrial and farm equipment and components includes the latest developments in: Engine Repair; Hydraulic Systems; Electrical and Electronic Systems; Test Procedures and Diagnostic Tools. In addition to the technical curriculum, courses will be offered in areas such as Math; Composition/Technical Writing; 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 on 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, 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 OSU Institute of Technology admission and academic requirements.
4. Able to meet dealership hiring requirements.
5. Possess a valid driver's license and maintain an employable driving record.
7. Willing to take a pre-employment & random drug test.
8. Purchase required tools \$2,000.00 - \$3,900.00 Required Tools (dependent on manufacturer and toolbox selected)

Responsibilities of Participants

OSU Institute of Technology

1. Provide faculty for the NAEDA
2. Provide necessary time to initially train and update the faculty
3. Provide facility dedicated to the NAEDA, classrooms, labs, etc.
4. Provide advisement for NAEDA students.
5. Maintain up-to-date tools and equipment.
6. Grant the Associate of Applied Science degree in Industrial and Farm Equipment Technology to graduates.
7. Inform sponsoring dealers of student progress.
8. Assist dealerships with student selection and recruitment.
9. Work with the Dealership to assure involvement in internships.
10. Conduct student visitations during internships.
11. Establish a NAEDA Advisory Committee.
12. Schedule Advisory Committee meetings.
13. In general, oversee student recruitment and selection process.

Skyview Equipment

1. Agree to act as a sponsoring dealership.
2. Appoint an in-dealership Coordinator.
3. Recruit, interview and select prospective student(s)
4. Provide dealership coordinated internship experience in accordance with the program schedule for the duration of the curriculum.
5. Provide related work/learning experiences that supplement the students' 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.
11. Provide \$350.00 per semester per student for a scholarship and program support. \$200.00 per semester will go directly to the student, \$150.00 will go to the program, to be billed each semester.

Student

1. Obtain and maintain St. Joseph Tractor or Skyview Equipment sponsorship throughout the program.
2. Provide Skyview Equipment with responsible and productive work effort.
3. Participate in all learning activities at scheduled times.
4. Maintain academic standards and adhere to academic policies (minimum 2.0 GPA) according to OSU Institute of Technology policy.
5. Maintain dealership attendance standards.
6. Be responsible for program cost: tuition, fees, books, tools, 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 program will make application to OSU Institute of Technology 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:

- A) Complete OSU Institute of Technology Application for Admission.
- B) Comply with OSU Institute of Technology Admission Policies.
- C) Complete the student assessment process.
- D) Remove preparatory class needs prior to the start of the program classes.

2. The dealership will complete the NAEDA Dealer Sponsorship Application and submit it to the School of Diesel and Heavy Equipment at OSU Institute of Technology.

Financial Assistance

Dealers sponsoring students in the NAEDA program have agreed to provide each student they sponsor a \$200.00 per semester scholarship. The students must maintain a cumulative 2.0 GPA.

Students deciding to be part of the NAEDA program may have a need for financial assistance. Students involved in the program have the opportunity to earn while they learn during the dealership 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 applications for financial aid in the first quarter of each year. 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.

Financial Aid information may be obtained by calling the Student Financial Services Office at (918) 293- 4684.

Note: Tools required for the NAEDA program are considered an educational expense and should be included in education costs when applying for student financial aid. **If zero level courses are taken, a Remedial Supplemental Fee of \$18.50 per credit hour will be charged. Tool costs for Snap-On, Mac, and Matco sets are approximately ½ retail prices with student discount. The NAEDA program advisory committee and faculty establish the required tool set for students in the NAEDA program. Faculty members suggest students spend time talking to veteran technicians prior to tool purchase.

Reimbursement Structure

Upon receipt of Associate in Applied Science degree with a major in Industrial & Farm Equipment Technology from The School of Transportation & Heavy Equipment at Oklahoma State University Institute of Technology, Skyview Equipment will reimburse the graduate a percentage of the out-of-pocket expenses of tuition, books & related fees minus the semesterly scholarships.

- 1. Annual reimbursement amounts will not exceed \$5,000 per year
- 2. The amount of reimbursement is determined by the student OSU institutional GPA.
 - 4.0–3.7 = 100%
 - 3.69-3.30 = 75%
 - 3.29-3.00= 50%

