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

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| **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



900 S.W. Jackson Street, Suite 102

Topeka, Kansas 66612-1212

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

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