# Work Experience in Transportation - Comprehensive Course No. 40251 Credit: 1.0

|  |  |  |  |
| --- | --- | --- | --- |
| **Student name:** |  | **Graduation Date:** |  |

Pathways and CIP Codes:Mobile Equipment Maintenance (47.9999) - Collision Strand & Technology Strand I & II

Course Description: An advanced research and **application course** covering specific topics in transportation. Should include opportunities for Work-Based Learning (WBL) such as in-house training, job shadowing, and/or internships. In relationship to the half credit version, the full credit version requires more in-depth research opportunities, the creation of a portfolio documentation of internship activities, and the completion of the OSHA 10 Safety Certification course. (Prerequisite: Must take at least 1.0 credit of technical level course and Application level course combined.)

Directions:The following competencies are required for full approval of this course. Check the appropriate number to indicate the level of competency reached for learner evaluation.

**RATING SCALE:**

4. Exemplary Achievement: Student possesses outstanding knowledge, skills or professional attitude.

3. Proficient Achievement:Student demonstrates good knowledge, skills or professional attitude. Requires limited supervision.

2. Limited Achievement:Student demonstrates fragmented knowledge, skills or professional attitude. Requires close supervision.

1. Inadequate Achievement:Student lacks knowledge, skills or professional attitude.

0. No Instruction/Training:Student has not received instruction or training in this area.

## Benchmark 1: Employability Skills and Career Development Strategies

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 1.1 | Complete a Work-Based Learning experience plan. |  |
| 1.2 | Enhance Individual Plan of Study through interest assessment(s). |  |
| 1.3 | Research and report on careers in transportation. |  |
| 1.4 | Research licensing certification and credentialing in the transportation industry. |  |
| 1.5 | Create a professional portfolio to document activities completed while working with a mentor or through an internship in the transportation industry. |  |
| 1.6 | Prepare a resume to include in student Individual Plan of Study (IPS). |  |
| 1.7 | Prepare a letter of application to include in student Individual Plan of Study (IPS). |  |
| 1.8 | Demonstrate interview skills through mock or actual employment interview. |  |

## Benchmark 2: Interpersonal Skills – Making Informed Decisions to Continue Business Operations

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 2.1 | Demonstrate sound customer services principles when working with customer or client to complete a client-driven project. |  |
| 2.2 | Develop and maintain professional working relationships. |  |

## Benchmark 3: Comunication in the Workplace - Concepts, Strategies, and Systems

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 3.1 | Apply verbal skills when obtaining and conveying information. |  |
| 3.2 | Use appropriate grammar and word usage in the creation and delivery of a formal graphic presentation using current standards and technology. |  |
| 3.3 | Develop and deliver oral presentations to provide information for specific purposes. |  |
| 3.4 | Prepare simple documents and other business communications. |  |
| 3.5 | Use information technology tools to manage and perform work responsibilities. |  |

## Benchmark 4: Click or tap here to enter text.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 4.1 | Research and report on “Green” applications in the Transportation industry. |  |
| 4.2 | Research and discuss modern & future trends in equipment, methods, & techniques. |  |
| 4.3 | Conduct project and facility evaluations and critique their effectiveness. |  |
| 4.4 | Understand MSDS (Material Safety Data Sheets) and other safety resources required for the workplace. |  |
| 4.5 | Demonstrate an understanding of OSHA regulations for personal safety, including utilization of PPE, safe use of tools & equipment, and safe handling of hazardous materials. |  |
| 4.6 | Access and utilize industry resources. |  |
| 4.7 | Utilize knowledge and skills to perform job duties to industry standards. |  |
| 4.8 | Utilize effective management techniques to organize workflow. |  |

I certify that the student has received training in the areas indicated.

Instructor Signature:

For more information, contact:

CTE Pathways Help Desk

(785) 296-4908

[pathwayshelpdesk@ksde.org](mailto:pathwayshelpdesk@ksde.org)



900 S.W. Jackson Street, Suite 102

Topeka, Kansas 66612-1212

[https://www.ksde.org](https://www.ksde.org/)

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to any group officially affiliated with the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.