



Thank you for considering Des Moines Area Community College (DMACC) and the Honda PACT Program. This program is one of the finest automotive training programs in America.

Honda PACT, co-sponsored by DMACC and Honda, is a two-year automotive program designed to upgrade the technical competence and professional level of entry level, Honda and Acura dealership technicians. The curriculum, designed by Honda and DMACC, leads to an Associate Degree in Automotive Technology.

DMACC's automotive program is a nationally-recognized, award-winning program with instructors who are highly qualified and Honda trained. The DMACC automotive building is an up-to-date modern training facility.

We currently have many model vehicles for use in technician training. These cars are equipped with the latest in automotive technology, including electronic controls, antilock brake systems, electronic transmissions, supplemental inflatable restraint systems, and on-board vehicle diagnostics.

I look forward to your participation in Honda PACT as you prepare for a rewarding career as a Honda or Acura dealership technician. If you have any questions, please contact me at 515-964-6504 or jlburns@dmacc.edu.

Sincerely,

Jerry Burns

Jerry Burns
Honda PACT Chairperson

Ankeny Campus
2006 S. Ankeny Boulevard
Ankeny, Iowa 50021
515-964-6200

Boone Campus
1125 Hancock Drive
Boone, Iowa 50036
515-432-7203

Carroll Campus
906 N. Grant Road
Carroll, Iowa 51401
712-792-1755

Newton Campus
600 N. 2nd Avenue W.
Newton, Iowa 50208
515-791-3622

Urban Campus
1100 7th Street
Des Moines, Iowa 50314
515-244-4226

HONDA PACT APPLICATION PROCEDURES AND CHECK LIST

These are the procedures an applicant must successfully complete to become accepted as a Honda PACT student. Check off each step when completed.

- _____ 1. Complete the DMACC Application for Admissions online at www.dmacc.edu. Click on the Admissions tab, and then go to “Apply Online”.
- _____ 2. All prospective Honda PACT candidates are required to meet total minimum test scores before they can be accepted into the Honda PACT program. (See the enclosed Student Information and Assessment Results form.) Please call the Assessment Center at the Ankeny Campus at 515-964-6595 to schedule your testing appointment.
- _____ 3. Once you have completed the pre-acceptance tests, please call 515-964-6504 to schedule a personal interview with the Honda PACT Program Chairperson or faculty member. At the interview, you will go over your tests scores, the program requirements, the Candidate Information Form, the internship forms, and your goals as a Honda PACT student at DMACC and in a Honda or Acura dealership.
- _____ 4. Students will receive a letter of acceptance to the college after all pre-acceptance requirements are complete. You will then be notified as to the date of registration for classes.

CALENDAR OF KEY DATES
Honda PACT | 2023 – 2025

2023

Ongoing Honda PACT promotion
Ongoing Honda PACT pre-entry interviews and notification of test results
Ongoing student pre-program employment starts
06-15 (tentative) Honda PACT registration
08-23 PACT 1st semester classes start, on campus
12-14 PACT 1st semester classes end

2024

01-08 PACT 2nd semester classes start
03-01 Midterm
05-02 PACT 2nd semester classes end
05-20 PACT 3rd semester classes start
08-01 PACT 3rd semester classes end
08-21 PACT 4th semester classes start
10-15 Midterm, 4th semester classes end
10-16 Start Tech Internship I at dealership
12-12 End Tech Internship I

2025

01-06 PACT 5th semester classes start
02-28 Midterm
05-01 PACT 5th semester classes end
05-19 Start Tech Internship II at dealership, PACT 6th semester classes start
07-24 End Tech Internship II, PACT 6th semester classes end

NOTE: These dates are approximate dates only and are subject to Board approval.

HONDA / DES MOINES AREA COMMUNITY COLLEGE PROFESSIONAL AUTOMOTIVE CAREER TRAINING PROGRAM

The Honda Professional Automotive Career Training Program (PACT) is designed to educate and train individuals for careers as Honda automotive service technicians. The curriculum leads to an Associate in Applied Science degree. The program involves attending classroom lectures and participating in laboratory activities using Honda products at Des Moines Area Community College (DMACC). In addition, the student will be prepared to assume a position as an entry level service technician in a Honda or Acura dealership.

DMACC is located 7 miles north of Des Moines, 2 miles west of I-35 (Exit 90), and 1 mile south of Ankeny on US 6 (see map on page 30).

Program Schedule

The program lasts six semesters. More than half the time is spent attending classes at DMACC, the remaining time is spent as an intern in the employing Honda or Acura dealership. Each specialized subject is taught in DMACC classrooms and laboratories for a specific number of weeks. This academic training is then followed by related, supervised work experience with dealership personnel. A list of tasks, related closely to the course work completed at DMACC, is used at the Honda or Acura dealership to identify needed work experience.

Dealer/Employer

Since considerable time is spent at the dealership, it is a requirement of the program that each student be employed by a Honda or Acura dealer. **It is the prospective student's responsibility to locate their own Honda or Acura dealer/employer.** If necessary, students will receive assistance in locating a dealer. The Honda/Acura dealership will provide training-related employment for the student during his/her work experience periods. Since students earn while they learn, a considerable portion of the cost involved in the program is offset by the income earned during the internships.

Program Costs

All tuition, fees and textbook costs are the responsibility of the Honda PACT student. The two-year program costs are approximately \$13,528* for tuition/fees and \$635* for books. Non-resident tuition is approximately \$27,056*.

In addition to the tuition, fees and textbook costs, students are also responsible for a prescribed basic hand tool set (see page 26). These tools will be needed by the first week of classes. The approximate initial cost of the tool set is \$3,000** with an additional minimum cost of \$400 required to upgrade the set throughout the program. Students can select any brand of tools or use their own existing set if it meets Honda PACT requirements. DMACC staff members will assist students in obtaining an educational discount for most popular tool brands. The total cost of the two-year program, including tuition, fees, books and tools, is approximately \$17,563

; for out-of-state residents, the cost is approximately \$31,091.

**Tuition and book rate is an estimate only, and is subject to Board approval.*

***Prices vary depending on brand and upgrade options, and does not include the cost of a tool box.*

Program Benefits

Unlike conventional programs where the student goes to college and then secures a job, at DMACC, the Honda PACT student secures an employer before starting the first internship. This program requires some effort on the part of the student. However, the benefits are worth the effort.

Honda PACT students learn the skills necessary for entry into a highly skilled profession along with the opportunity to practice and develop these skills with a considerable amount of on-the-job training. Honda PACT helps to develop the diagnostic skills needed to work on today's automobile and start a career as a Honda or Acura dealer service technician.

Honda PACT students build a Honda training history as they attend classes at DMACC.

Student Wages

One of the most frequently asked questions by dealers is what to pay their Honda PACT students.

Pay rates are negotiated between the students and their dealerships. As a guide, rates for students on internship have run between \$11.00 per hour up to \$15.00 per hour. In some cases, dealers are also helping the student with school expenses.

If you would like additional information on these topics, please feel free to contact us:

Jerry Burns
Honda PACT Program Chairperson
Phone: 515-964-6504
Fax: 515-964-6859
Email: jlburns@dmacc.edu

EXPECTED RESPONSIBILITIES OF PARTICIPANTS

DES MOINES AREA COMMUNITY COLLEGE

- Appoint a person with administrative responsibility for all aspects of Honda PACT at the college (Honda PACT Program Chairperson).
- Assist dealers with student selection process and recruiting.
- Furnish program information on request.
- Provide on-campus instruction in accordance with the approved Honda PACT curriculum.
- Maintain student scholastic records.
- Provide academic advisement.
- Keep dealers and Honda informed regarding students' academic progress and/or potential problems.
- Advise the Regional College Coordinator at end of each semester.
- Identify competencies to be gained during work experience at dealership.
- Work with dealership PACT contact person to assure attainment of work experience competencies.
- Provide PACT instructors with professional leave to attend Honda classes to meet PACT Instructor Standards.
- Devise and implement a promotional plan.

PACT STUDENT

- Obtain and maintain Honda/Acura dealer.
- Provide employer (Honda/Acura dealer) with responsible and productive employment.
- Maintain a 2.0 GPA.
- Adhere to attendance policy as established by DMACC Automotive Department.
- Participate in all learning activities at the scheduled times.
- Be responsible for program costs: tuition, fees, books, tools, safety glasses, and housing.
- Wear appropriate work uniforms during campus and dealership training.
- Participate in dealership service meetings during internships and any other training provided by the dealership.

HONDA /ACURA DEALER

- Appoint a dealership contact person to guide students in their work experiences and maintain close communication with DMACC.
- Interview and select prospective student(s).
- Agree to provide "dealership coordinated work experience" in accordance with the program schedule for the duration of the curriculum.
- Agree to pay PACT student(s) during periods of dealership-coordinated work experience based on the trainee's experience and ability.
- Agree to provide student with incentive pay raises each internship based on the trainee's ability and performance.
- Provide related work experience that supplements the trainee's most recent instruction (to the extent possible).
- Provide consideration consistent with other dealership employees, such as uniforms, etc.
- Attend Honda PACT Advisory Committee meetings.

HONDA

- Provide Honda training to involved college instructors.
- Furnish college with Honda vehicles, special tools, and components to be used in PACT instruction.
- Provide college with essential training materials, including Honda Training Center service manuals and specialized class materials.
- Monitor and participate in student selection procedures.
- Monitor all phases of the program to assure success.
- Identify dealers interested in employing a PACT student so that those dealership names can be made available to prospective students.

PACT ADMINISTRATION

The Honda PACT program at DMACC is administered through the Automotive Technology Program within the Industry and Technology Division.

Jenny Foster, Dean of Industry and Technology, and Jerry Burns, PACT Program Chairperson, perform the duties of coordinating the Honda PACT program.

The PACT Coordinator's duties are to:

1. Prepare and implement the PACT Business Plan which includes:
 - a. Linkages with Honda, the Dean's office, counseling services, and the Office of Grants and Contracts.
 - b. Information regarding general education requirements, student selection, and the PACT curriculum.
2. Provide operational decision-making and problem-solving pertaining to students, dealers, and PACT resources.
3. Provide PACT instructors with leave time for Honda instructor technical training.
4. Attend National PACT meetings.

WORK EXPERIENCE/INTERNSHIP COORDINATOR

The PACT instructors also serve as internship coordinators. This arrangement will provide the instructor immediate feedback on the effectiveness of the instruction, and permits the in-dealership coordinator to work closely with the Honda PACT student's college instructors. This direct communication will result in the best possible application of college instruction put to use in the dealership.

The PACT internship coordinator will have contact with the student at least monthly. The PACT student will log their work experience daily and submit these reports on a weekly basis to the PACT Coordinator (see page A-1 for an example). During each internship, the PACT internship coordinator, the in-dealership coordinator, and the PACT student shall have at least one formal conference. A dealership questionnaire and student report (see pages A-2 and A-3 for examples) will be completed by the PACT internship coordinator at each visitation.

PACT INTERNSHIP

The internship is vital to the Honda/Acura dealership and the PACT student. The dealer's investment will be greatly enhanced by providing work experience that compliments the previous semester's course work. Each student and dealer coordinator will be given an internship outline and task list. It is the responsibility of the student to check off each task as it is completed. It is the responsibility of the dealer coordinator to provide work in those areas the student has just completed classroom instruction. Through this cooperation, the skills taught in class can be fully developed and the dealership will profit from the student's growth.

DMACC – INDUSTRY AND TECHNOLOGY/AUTOMOTIVE TECHNOLOGY HONDA PACT ADVISORY COMMITTEE

The main purpose of the PACT Advisory Committee is to further the quality of technician education, both at the dealer level and at school.

The PACT Advisory Committee is made up of the following people: Honda and Acura dealership representatives, college representatives, Honda representatives, and one present or graduate student representative. Each dealer who sponsors a PACT student will be asked to provide one person to attend the Advisory Committee meetings, and one person to provide technical expertise for curriculum issues.

For more information on Advisory Committee members or responsibilities, contact Jerry Burns, PACT Program Chair, at 515-964-6504, or jlburns@dmacc.edu.

**DES MOINES AREA COMMUNITY COLLEGE
PROFESSIONAL AUTOMOTIVE CAREER TRAINING (PACT) PROGRAM**

Contact Persons

The primary PACT contact is Jerry Burns.

Jerry Burns, Chairperson/Instructor
Honda PACT Program
DMACC
2006 S. Ankeny Blvd., Bldg. 13
Ankeny, IA 50023
515-964-6504
jlburns@dmacc.edu

Matt Schneiderman, Pathway Navigator
Automotive Department
DMACC
2006 S. Ankeny Blvd., Bldg. 13
Ankeny, IA 50023
515-965-6024 office
515-229-4951 cell (preferred)
mjschneiderman@dmacc.edu

Jenny Foster, Dean
Industry & Technology Programs
DMACC
2006 S. Ankeny Blvd., Bldg. 3W
Ankeny, IA 50023
515-964-6692
FAX: 515-964-6203
jlfoster1@dmacc.edu

Amy Nemmers, Administrative Assistant
Automotive Department
DMACC
2006 S. Ankeny Blvd., Bldg. 13
Ankeny, IA 50023
515-964-6676
alnemmers1@dmacc.edu

PACT Instructors

PACT instructors will be fully trained by Honda and other affiliated organizations. DMACC will provide PACT instructors with a minimum of three weeks per year of professional leave to attend Honda classes to ensure that the instructors are fully trained in appropriate subject areas. Some PACT instructors will be cross-trained in subjects outside of their assigned teaching area(s).

PACT instructors will be trained by attending various Honda product seminars. Some of this training will be in the form of:

1. HONDA Training Center classes
2. PACT instructor training classes
3. Equipment manufacturer classes

HONDA PACT INSTRUCTIONAL STAFF

MARK ARMBRECHT

27 years DMACC Instructor
5 years dealership experience
ASE Certified – Master Auto Technician
ASE Certified – Alternative Fuels
ASE Certified – Collision Repair – Electrical and Mechanical
ASE Certified – Medium/Heavy Duty Truck – Gas Engine and Electric & Diesel Engine
ASE Certified – Advanced Engine Performance
ASE Certified – Light Duty Hybrid/Electric Vehicle
ASE Certified – Electronic Diesel Engine Diagnosis
ASE – Light Vehicle Diesel
A.A.S., Hawkeye Community College, Waterloo, IA

SHANE BOOTS

7 years DMACC Instructor
12 years dealership experience
ASE Certified – Master Auto Technician
General Motors World Class Technician, 2008
A.A.S., Des Moines Area Community College, Ankeny, IA

JERRY BURNS, Chairperson

19 years DMACC Instructor
11 years dealer experience
ASE Certified – Master Auto Technician
ASE Certified – Master Medium/Heavy Duty Truck
ASE Certified – Automobile Advanced Engine Performance
ASE Certified – Electronic Diesel Engine Diagnosis
ASE Certified – Auto Maintenance & Light Repair
ASE Certified – Light Vehicle Diesel Engines
General Motors World Class Technician, 2005
Alternative Fuels Training
A.A.S., Des Moines Area Community College, Ankeny, IA

HONDA PACT INSTRUCTIONAL STAFF (cont.)**CURT CORNELIUS**

2 years DMACC Instructor
13 years DMACC Career Academy Instructor
6 years dealership experience
ASE Certified – Master Auto Technician
General Motors World Class Technician, 2007
A.A.S., Des Moines Area Community College, Ankeny, IA

GREG SEAMAN

29 years DMACC Instructor
18 years dealership experience
ASE Certified – Master Auto Technician
ASE Certified – Master Machinist
ASE Certified – Auto Collision Electrical, Mechanical Structural Repair
A.A.S., Des Moines Area Community College, Ankeny, IA

KEITH WERSINGER

19 years DMACC Instructor
8 years dealership experience
ASE Certified – Master Auto Technician
ASE Certified – Auto Maintenance & Light Repair
ASE Certified – Advanced Engine Performance
ASE Certified – Light Vehicle Diesel
A.A.S., Des Moines Area Community College, Ankeny, IA

TUITION AND FEES

Tuition

Tuition for credit offerings (resident students)
Full- or part-time enrollment (per credit) \$178.00*
Non-resident tuition is 200% of resident rate

*** Tuition rate is an estimate only, and is subject to Board approval**

Fees

International student processing \$100.00

All fees are non-refundable. Des Moines Area Community College reserves the right to change tuition and fees at any time.

FINANCIAL AID

All financial assistance available to DMACC students is administered by the Ankeny Campus Financial Aid Office. Students may receive assistance in the form of scholarships, grants, loans, and/or part-time employment, depending on eligibility.

How to apply: The Free Application for Federal Student Aid (FAFSA) is available at any DMACC campus and from Iowa High School counselors.

When to apply: Apply for financial aid as soon as you can; it can take several months for these applications to be processed. It is necessary to reapply each year.

Contact the DMACC Financial Aid Office for additional information
515-964-6283

STUDENT FINANCIAL PLANNING GUIDE

	2023 Fall Semester	2024 Spring Semester	2024 Summer Semester	2024 Fall Semester	2025 Spring Semester	2025 Summer Semester	Total Cost
Tuition & Fees**	\$ 2,848	\$ 2,848	\$ 1,602	\$ 2,314	\$ 2,848	\$ 1,068	\$ 13,528*
Tools***	\$ 3,000	\$ 100	\$ 100	\$ 100	\$ 100		\$ 3,400*
Books*	\$ 285	0	\$ 150	0	\$ 100	\$ 100	\$ 635*
Total*	\$ 6,133	\$ 2,948	\$ 1,852	\$ 2,414	\$ 3,048	\$ 1,168	\$ 17,563

* Costs are approximate figures.

** For out-of-state costs -- see Tuition and Fees, see page 16.
Tuition and fee rates are subject to Board approval.

*** Tool cost includes substantial initial discounts. Your investment may vary from these cost estimates depending on brand purchased.

HOUSING

Des Moines Area Community College does not provide dormitories. See below for various housing options.

- Campus View Apartments, located on the northwest part of the Ankeny campus, and managed through Houser Enterprises, offer DMACC students furnished apartments with a number of amenities. For more information, please contact Amanda Crawford, Campus View Property Manager, at 515-964-7474, or send an email to amandacrawford@houserdevelopment.com.
- Prairie Pointe Student Living, located next to the Ankeny DMACC Campus, just a short walk away from class, offers 3 and 4 bedroom furnished apartments. The clubhouse hangout includes a coffee bar, theater room, tanning booth, and fitness center—all included in your monthly rent. For more information on Prairie Pointe, contact Michelle Ogden, Community Manager, at 515-422-9882, or visit www.prairiepointeliving.com.
- Campus Town Student Housing, located south of Ankeny DMACC campus, just across the street, offers 1, 2, and 3 bedroom furnished apartments with individual leases, roommate matching, and one easy monthly rent payment that includes all utilities and internet. For more information on Campus Town, call Trista Sanchez, 515-289-0700, or send an email to tristasanchez@houserdevelopment.com.

There is also other off-campus housing through various sources. For more information on housing opportunities, contact the DMACC Housing Office at 515-964-6200, or visit the DMACC website at go.dmacc.edu/housing

**HONDA PACT
2023-2025 SCHEDULE**

COURSES	CREDITS	AT DMACC	AT DEALERS
<u>FALL 2023</u>			
AUT 114 Shop Fund & Minor Service	4	August 23, 2023 – December 14, 2023	
AUT 404 Basic Suspension & Steering	4		
AUT 615 Auto Electricity/Electronics	4		
MAT 772 Applied Math	3		
SDV 108 The College Experience	1		
Total 16			
<u>SPRING 2024</u>			
AUT 652 Adv. Automotive Electricity	3	January 8, 2024 – May 2, 2024**	
AUT 524 Auto Brake Systems & Serv.	4		
AUT 704 Auto Heating & AC	4		
AUT 535 Adv. Auto Brakes & Alignment	5		
Total 16			
<u>SUMMER 2024</u>			
AUT 163 Automotive Engine Repair	3	May 20, 2024 – August 1, 2024**	
AUT 173 Advanced Auto Engine Repair	3		
PHY 710 Technical Physics	3		
Total 9			
<u>FALL 2024</u>			
AUT 834 Automotive Fuel Systems	4	August 21, 2024 – October 15, 2024**	October 16, 2024 – December 12, 2024** (Technical Internship I)
AUT 242 Basic Automotive Power Train	6		
AUT 933 Technical Internship I	3		
Total 13			
<u>SPRING 2025</u>			
AUT 243 Advanced Powertrains	6	January 6, 2025 – May 1, 2025**	
AUT 842 Auto Computerized Eng Controls	4		
AUT 847 Electrical Systems Diagnosis	3		
COM703 Communication Skills	3		
Total 16			
<u>SUMMER 2025</u>			
AUT 933 Technical Internship II	3		5/19/25 – 7/24/25** (Technical Internship II)
PSY 102 Human and Work Relations	3		
Total 6			
GRADUATION August 1, 2025**		Total Credits: 76	

****These dates are estimates only. DMACC reserves the right to change dates and/or the sequence of courses as needed.**

HONDA PACT CURRICULUM

	<u>LECTURE</u>	<u>LAB</u>	<u>CREDIT</u>
AUT 114 – Shop Fundamentals & Minor Service	30	30	4

Course description: A study of the organizational structure in a dealership/repair facility as it relates to the technician. Students use service manuals, electronic troubleshooting manuals and service bulletins. The course will also develop competencies in entry level tasks required when working in a dealership or repair facility.

AUT 163 – Automotive Engine Repair	30	30	3
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Course description: Course will provide instruction in the theory and operation of 4-stroke cycle engines. Emphasis will be placed on both design and proper disassembly/ reassembly procedures.

Prerequisite – AUT 114 or AUT 111

AUT 173 – Advanced Automotive Engine Repair	15	60	3
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Course description: Provides instruction in proper diagnosis of engine malfunctions and repair or replacement of defective components and assemblies. Diagnosis procedures, repair and adjustment will be emphasized.

Prerequisite – AUT 163

AUT 242 – Basic Automotive Powertrain	45	90	6
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Course description: Principles of operation and construction of automotive power trains. Includes instruction in the theory of hydraulic and mechanical systems used in automatic transmissions.

AUT 243 – Advanced Automotive Powertrain	30	120	6
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The student will study powertrain and drive line systems. Proper diagnosis procedures, service and repair will be emphasized through hands-on experience.

Prerequisite – AUT 242

AUT 404 – Basic Suspension & Steering	30	60	4
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Course description: Instruction in the theory of operation and service procedures used in the maintenance and repair of automotive steering and suspension systems.

AUT 524 – Auto Brake Systems & Service	30	60	4
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Course description: Instruction in the theory of operation and service procedures of automotive brakes.

AUT 535 – Advanced Auto Brakes & Alignment	30	90	5
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Course description: The student will study advanced brakes and alignment theory, practice proper diagnosis, service and repair procedures through hands-on experience.

Prerequisite(s) – AUT 524, 404

	<u>LECTURE</u>	<u>LAB</u>	<u>CREDIT</u>
AUT 615 – Auto Electricity / Electronics	30	60	4
Course description: Provides instruction in theory and operation of automotive electrical circuits. Safety, meters and service information will be emphasized.			
AUT 652 – Advanced Automotive Electricity	15	60	3
Course description: Provides instruction in the diagnosis, repair and service of electrical and electronic components found on current vehicles. Prerequisite OR Corequisite – AUT 615			
AUT 704 – Auto Heating & A/C	30	60	4
Course description: Provides instruction in the theory of operation, diagnosis and service of auto air conditioning and heating systems.			
AUT 834 – Automotive Fuel Systems	30	60	4
Course description: A course designed to acquaint the student with basic fuel system principles. Instruction will be offered in the theory, cleaning, repair and adjustment of automotive fuel systems. Prerequisite OR Corequisite: AUT 114, 615			
AUT 842 – Auto Computerized Engine Controls	30	60	4
Course description: This course builds upon the knowledge and skills learned in previous automotive courses to prepare the student to service On-Board Diagnosis 2 computer-controlled vehicles. The theory and operating principles of automotive computers, sensors and control devices will be emphasized. Lab instruction on late model cars will be included. Prerequisite: AUT 834 Prerequisite OR Corequisite: AUT 652			
AUT 847 – Electrical Systems Diagnosis	15	60	3
Course description: Instruction in techniques and procedures required to diagnose and service microprocessor-controlled body electrical systems. Prerequisite(s) – AUT 615, 652			
AUT 870 – Automotive Service Management	15	30	2
Course description: Provides instruction in customer relations, service sales, shop management and business practices in the automotive shop.			

	<u>LECTURE</u>	<u>LAB</u>	<u>CREDIT</u>
AUT 933 – Technical Internship I	0	0	3

Course description: The intern will work in a participating repair facility. The intern must complete a minimum of 225 hours of work during the internship. The tasks will be consistent with the technician's ability and previous course work. A task list will be issued to each repair facility.

Prerequisite: AUT 114, 615, 404, 524

AUT 934 – Technical Internship II	0	0	3
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Course description: The intern will work in a participating repair facility. The intern must complete a minimum of 225 hours of work during the internship. The tasks will be consistent with the technician's ability and previous course work. A task list will be issued to each repair facility.

Prerequisite(s): AUT 933, 243, 842, 847

RELATED COURSES:

	<u>LECTURE</u>	<u>LAB</u>	<u>CREDIT</u>
SDV 108 – The College Experience**	1	0	1

This course is designed to introduce students to college resources, services and expectations and to assist them in gaining maximum benefit from their college experience.

COM 703 – Communication Skills**	45	0	3
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Emphasis on reading and evaluating industry-related literature and on applying the principles of clearness, conciseness, and correctness in written and oral communication.

MAT 772 – Applied Math**	45	0	3
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A course in elementary mathematical skills for technicians. Topics covered include fundamental operations with whole numbers, fractions, decimals, and signed numbers; percents; geometric figures and basic constructions; area and volume formulas; English/metric systems; measurements; and the interpretation of graphs and charts.

PHY 710 – Technical Physics**	30	30	3
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A physics course for students of technology. Topics include: forces, work, energy, materials, heat, electricity, and magnetism, with a strong emphasis on practical applications.

PSY 102 – Human & Work Relations**	45	0	3
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Emphasizes an awareness of the problems inherent in human-to-human relationships, and the known laws and generalizations about the action patterns of individuals and groups. Effort is made to develop an awareness of the techniques of effective interpersonal relations.

** These related courses meet minimum standards required for a PACT AAS degree. These classes may not transfer to a four-year university. If you are planning to transfer at a later date, see the PACT Chairperson for substitute courses.

PROPOSED PACT PAY PLAN...A GUIDE FOR DEALERS

Purpose: To provide direction to Honda and Acura dealers in the development of a pay plan for their PACT students that will address the following issues:

1. Provide a fair and competitive wage.
2. Develop an incentive plan that will reward the PACT intern for academic performance and dealership productivity.
3. Provide regular salary increases as knowledge and skills increase.
4. **Encourage the PACT intern to remain at the Honda/Acura dealership after graduation.**

Important points to remember about a PACT intern:

1. The intern is a **trainee** – not a line technician.
2. The intern should be assigned to work with an experienced line technician who will function as a “training technician.”
3. The intern is paid a salary. Staff efficiency is not charged against the intern.
4. Staff efficiency may be **tracked**.
5. The hours “flagged” by the intern are paid to the “training technician.”
6. **PACT interns gauge their value to the dealership by how they feel they are treated and how they are paid.**

Proposed Salary & Incentive Schedule For PACT Interns (Per Semester)

Starting Salary: 50% of “average flat rate wage”

Incentive Schedule:

Previous semester	4.0 – 3.8	10% of average flat rate wage
grade point average (GPA)	3.7 – 3.0	5% of average flat rate wage
	2.9 – 2.0	3% of average flat rate wage
Weekly Production (Hours)	40 – 26	10% of average flat rate wage
	25 – 16	7% of average flat rate wage
	15 – 10	5% of average flat rate wage
1st Internship:	50% of average flat rate wage	
2nd Internship:	1st internship wage + GPA + productivity	
3rd Internship:	2nd internship wage + GPA + productivity	
4th Internship:	3rd internship wage + GPA + productivity	

Remember:

- Treat the intern as a valuable employee.
- Provide the related training the intern is paying for.
- Pay a fair wage.
- Provide an incentive program that allows the intern a regular increase in wages based on performance.

DMACC PACT PROGRAM REQUIRED TOOL AND SUPPLY LIST

These tools should be of professional quality and should meet the standards of the automotive industry. Students must have their tools at school when they are attending classes at the college. The tools will be needed by the first week of classes. It is suggested that students insure their tools. DMACC does not insure student tools.

1. Tool box (**must be a roller cart or roller cabinet, not to exceed 24" x 40"**)
2. 1/2" drive socket/ratchet set to include:
 - 12mm through 36mm metric sockets
 - breaker bar
 - extensions
3. 3/8" drive socket/ratchet set to include:
 - 8mm through 19mm metric sockets
 - 9/16" spark plug socket
 - 5/8" spark plug socket
 - 14mm spark plug socket
 - extensions
 - universal joint
4. 1/4" drive socket/ratchet set to include:
 - 4 mm through 15mm metric sockets
 - nut driver handle
 - extensions
 - universal joint
5. Wrenches to include:
 - 7mm through 24mm combination, metric
 - 10mm through 18mm line, metric
6. Standard screwdriver set
7. Phillips screwdriver set
8. 24" Pry bar
9. Torx bits/drivers to include:
 - T8 through T60 drive torx bits
10. Chisel & punch set to include 8" brass drift punch
11. Pliers to include:
 - 7" to 8" needle nose
 - 9-1/4" water pump (slip joint)
 - 7" to 8" diagonal
 - 10" locking pliers
 - 7-1/4" pliers
12. Snap ring locking pliers
 - 10" length opens to 1-1/4"

- inside and outside True Arc
13. Hammers
 - 24 or 32oz. dead blow
 - 24 oz. ball peen
 - Brass hammer
 14. Brake tools
 - Brake adjusting tool – 8”
 - Brake retainer washer tool, large and small cup
 - Brake spring pliers, remove and replace and stretching
 15. Tire crayon
 - Tire pressure gauge, 0 – 100 psi, digital
 - Tire tread depth gauge, 1/32” increments
 16. Hex socket set
 - 1.5mm through 10mm
 17. Feeler gauge
 - .0015” – .080”
 18. Spark plug gap gauge
 - .035” – .080”
 19. 1-1/2” x 3-3/8” heavy duty gasket scraper
 20. Plastic scraper
 21. 6” wire stripper/crimping tool, 10 to 20 gauge
 22. 12-volt test light (incandescent bulb – NO LED – High Impedance)
 23. Blow gun
 24. Air chuck
 25. 6” pocket steel ruler
 26. Outside Micrometer
 - 0” – 1” (with vernier scale .0001) OR
 - 0mm – 25mm
 27. 0” to 1” dial indicator with magnetic base and clamp set with adaptors up to 6”
 28. 0” to 6” dial caliper
 29. Hacksaw frame with blades listed below
 - 4 – 18TPI blades
 - 4 – 24TPI blades
 30. 10” Flat hand file with handle
 31. Flash light with batteries (or rechargeable)

32. Oil filter wrenches (should fit small and large filters)
33. Universal terminal release tool (pick set)
34. HEI Spark Tester
35. Terminal test probe adapter set

Examples (*the below kit meets the minimum requirements, others may be purchased*)

- 18001.10-Kit www.jumperkits.com

36. Digital Multimeter Fluke 87 is the “recommended” meter. Others meeting the specs listed below will be allowed:

Specs

- AC/DC voltage up to 600 V minimum
- AC/DC 10A (amps) capable
- Auto ranging preferred
- Volt meter impedance 10 mega ohms minimum

Examples (*the below meters meet the minimum requirements others may be purchased*)

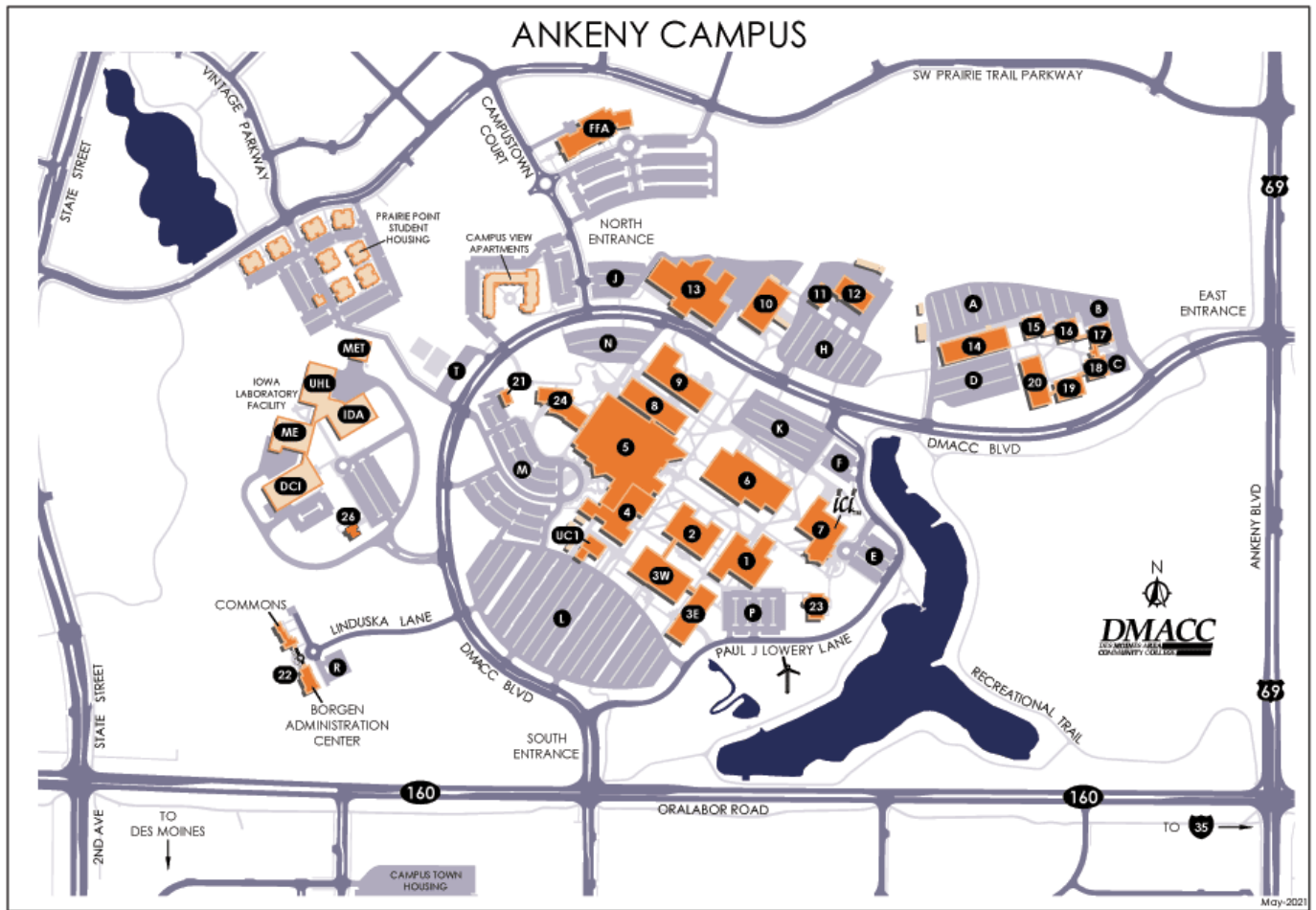
- EM700 www.mactools.com
- MDTECH or DM115 www.matctools.com
- EEDM504D www.snapon.com

37. Thread pitch gauge
 - Standard and metric
38. Quick disconnect tools
39. Magnetic pick up tool
40. Inspection mirror
41. 12-foot (minimum) steel measuring tape (Inch and MM scales)
42. Safety glasses (not goggles, not tinted, and meets ANSIZ87.1 safety standard)
43. Magnetic parts tray
44. Pick Set
45. Plastic trim tool set
46. School supplies
 - 4 – 1-1/2” 3-ring binders
 - 12 – #2 pencils
 - 12 – Blue or black ink pens
 - 1 – Highlighter
 - 1 – Clipboard

Optional / Recommended - Optional tools may be purchased as needed.

1. 1/2" drive socket/ratchet set to include:
 - 7/16" through 1-1/8" SAE sockets
2. 3/8" drive socket/ratchet set to include:
 - 1/4" through 3/4" SAE sockets
 - 5/8" deep plug sockets
 - 13/16" spark plug socket
3. 1/4" drive socket/ratchet set to include:
 - 3/16" through 1/2" SAE sockets
4. Wrenches to include:
 - 1/4" through 1" combination, SAE
 - 3/8" through 5/8" line, SAE
5. Torx bits/drivers to include:
 - T8 through T30 screwdriver
6. Hex socket set
 - 1/16" through 3/8" hex
7. Universal terminal release tool (pick set)

Rev'd 05/13/21



DMACC, Des Moines Area Community College
 2006 S. Ankeny Blvd.
 Ankeny, IA 50023-3993
 515-964-6200 or 1-800-362-2127

**PACT INTERNSHIP
WEEKLY WORK REPORT**

STUDENT NAME _____

WEEK OF _____

- INSTRUCTIONS:**
- 1) Fill in form each day.
 - 2) Include enough information to give a clear picture of day's work.

DAY	WORK ORDER #	WORK DONE	HOURS
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Supervisor or Dealer Signature

Date

PLEASE MAIL IN THE PROVIDED POSTAGE-PAID ENVELOPE

**HONDA/DES MOINES AREA COMMUNITY COLLEGE
PROFESSIONAL AUTOMOTIVE CAREER TRAINING (PACT)
INTERNSHIP QUESTIONNAIRE**

Date _____

Internship #: _____

Student Name _____

Dealership _____

Dealership Personnel Interviewed _____

DMACC Internship Coordinator _____

This evaluation is a factor used in calculating the grade of the student for this internship. Internships are part of their college graduation requirements.

1. Who is the technician acting as a mentor to the intern?

2. How is work assigned to the intern?

3. Does the person assigning work have a copy of the task list?

4. Does the intern arrive to work daily and on time?

5. Is the intern a courteous and conscientious worker?

6. Is the intern ready and willing to work?

7. Does the intern get along with co-workers?

8. How often does the intern ask for help? (% of jobs or type of jobs)

9. Do you believe the intern's technical level is appropriate for this point in his/her education?

10. At what types of jobs does the intern excel?

11. What types of jobs does the intern struggle with?

12. What percentage of tasks has been completed at this point?

13. What task(s) will not be completed and why?

14. Has the overall PACT internship experience been satisfactory?

15. What is the intern's wages?

16. Has there been a raise this internship?

17. Are there any different expectations for the next internship?

18. In your opinion, what grade should your intern receive if you were assigning a grade today and why?

19. Additional comments.

**HONDA/DES MOINES AREA COMMUNITY COLLEGE
PROFESSIONAL AUTOMOTIVE CAREER TRAINING
EMPLOYER'S EVALUATION OF COOPERATIVE STUDENT**

STUDENT EMPLOYEE NAME: _____

EMPLOYER NAME: _____ LOCATION: _____

INTERNSHIP I II III IV (Circle One)

TO THE EMPLOYER: To better assist you in training the above-named student to become a more valuable employee, we are requiring you to complete this form. Return this report to the PACT Coordinator.

DIRECTIONS: On this side of the sheet, the immediate supervisor will evaluate the PACT student objectively, keeping in mind the student's trainee status. The student's work grade will be scored on a point system as shown on the following page.

(Circle the appropriate score in each of the nine categories.)

ATTITUDE/APPLICATION TO WORK

- 4 Outstanding in enthusiasm
- 3 Very interested and industrious
- 2 Average in diligence and interest
- 1 Somewhat indifferent
- 0 Definitely not interested

ABILITY TO LEARN

- 4 Learns work exceptionally well
- 3 Learns work readily
- 2 Average in understanding work
- 1 Rather slow in learning
- 0 Very slow in learning

DEPENDABILITY

- 4 Completely dependable
- 3 Above average in dependability
- 2 Usually dependable
- 1 Sometimes neglectful or careless
- 0 Unreliable

INITIATIVE

- 4 Proceeds well on his/her own
- 3 Goes ahead independently at times
- 2 Does all assigned work
- 1 Hesitates
- 0 Must be pushed frequently

QUALITY OF WORK

- 4 Excellent
- 3 Very good
- 2 Average
- 1 Below average
- 0 Very poor

RELATIONS WITH OTHERS

- 4 Exceptionally well accepted
- 3 Works well with others
- 2 Gets along satisfactorily
- 1 Has difficulty working with others
- 0 Will not work with others

JUDGEMENT

- 4 Exceptionally mature in judgment
- 3 Above average in making decisions
- 2 Usually makes the right decision
- 1 Often uses poor judgment
- 0 Consistently uses bad judgment

ATTENDANCE

- 4 Regular
- 0 Irregular

PUNCTUALITY

- 4 Regular
- 0 Irregular

OVER

POINTS GRADES

36 – 30	A	Superior
29 – 23	B	Above Average
22 – 16	C	Average
15 – 10	D	Below Average
09 – Below	F	Failing

TOTAL POINTS: _____

COMMENTS: _____

Coordinator: Please share your evaluation with the student. Make sure all areas have been completed (i.e., total points, signatures, evaluation sheet, and Final Grade).

Student's Signature _____ Date _____

Coordinator's Signature _____ Date _____

FINAL GRADE _____

**HONDA/DES MOINES AREA COMMUNITY COLLEGE
PROFESSIONAL AUTOMOTIVE CAREER TRAINING
STUDENT'S EVALUATION OF COOPERATIVE DEALERSHIP**

DEALERSHIP NAME: _____

STUDENT NAME: _____ LOCATION: _____

INTERNSHIP I II III IV (Circle One)

TO THE STUDENT: To better assist you in receiving training from the above-named dealership and become a more valuable employee, we are requiring you to complete this form. Return this report to the PACT Coordinator. This instrument will be used at dealer and advisory meetings after student graduation.

DIRECTIONS: On this side of the sheet, you will evaluate the PACT dealership objectively, keeping in mind that you are a student. The evaluation will be scored on a point system as shown on the following page.

Circle the appropriate score in each of the nine categories.

RELATED WORK

- 4 Follows college work very well
- 3 Variety of tasks in some course areas
- 2 Enough tasks to keep me familiar
- 1 Not enough tasks to assure competence
- 0 Definitely not enough related work

UNRELATED WORK (i.e., cut grass, painting, wash cars)

- 4 All tasks relate to automotive repairs
- 3 Only do odd jobs when absolutely necessary
- 2 Do some odd jobs but acceptable
- 1 Do more odd jobs than automotive repairs
- 0 I feel like a janitor/go-fer

WORKING CONDITIONS

- 4 Shop is a pleasure to work in
- 3 Facilities are up to my expectations
- 2 I can live with the way the shop is arranged
- 1 Shop could use a good straightening up
- 0 You cannot perform a good job in these settings

DEALER ESSENTIAL TOOLS

- 4 Tools are complete, accessible and usable
- 3 Only have tools for some special applications
- 2 We have the tool, you just have to find it
- 1 If absolutely needed, we borrow it
- 0 You have to buy your own

OVER

WAGES

- 4 I am being paid what I'm worth
3 My wages do not reflect my production rate
2 I am having to work part-time in addition to my internship
1 I make enough to barely survive
0 I could make more at a fast food store

WAGE INCREMENTS

- 4 Have had an increase each internship
3 Had to remind about wage increase promised
2 I received a raise but too small
1 Increases were talked about but rarely happened
0 At the same wage I started with

RELATIONSHIP - OTHER TECHNICIANS

- 4 I feel like one of the "guys"
3 My fellow technicians put up with me
2 I keep to myself
1 Sometimes get the feeling I'm being picked on
0 The other technicians ignore me

RELATIONSHIP - MANAGEMENT

- 4 I feel honestly needed and well-motivated
3 There seems to be a two-faced attitude
2 I always initiate the communication
1 There is not much communication with management
0 Technicians must be a necessary evil

TRAINING

- 4 Work closely with a knowledgeable technician
3 There are weekly training times on the job
2 I work on my own with occasional help
1 The only time I get help is if I ask for help
0 Everything I learn is on my own

POINTS GRADES

36 – 30	A	Superior
29 – 23	B	Above Average
22 – 16	C	Average
15 – 10	D	Below Average
09 – Below	F	Failing

COMMENTS: _____

TOTAL POINTS: _____ FINAL GRADE: _____

Student's Signature _____ Date _____

This evaluation will be used at DMACC and only after you have graduated.

HONDA PACT CANDIDATE EMPLOYMENT AGREEMENT FORM

CANDIDATE NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

DEALER APPROVAL: I agree to employ this student for the HONDA PACT Program. I have discussed with the student policies that will benefit both parties. We understand our responsibilities and will uphold them to the best of our ability.

Dealer Initial	The PACT dealership will:										
	1. Attend dealer orientation meeting at DMACC (held prior to beginning of first internship).										
	2. Assign a knowledgeable technician to oversee the student intern during each internship period.										
	3. Distribute task list to appropriate dealership personnel at the beginning of each internship.										
	4. Provide work to insure task competencies for each internship.										
	5. Meet with the student intern weekly and discuss concerns of both parties.										
	6. At the end of each internship, meet with the student intern and complete his/her evaluation form.										
	7. Pay the HONDA PACT student intern a fair wage with incentive increases: ____ 30 – 60 days before school starts (if possible) ____ Internship I ____ Internship II (refer to suggested pay plan on Page 23)										
	8. Supply uniforms in accordance with dealer policy (student interns are required to wear complete uniform during all school activities). ____ dealer cost ____ student intern cost										
	9. Provide Honda PACT student with any user IDs and passwords needed for electronic service information prior to start of classes.										
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Dealership Name _____</td> <td style="width: 50%; border: none;">Date _____</td> </tr> <tr> <td style="border: none;">Service Manager (Please print) _____</td> <td style="border: none;">Area Code – Phone Number _____</td> </tr> <tr> <td style="border: none;">Address _____</td> <td style="border: none;">Fax Number _____</td> </tr> <tr> <td style="border: none;">City/State/Zip _____</td> <td style="border: none;">E-mail Address _____</td> </tr> <tr> <td colspan="2" style="border: none;">Comments: _____</td> </tr> </table>		Dealership Name _____	Date _____	Service Manager (Please print) _____	Area Code – Phone Number _____	Address _____	Fax Number _____	City/State/Zip _____	E-mail Address _____	Comments: _____	
Dealership Name _____	Date _____										
Service Manager (Please print) _____	Area Code – Phone Number _____										
Address _____	Fax Number _____										
City/State/Zip _____	E-mail Address _____										
Comments: _____											
<p>We have discussed the terms above and agree to them.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">_____</td> <td style="width: 50%; border: none;">Dealer Principal</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">Service Director/Manager</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">PACT Student Intern</td> </tr> </table>		_____	Dealer Principal	_____	Service Director/Manager	_____	PACT Student Intern				
_____	Dealer Principal										
_____	Service Director/Manager										
_____	PACT Student Intern										

Return this completed form to Jerry Burns at JLBURNS@dmacc.edu

STUDENT INFORMATION AND ASSESSMENT RESULTS

Name: _____ Student ID Number: _____

Address: _____ Home Phone: _____

City/State/Zip: _____ Cell Phone: _____

DOB (Mo/Day/Yr): _____ Email: _____

Driver's License Number **and** State: _____ Expiration Date: _____

FOR COLLEGE USE ONLY	Reading Assessment (Accuplacer) _____
	Writing Assessment (Accuplacer) _____
	Math (ALEKS) _____
	Mechanical Reasoning _____

Minimum Accuplacer scores for acceptance into the PACT program are:

Reading Assessment = 248 (or 73 Accuplacer Classic, 81 Compass, or 19-36 ACT)
Writing Assessment = 245 (or 68 Accuplacer Classic, 42 Compass or 14-19 ACT)
Math (ALEKS) = 09 (or 24 Compass or 14-16 ACT)
Mechanical Reasoning = 50 (raw score)

RELEASE OF INFORMATION

I hereby grant permission to Des Moines Area Community College to share all records concerning the Honda PACT Program with American Honda Co. and Honda Dealers.

I understand that (1) I have the right not to consent to the release of my education records; (2) I have the right to obtain a copy of such records upon request; (3) and that this consent shall remain in effect until revoked by me, in writing, and delivered to Des Moines Area Community College, Academic Records/Registrar's Office, but that such a revocation shall not affect disclosures previously made by Des Moines Area Community College prior to the receipt of any such written revocation.

Applicant Signature

Date

**HONDA/DES MOINES AREA COMMUNITY COLLEGE
PROFESSIONAL AUTOMOTIVE CAREER TRAINING PROGRAM
CANDIDATE INFORMATION FORM**

Please print or type information.

First and Last Name DMACC Student ID#

High School from which you graduated: _____

Year of graduation: _____ or year G.E.D. completed: _____

Describe your automotive background/experience: _____

High School Automotive Instructor: _____

Work Experience: (most recent within the past two years)

1) Place of Employment: _____

Address: _____

Immediate Supervisor: _____

2) Place of Employment: _____

Address: _____

Immediate Supervisor: _____

References: (not related to you)

1) Name: _____ 2) Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Relationship: _____ Relationship: _____

List any reasons you would not be insurable by a dealer's automotive insurance company.

Any prior dealer contacts regarding PACT? Yes No

If yes, Name of Dealership: _____

Address/City/State/Zip: _____

Contact Person and Approximate Date: _____

Dealer you are presently contacting: _____

Name of Dealership: _____

Address/City/State/Zip: _____

Dealer/authorized representative: _____

Date of Contact: _____

Career interest: (In the space provided below, write a clear, definitive statement of your future goals.)

RELEASE OF INFORMATION

I hereby grant permission to Des Moines Area Community College to share all records concerning the Honda PACT Program with American Honda Co and the Honda dealer.

Applicant Signature

Date