

INSTRUCTIONS FOR PROGRAM EVALUATION & APPLICATION - 2022

INITIAL AND RENEWAL ACCREDITATION

***The program evaluation and application process is the same for both Initial Accreditation and Renewal of Accreditation**

1. Review the **Program Standards** regarding all requirements and materials for accreditation. Compile supporting documentation on each of the standards. **It is required that a school administrator participate in the evaluation process.**
2. Initial Accreditation:
Identify an individual to coordinate the program evaluation. The person responsible for coordinating the program evaluation should meet with 3-4 Advisory Committee members interested in conducting the self-evaluation. Additional participants might be instructors, other Advisory Committee members, school counselors, etc.

Renewal of Accreditation:

The Evaluation for Accreditation Renewal requires a minimum of (4) Advisory Committee members participate in the evaluation process and review of the program standards. An individual from the program should be identified to coordinate the accreditation process.

3. The advisory committee will use the Program Evaluation Forms when conducting its review. The group may choose to divide the responsibilities for reviewing each of the standards.
4. The committee will need to observe the program's operations, curriculum, facilities and equipment, and hold discussions with staff and administration.
5. When completing the Automobile Program Evaluation, responses should be rated on a 1-5 point scale (except for the items which request a percent, a number, or a yes/no, or N/A response). When rating items, document the location of the information used to justify the score (brochure, faculty handbook, Advisory Committee meeting minutes, budget reports, etc.). If an item is rated below a 4, an explanation of the rating and recommended improvement should be provided.
6. After the advisory committee completes the Automobile Program Evaluation forms, the group should meet to discuss their individual ratings. The scores of each item rated by more than one person should be averaged by adding all scores on each item and dividing by the number of responses. The results must be recorded on the Automobile Program Evaluation Summary Sheets contained in the Accreditation Application.
7. Transfer the average score for each standard from the Program Evaluation form to the Application Program Evaluation Summary Sheet. ***If you are completing the Application, you should be on this step***



8. Send the following items to the ASE Education Foundation (keep a copy for your records):
The Application for Accreditation includes:
 - Program Evaluation Summary Sheet
 - On-Site Evaluation Team Member List
 - Instructor Certifications & Instructor Training Forms
 - Advisory Committee List
 - Automobile Program Evaluation Participants List (**must be signed by each participant**)
 - Integrated Academic Skills Recognition Forms (optional)
 - Payment Worksheet—Purchase Order, Check, or Credit Card Authorization for the Base Application Fee and additional fees as applicable (application(s) will not be processed until payment is received)

9. **The on-site evaluation team will use the Program Evaluation Form when conducting its review. They will evaluate all compiled documentation to validate averages given by the advisory committee’s evaluation and to conduct their own evaluation of the program.**

Please review the Process Overview located in the Procedures section of the Program Standards for additional information. The Program Standards can be found on our website at ASEeducationfoundation.org.

Visit the ASE Education Foundation’s website at ASEeducationfoundation.org for more information on Advisory Committee tasks, program evaluation information, and suggested documentation.

On-Site Evaluation Information

Initial Accreditation:

In its review, the on-site evaluation team for Initial Accreditation will rate the identical items as on the Automobile Program Evaluation form. Please refer to the Process Overview in the Procedures section and the Automobile Program Requirements in the Policies section for additional information.

Renewal of Accreditation:

For Accreditation Renewal, the on-site evaluation team will only rate Standards 6, 7, 8, 9 and 10 (and Standards 11/12 if applicable) unless the program's evaluation average by the Advisory Committee on one or more of Standards 1 - 5 was less than 4. Please refer to the Process Overview in the Procedures section and the Automobile Program Requirements in the Policies section for additional information.

Evaluation Teams are valuable assets to programs seeking accreditation. They provide a link between the program and the ASE Education Foundation office. Once an Evaluation Team Leader (ETL) is assigned to a program, the program coordinator should contact the ETL. In addition to arranging dates for the on-site evaluation, the ETL must be consulted prior to the evaluation for guidance on preparation, space requirements, etc. that will facilitate the process. Most importantly, the ETL should be viewed as a resource prepared to assist programs in the accreditation process. It is essential the evaluation team has access to all information and reference materials necessary to complete the evaluation of each standard.

Documentation should be organized and labeled by each standard.

The on-site evaluation must be conducted while classes and labs are in session. The evaluation team will tour classrooms and the lab/shop areas during instructional periods. They will need to evaluate the curriculum, tools and equipment, space, storage areas, etc. The evaluation team will make every effort to conduct its evaluation with as little disruption to classroom and lab/shop activities as possible. In addition, the evaluation team will conduct a survey of employers of program graduates. **Prior to the on-site date, provide the ETL** with a list of six individuals who have completed the program within the last three years and are employed locally at different automotive related facilities. Using the Program Graduate Employer Survey Form include the name of the graduate, his/her supervisor and the address and phone number of the place of employment. The ETL will select a minimum of three employers to survey during the evaluation. The program instructor or administrator must contact the employers prior to the on-site visit informing the employer a representative from the ASE Education Foundation will be in contact with them regarding the graduate or intern.

Upon completion of the on-site evaluation, the ETL will review general program strengths and recommendations for improvement with instructors and administrators. **The evaluation team does not have the authority to indicate** if the program will be accredited. The ASE Education Foundation will notify the program contacts after all evaluation materials have been reviewed and a determination on accreditation has been made.

APPLICATION FOR ACCREDITATION - 2022 AUTOMOBILE

NOTE: This application is to be used for initial or renewal of accreditation. A separate Application for Accreditation must be completed for each program requesting accreditation, e.g., Ford ASSET, GM ASEP, Toyota T-TEN etc.

INSTITUTION:

Weber State University
Name

Department of Automotive Technology
Program

2750 University Park Blvd
Street (physical address of the program)

<u>Layton</u>	<u>UT</u>	<u>84041</u>
City	State	Zip

<u>(801) 395-3226</u>	<u>https://www.weber.edu/automotive</u>
Telephone	Program Website

ADMINISTRATOR OF THE INSTITUTION:

<u>Jessica Slater</u>	<u>Department Chair</u>
Name	Title

<u>(801) 395-3225</u>	<u>jessicarees@weber.edu</u>
Telephone	E-mail

PERSON RESPONSIBLE FOR COORDINATION OF SELF-EVALUATION:

<u>Blair Newbold</u>	<u>Instructor</u>
Name	Title

<u>(801) 897-0451</u>	<u>blairnewbold@weber.edu</u>
Telephone	E-mail

ACCOUNTS PAYABLE CONTACT:

<u>McKena Montgomery</u>	<u>Office Administrator</u>
Name	Title

<u>(801) 395-3226</u>	<u>mckenamontgomery@weber.edu</u>
Telephone	E-mail

TYPE OF ACCREDITATION

Initial Accreditation Renewal of Accreditation

ACCREDITATION LEVEL APPLYING FOR:

- Maintenance & Light Repair
- Automobile Services Technology
- Master Automobile Service Technology

LEVEL OF PROGRAM BEING EVALUATED:

Secondary Post-Secondary Secondary & Post-Secondary (Dual Enrollment)

ADOPT-A-SCHOOL

Programs that need to develop more community support should see the Adopt-A-School information - visit [Adopt-A-School Information](#) for details.

PROGRAM HOURS

Enter the number of hours of instruction in the laboratory/shop and classroom for the entire length of the program.

*Note: The ‘Work-based Learning’ and ‘E-Learning’ columns are designated for programs that will be using those hours to meet up to 25% of the minimum hour requirement for the level of accreditation being sought. **If the program will not be using Work-based learning or E-learning to meet hour requirements please leave blank.***

ACCREDITATION LEVEL	LAB/SHOP	CLASSROOM	Standard 11 Work-based Learning	Standard 12 E-learning	= PROGRAM TOTAL
Maintenance & Light Repair					0
Automobile Service Technology					0
Master Automobile Service Technology	960	260			1220

***Provide hours only for the level of accreditation in which you are applying for at this time.**

AUTOMOBILE PROGRAM EVALUATION SHEET - 2022

STANDARD 1 – PURPOSE

1.1 Employment Potential

A. 1 2 3 4 5 4
 B. 1 2 3 4 5 4.40

1.2 Program Description/Goals

A. 1 2 3 4 5 4.60

STANDARD 1 AVERAGE SCORE (3 ITEMS)	4.33
--	-------------

STANDARD 2 – ADMINISTRATIVE PROGRAM SUPPORT

2.1 Administrative Support

A. 1 2 3 4 5 5.00 N/A
 B. 1 2 3 4 5 5.00
 C. 1 2 3 4 5 5.00
 D. 1 2 3 4 5 4.80
 E. 1 2 3 4 5 5.00
 F. 1 2 3 4 5 5.00

2.2 Written Policies

A. Yes No 5.00
 B. 1 2 3 4 5 5.00
 C. 1 2 3 4 5 5.00
 D. 1 2 3 4 5 4.60

2.3 Provisions for Individual Differences

A. 1 2 3 4 5 5.00

STANDARD 2 AVERAGE SCORE (as many as 10 ITEMS)	4.94
--	-------------

STANDARD 3 – LEARNING RESOURCES

3.1 Service Information

A. 1 2 3 4 5 4.80

3.2 Multimedia

A. 1 2 3 4 5 4.80
 B. 1 2 3 4 5 4.80

3.3 Student Resources

A. 1 2 3 4 5 4.80
 B. 1 2 3 4 5 4.6

STANDARD 3 AVERAGE SCORE (5 ITEMS)	4.76
--	-------------

STANDARD 4 – FUNDING

4.1 Funding

A. 1 2 3 4 5 4.80
 B. 1 2 3 4 5 4.80
 C. 1 2 3 4 5 4.80

STANDARD 4 AVERAGE (3 ITEMS)	4.8
--	------------

STANDARD 5 – STUDENT SERVICES

5.1 Pre-Admission Program Advisement

A. 1 2 3 4 5 4.80

5.2 Placement

A. 1 2 3 4 5 4.80

5.3 Annual Graduate Follow-Up

A. 1 2 3 4 5 4.40
 B. 1 2 3 4 5 4.40
 C. (1) 1 2 3 4 5 4.40
 (2) 1 2 3 4 5 4.40
 (3) 1 2 3 4 5 4.40
 D. 1 2 3 4 5 4.40
 E. 1 2 3 4 5 4.40

STANDARD 5 AVERAGE SCORE (9 ITEMS)	4.49
--	-------------

STANDARD 6 – ADVISORY COMMITTEE

6.1 Membership

A. Yes No 4.40
 B. 1 2 3 4 5 4.40
 C. 1 2 3 4 5 4.40

6.2 Review of Student Surveys

A. 1 2 3 4 5 4.60

6.3 Review of Program Funding

A. 1 2 3 4 5 4.60
 B. 1 2 3 4 5 4.40

6.4 Review of Graduate Follow-Up and Employer Surveys

A. 1 2 3 4 5 4.60

STANDARD 6 – ADVISORY COMMITTEE***Continued***

6.5 Review of Course of Study

A. 1 2 3 4 5 4.60

6.6 Review of Tools, Equipment, and Facilities

A. 1 2 3 4 5 4.80B. Yes No**STANDARD 6 AVERAGE SCORE
(8 ITEMS)****4.55****STANDARD 7 – INSTRUCTION**

7.1 Program

A. 1 2 3 4 5 5.00

7.2 Preparation Time

A. 1 2 3 4 5 5.00

7.3 Teaching Load

A. 1 2 3 4 5 4.80

7.4 Course of Study

A.	90% - P1	75% - P2	50% - P3
MLR	Y/N	Y/N	Y/N
AST	Y/N	Y/N	Y/N
MAST	Yes	Yes	Yes

B. (1)	1 2 3 4 5	<u>4.60</u>
(2)	1 2 3 4 5	<u>4.20</u>
(3)	1 2 3 4 5	<u>4.40</u>
(4)	1 2 3 4 5	<u>4.40</u>
(5)	1 2 3 4 5	<u>4.80</u>
(6)	1 2 3 4 5	<u>4.40</u>

7.5 Performance Standards and Student Progress

A. 1 2 3 4 5 4.80B. 1 2 3 4 5 4.80C. 1 2 3 4 5 4.80D. 1 2 3 4 5 4.80

7.6 Safety Standards

A. Yes NoB. Yes No

7.7 Personal Standards

A. (1) 1 2 3 4 5 4.60(2) 1 2 3 4 5 4.60(3) 1 2 3 4 5 4.60(4) 1 2 3 4 5 4.60(5) 1 2 3 4 5 4.60

7.8 Work Habits/Ethics

A. 1 2 3 4 5 5.00B. 1 2 3 4 5 4.80

7.9 Related Instruction

A. 1 2 3 4 5 4.60

7.10 Testing

A. 1 2 3 4 5 4.60B. 1 2 3 4 5 4.60C. 1 2 3 4 5 4.60D. 1 2 3 4 5 5.00

7.11 Evaluation of Instruction

A. 1 2 3 4 5 4.80B. 1 2 3 4 5 5.00

7.12 On-Vehicle Service and Repair Work

A. 1 2 3 4 5 5.00B. 1 2 3 4 5 5.00C. (1) 1 2 3 4 5 4.80(2) 1 2 3 4 5 5.00D. 1 2 3 4 5 4.80

7.13 Customer Vehicles

A. 1 2 3 4 5 N/AB. 1 2 3 4 5 N/A

7.14 Articulation

A. 1 2 3 4 5 5.00 N/A**STANDARD 7 AVERAGE SCORE
(as many as 35 ITEMS)****4.74****STANDARD 8 – TOOLS & EQUIPMENT**

8.1 Safety

A. Yes NoB. Yes No

8.2 Quantity and Quality

- A. Yes No
- B. 1 2 3 4 5 5.00
- C. 1 2 3 4 5 5.00

8.3 Consumable Supplies

- A. 1 2 3 4 5 5.00

8.4 Preventive Maintenance

- A. 1 2 3 4 5 4.80

8.5 Replacement

- A. 1 2 3 4 5 5.00

8.6 Tool Inventory and Distribution

- A. 1 2 3 4 5 5.00

8.7 Parts Purchasing

- A. 1 2 3 4 5 4.80 N/A
- B. 1 2 3 4 5 4.80 N/A

8.8 Hand Tools

- A. 1 2 3 4 5 5.00
- B. 1 2 3 4 5 5.00

STANDARD 8 AVERAGE SCORE (as many as 10 ITEMS)	4.94
--	-------------

STANDARD 9 – FACILITIES

9.1 Training Stations

- A. (1) 1 2 3 4 5 5.00
- (2) 1 2 3 4 5 4.80

9.2 Safety

- A. 1 2 3 4 5 4.80
- B. 1 2 3 4 5 4.60
- C. 1 2 3 4 5 4.80
- D. 1 2 3 4 5 4.80
- E. 1 2 3 4 5 4.60
- F. 1 2 3 4 5 4.60

9.3 Facility Maintenance

- A. 1 2 3 4 5 5.00

9.4 Housekeeping

- A. 1 2 3 4 5 5.00
- B. 1 2 3 4 5 4.80

9.5 Office Space

- A. 1 2 3 4 5 5.00

9.6 Instructional Area

- A. 1 2 3 4 5 4.80

9.7 Storage

- A. 1 2 3 4 5 5.00
- B. 1 2 3 4 5 5.00
- C. 1 2 3 4 5 5.00
- D. 1 2 3 4 5 N/A
- E. 1 2 3 4 5 5.00

9.8 Support Facilities

- A. 1 2 3 4 5 5.00

9.9 Ventilation

- A. 1 2 3 4 5 5.00
- B. 1 2 3 4 5 5.00

9.10 First Aid

- A. 1 2 3 4 5 5.00 N/A

STANDARD 9 AVERAGE SCORE (as many as 22 ITEMS)	4.89
--	-------------

STANDARD 10 – INSTRUCTIONAL STAFF

10.1 Technical Competency

A. All Program Instructors

- 1. Yes No
- 2. Yes No

B. MLR Instructors

- 1. Yes No
- 2. Yes No

AST & MAST Program Instructors

- C. Yes No
- D. Yes No

E. MAST Program Instructors Only

- Yes No

10.2 Instructional Competency

- A. 1 2 3 4 5 5.00

10.3 Technical Updating

- A. 1 2 3 4 5 5.00
- B. Yes No

10.4 Substitutes
A. 1 2 3 4 5 _____ 4.80

STANDARD 10 AVERAGE SCORE (3 ITEMS)	4.93
--	-------------

STANDARD 11 – WORKBASED LEARNING

Work-based Learning Yes No

11.1 Standards
A. 1 2 3 4 5 _____ N/A

11.2 Agreements
A. 1 2 3 4 5 _____ N/A

11.3 Supervision
A. 1 2 3 4 5 _____ N/A

STANDARD 11 AVERAGE SCORE (as many as 3 ITEMS)	
---	--

STANDARD 12 – E-LEARNING

E-Learning Yes No

12.1 Access
A. Yes No N/A

12.2 Curriculum and Student Progress
A. Yes No N/A
B. Yes No N/A
C. Yes No N/A
D. Yes No N/A

12.3 Advisory Committee Input
A. Yes No N/A

STANDARD 12 Number of 'Yes' Responses (as many as 6 items)	
---	--

ON-SITE EVALUATION TEAM MEMBER LIST

Automobile Accreditation

NOTE: There must be one evaluation team member from a dealership, one evaluation team member from an independent repair facility, one from either a dealership, independent repair facility, or current advisory member. **A maximum of one current advisory committee member that has not participated in the program self-evaluation may be selected.** A fourth alternate team member (dealership or independent repair facility) must be identified for an initial accreditation. **Manufacturer specific programs may choose to use only team members from the respective manufacturer.** See the "Qualifications of On-site Evaluation Teams Members" section for selection criteria.

Team members for the on-site visit must not be former instructors or graduates of the program within the past three years. Relatives of the administrator or instructor may not serve as a team member.

1. TEAM MEMBER FROM DEALERSHIP:

Name

Position (Title)

Company Name

Company Address

Phone Number

Years of hands-on experience: Total automobile: _____

High school graduate or equivalent: YES NO

ASE Automobile Certifications (recommended):

2. TEAM MEMBER FROM INDEPENDENT REPAIR FACILITY:

Name

Position (Title)

Company Name

Company Address

Phone Number

Years of hands-on experience: Total automobile: _____

High school graduate or equivalent: YES NO

ASE Automobile Certifications (recommended):

3. TEAM MEMBER FROM DEALERSHIP, INDEPENDENT REPAIR FACILITY, OR ADVISORY COMMITTEE MEMBER:

Name

Position (Title)

Company Name

Company Address

Phone Number

Advisory Committee Member YES NO

Years of hands-on experience: Total automobile: _____

High school graduate or equivalent: YES NO

ASE Automobile Certifications (recommended):

4. ALTERNATE TEAM MEMBER – Initial Accreditation Only (DEALERSHIP OR INDEPENDENT REPAIR FACILITY):

Name

Position (Title)

Company Name

Company Address

Phone Number

Years of hands-on experience: Total automobile: _____

High school graduate or equivalent: YES NO

ASE Automobile Certifications (recommended):

2022 AUTOMOBILE INSTRUCTOR QUALIFICATION SHEET

(an instructor qualification sheet must be filled out for each instructor)

Instructor _____ **ASE ID# (required)** _____
 (please print or type instructor's name) (as it appears on their certificate)

Are you a new instructor with the program? No Yes - Hire Date: _____

Please indicate the level of accreditation being sought:

Maintenance & Light Repair **Automobile Service Technology** **Master Automobile Service Technology**

Current ASE Certifications:	Expiration Date	MLR	AST	MAST
A1 Engine Repair			If taught	If taught
A2 Automatic Transmission/Transaxle			If taught	If taught
A3 Manual Drive Train & Axles			If taught	If taught
A4 Suspension & Steering		Required	If taught	If taught
A5 Brakes		Required	If taught	If taught
A6 Electrical/Electronic Systems		Required	Required	Required
A7 Heating & Air Conditioning			If taught	If taught
A8 Engine Performance			If taught	If taught
G1 Auto Maintenance & Light Repair		Required	Required	Required
L1 Advanced Engine Performance				If taught*
L3 Light Duty Hybrid/Electric Vehicles				Recommended**

AST & MAST programs must indicate areas being taught by this instructor

- Engine Repair
- Automatic Transmission/Transaxle
- Manual Drive Train & Axles
- Suspension & Steering
- Brakes
- Electrical/Electronic Systems
- Heating and Air Conditioning
- Engine Performance
- Hybrid/Electric Vehicle Diagnosis & Repair

*ASE certification in A8 & L1 is required for **MAST** program instructors teaching Engine Performance

ASE certification in L3 is recommended for **MAST program instructors teaching Hybrid/Electric Vehicle Diagnosis & Repair

HANDS-ON WORK REPORT FORM

Automotive instructors may substitute ten (10) hours of documented hands-on work as a technician in a retail or fleet automotive repair business outside the school (e.g., part-time work or summer externship) for one (1) hour of automotive industry update technical training, up to a maximum of ten (10) hours of update technical training each year, toward the annual update training requirement. The work must be related to the areas they teach and take place in the same year for which substitute credit is sought. The ASE Education Foundation reserves the right to verify all hands-on work information reported and determine whether it meets all requirements.

If you wish to use hands-on work as a partial substitute for update technical training, complete the form below and have it signed by the business owner or manager. Use a separate form for each 12-month period (calendar year or academic year).

Instructor's Name	
Business Name	
Business Type	<input type="checkbox"/> Dealership <input type="checkbox"/> Independent Repair Shop <input type="checkbox"/> Retail Chain Store <input type="checkbox"/> Fleet Repair Shop <input type="checkbox"/> Other (please specify)
Business Address	
Business Phone No.	
Owner/Manager's Name	
Owner/Manager's Title	
Dates worked	
Describe the work performed (must be as a service technician, <u>not</u> parts counter, service writer, etc.)	
Paid or Unpaid	<input type="checkbox"/> Paid <input type="checkbox"/> Unpaid
Total hours worked as a service technician	
Hours worked / 10 = training hours substituted	(maximum of 10 hours of substitute credit)
I attest that the information provided on this form for this instructor's hands-on work is true and correct to the best of my knowledge.	
Owner/Manager's Signature	
Date	

ADVISORY COMMITTEE MEMBERS

The following Advisory Committee members support this program’s efforts to become an ASE Accredited training program.

Type or print name	Signature
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

By signing below, both the Program Administrator and Program Instructor certify that the information provided within this application is true and correct. Furthermore, it is also understood that all expenditures incurred for the on-site evaluation will be paid by the automobile program or institution requesting accreditation.

_____ Administrator Signature	_____ Printed/Typed Name	_____ Date
_____ Instructor Signature	_____ Printed/Typed Name	_____ Date

Note: Programs submitting their application electronically, must agree to the following statement:

By submitting this application electronically, I certify that the information I have provided on this application is true and correct. By checking the “Yes” box below, I am “signing” the application. Furthermore, by typing in names where signatures are required, I agree that a complete paper copy of the application with signatures (Institution Administrator, Program Instructor, and Advisory Committee Members) is available upon request.

- Yes, I agree to the above statement
- N/A (submitting signed application through mail)

INTEGRATED ACADEMIC SKILLS RECOGNITION (OPTIONAL)

- *Note: For more information, refer to the Integrated Academic Skills Recognition page in the Policies Section of the Program Standards.*

Program Name

Automobile Instructor(s) to be recognized:

Academic areas and instructors to be recognized:

English Instructor: _____

Mathematics Instructor: _____

Science Instructor: _____

Please answer 1-6 and attach in separate document.

1. Briefly describe the coordination between the automobile and the academic department(s) for planning, developing, and teaching integrated academic skills to automotive technician students.
2. How often do the automotive and academic instructors meet to plan and coordinate classroom activities?
3. Do automotive and academic instructor teams teach automotive students? If so, describe the activities and responsibilities of the instructors.
4. Are automotive and academic instructors actively involved with automotive student organizations, activities, or competitions? If so, describe the activities.
5. Are students given academic credit for their technical classes?
6. If applicable, describe how the *Integrated Academic Skills* manual for Automobile Technicians was used to integrate academic and technical skills student activities.

PAYMENT WORKSHEET

Please include the following applicable fees with your automobile accreditation application. Payment must be included for your application to be processed. Forms of payment include purchase order, check made out to the ASE Education Foundation, or credit card (MC/VISA, or American Express). Please indicate method of payment below.

School Name

School Address

City State Zip Code

	Initial Accreditation	Renewal of Accreditation
Base Accreditation Fee	<input type="checkbox"/> \$950.00	<input type="checkbox"/> \$850.00
Manufacturer Specific (if applicable):	<input type="checkbox"/> \$475.00*	<input type="checkbox"/> \$425.00*

**This fee is in addition to the Base Accreditation fee. If submitting multiple applications at the same time (GM ASEP, Toyota T-TEN, etc.) this fee must be included.*

Method of payment

- Purchase Order *please include copy of PO*
- Check
- MasterCard/Visa/AMEX

Card Number

Month/Year

Exp. Date (MM/YYYY)

Name as it appears on card

Cardholder signature

Cardholder Email Address

NOTE: *Payment of the ETL honorarium and the ETL expenses must be made directly to the ETL. Payment or arrangements for payment must be made at the time of the on-site visit. Do not send ETL payments to the ASE Education Foundation.*

- Program Description and Goals

- Description

- Weber State University (WSU) is one of the few select schools in the country whose automotive students are actively recruited by most of the major automobile manufacturers in the world. Our partnerships with Chrysler, Ford, General Motors, Honda and Toyota help our students to be better prepared for a variety of careers in the automotive industry. WSU graduates are well known in the automotive industry holding service, technical support, advanced technical, marketing, management, sales, and teaching positions all across the country.

- Goals

- Align curriculum to meet industry innovations and standards
 - Develop course material for Hybrid and Electric Vehicle (EV) Systems
 - SWI 2018 \$290,000 annual appropriation for Hybrid and EV training partners with tech schools
 - SWI 2021 \$299,000 annual appropriation for Hybrid and EV training partner with high schools
 - Created two certificates for EV
 - Added 5 new EV courses
 - Develop course material for Autonomous Ground Vehicle (AGV) Operations
 - Deep Tech Grant \$870,000 to develop AGV with Computer Science
 - Added AGV course to BS degree

- Employment Potential

- AAS - Automotive Service Technician

- The department currently works with local employers through several avenues.
 - Industry Advisory Board
 - Most major state employers are part of our biannual Automotive Industry Advisory Board.
 - The board reviews program standards, equipment, and employment-related matters.
 - Student preparation for careers in the industry is discussed and reviewed at these meetings.
 - Career opportunities presentation
 - Employers come to campus to present to students regarding opportunities for employment with them.
 - Students are typically interviewed and offered positions with these employers
 - Nearly all students that are interested in employment have secured a position by the end of their freshman year
 - Career Fairs

- Department faculty invite students to participate in various career fairs throughout the semester.
 - Some of these fairs are held at industry partner locations and some are on the Davis campus
 - Relevant job posting from employers are also posted to the department's social media accounts
 - Internships
 - Students are required to complete an internship during their 2-year program
 - Students register for an internship course. The course ensures that students and employers meet employment expectations
 - BS - Product Service Engineer
 - Internships
 - Students are required to complete an internship during their 2-year program
 - Students register for an internship course. The course ensures that students and employers meet employment expectations
 - Career opportunities presentation
 - Employers come to campus to present to students regarding opportunities for employment with them.
 - Students are typically interviewed and offered positions with these employers
 - Nearly all students that are interested in employment are offered a position upon graduation
 - BS Employment Canvas Course
 - Canvas course created with BS degree employment information
 - Contact information is made available to current students of Alumni that work for all of the major employers
 - Job Postings and other information are updated frequently
- Curriculum
 - The curriculum for the AAS degree is mostly determined by the accreditation standards defined by the ASE Education Foundation. Biannual industry advisory board meetings also help to define areas of additional need required by advances in the industry.
 - The curriculum for the BS degree is reviewed by members of the BS degree Industry Advisory Board. Annual meetings of the National Association of Automotive Universities (NAAU) are also used to discuss industry trends and curricula at institutions that offer a BS in Automotive Technology.
- Outcomes and Assessments
 - Students complete the required 2022 Master Automobile Service Technician (MAST) learning outcomes defined by the ASE Education Foundation. The number of tasks is extensive and covers all eight ASE areas. Each course outlines the ASE tasks in the course syllabus. The program's overall learning outcomes are:

- Students will demonstrate the proper use of safety equipment when performing any type of vehicle repair
- Students will locate and utilize vehicle electronic service information for all repair procedures
- Students will explain the theory of operation of vehicle systems and components
- Students will demonstrate the proper use of special service tools and hand tools when performing any type of vehicle repair
- Students will apply a proper diagnostic approach when analyzing a vehicle system fault
- Students will apply a proper repair procedure when repairing a vehicle fault
- Students will demonstrate a proper repair verification procedure when a vehicle has been prepared
- Students are required to complete a third-party entrance and exit exam for all eight ASE areas of study. The pre and post-assessment data are provided to the department for use in evaluating the effectiveness of course materials. Content is adjusted in areas where student data demonstrate deficiencies in the particular subject matter.