

Practicum in Transportation Systems

At-A-Glance - Lamar CISD

Professional Standards/Employability Skills/Technical Skills			
Ongoing Skills Imbedded All Year	Team & Work Relations PTS 4(A) The student will analyze leadership characteristics related to trusting others, maintaining a positive attitude and integrity, and accepting key responsibilities in a work situation. PTS 4(B) The student will demonstrate teamwork skills through working cooperatively with others to achieve tasks. PTS 4(C) The student will demonstrate teamwork processes that promote team building, consensus, continuous improvement, respect for the opinions of others, cooperation, adaptability, and conflict resolution. PTS 4(D) The student will demonstrate responsibility for group and individual work tasks. PTS 4(E) The student will establish and maintain effective working relationships in order to accomplish objectives and tasks. PTS 4(F) The student will demonstrate effective working relationships using interpersonal skills.		
	Grading Period	Unit Name	Estimated Time Frame
Grading Period 1 29 Days	Professional Standards/Employability Skills	5 Days	1A,1B, 1C, 1D, 1E, 1F, 1G, 1H; NATEF Standards and Work Habits
	PTS 1(A) The student will demonstrate the principles of group participation and leadership related to citizenship and career preparation. PTS 1(B) The student will identify employers' expectations and appropriate work habits. PTS 1(C) The student will identify career development, employment, and entrepreneurship opportunities and certification requirements for the field of energy and power of transportation systems. PTS 1(D) The student will discuss certification requirements to meet state academic standards and qualifications for employment in selected fields of study. PTS 1(E) The student will apply ethical reasoning to a variety of workplace scenarios in order to make ethical decisions. PTS 1(F) The student will identify opportunities for leadership development and personal growth. PTS 1(G) The student will describe and apply team dynamics principles in a project setting. PTS 1(H) The student will demonstrate effective oral and written communication skills with individuals from various cultures NATEF Personal Standards (see Standard 7.9) 1. Reports to work daily on time; able to take directions and motivated to accomplish the task at hand. 2. Dresses appropriately and uses language and manners suitable for the workplace. 3. Maintains appropriate personal hygiene. 4. Meets and maintains employment eligibility criteria, such as drug/alcohol-free status, clean driving record, etc. 5. Demonstrates honesty, integrity and reliability. NATEF Work Habits / Ethic (see Standard 7.10) 1. Complies with workplace policies/laws. 2. Contributes to the success of the team, assists others and requests help when needed. 3. Works well with all customers and coworkers. 4. Negotiates solutions to interpersonal and workplace conflicts. 5. Contributes ideas and initiative. 6. Follows directions. 7. Communicates (written and verbal) effectively with customers and coworkers. 8. Reads and interprets workplace documents; writes clearly and concisely. 9. Analyzes and resolves problems that arise in completing assigned tasks. 10. Organizes and implements a productive plan of work. 11. Uses scientific, technical, engineering and mathematics principles and reasoning to accomplish assigned tasks. 12. Identifies and addresses the needs of all customers, providing helpful, courteous and knowledgeable service and advice as needed.		
	SP2/Professional	8 Days	2A, 2B, 2C, 2D, 2E, 2F, 3A, 3B, 3C, 3D, 4G, 4H, 4I, 4J; NATEF - Safety
PTS 2(A) The student will adhere to policies and procedures. PTS 2(B) The student will demonstrate positive work behaviors, including demonstrating punctuality, time management, initiative, and cooperation. PTS 2(C) The student will accept constructive criticism. PTS 2(D) The student will apply ethical reasoning to a variety of situations in order to make ethical decisions. PTS 2(E) The student will complete tasks with the highest standards to ensure quality products and services. PTS 2(F) The student will model professional appearance, including using appropriate dress, grooming, and personal protective equipment. PTS 3(A) The student will analyze elements of a problem to develop creative and innovative solutions. PTS 3(B) The student will critically analyze information to determine value-its relevance to the problem-solving task. PTS 3(C) The student will compare and contrast alternatives using a variety of problem-solving and critical-thinking skills			

PTS 3(D) The student will conduct technical research to gather information necessary for decision making.
 PTS 4(G) The student will use positive interpersonal skills to work cooperatively with others.
 PTS 4(H) The student will negotiate effectively to arrive at decisions.
 PTS 4(I) The student will demonstrate respect for individuals, including those from different cultures, genders, and backgrounds.
 PTS 4(J) The student will demonstrate sensitivity to and value for diversity

NATEF SHOP PERSONAL SAFETY

1. Identify general shop safety rules and procedures.
2. Utilize safe procedures for handling of tools and equipment.
3. Identify and use proper placement of floor jacks and jack stands.
4. Identify and use proper procedures for safe lift operation.
5. Utilize proper ventilation procedures for working within the lab/shop area.
6. Identify marked safety areas.
7. Identify the location and the types of fire extinguishers and other fire safety equipment; demonstrate knowledge of the procedures for using fire extinguishers and other fire safety equipment.
8. Identify the location and use of eye wash stations.
9. Identify the location of the posted evacuation routes.
10. Comply with the required use of safety glasses, ear protection, gloves, and shoes during lab/shop activities.
11. Identify and wear appropriate clothing for lab/shop activities.
12. Secure hair and jewelry for lab/shop activities.
13. Demonstrate awareness of the safety aspects of supplemental restraint systems (SRS), electronic brake control systems, and hybrid vehicle high voltage circuits.
14. Demonstrate awareness of the safety aspects of high voltage circuits (such as high intensity discharge (HID) lamps, ignition systems, injection systems, etc.).
15. Locate and demonstrate knowledge of material safety data sheets (MSDS).

Safety	10 Days	2G; NATEF - Safety
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PTS 2(G) The student will comply with safety rules and regulations to maintain safe and healthy working conditions and environments in the practicum setting.

NATEF SHOP PERSONAL SAFETY

1. Identify general shop safety rules and procedures.
2. Utilize safe procedures for handling of tools and equipment.
3. Identify and use proper placement of floor jacks and jack stands.
4. Identify and use proper procedures for safe lift operation.
5. Utilize proper ventilation procedures for working within the lab/shop area.
6. Identify marked safety areas.
7. Identify the location and the types of fire extinguishers and other fire safety equipment; demonstrate knowledge of the procedures for using fire extinguishers and other fire safety equipment.
8. Identify the location and use of eye wash stations.
9. Identify the location of the posted evacuation routes.
10. Comply with the required use of safety glasses, ear protection, gloves, and shoes during lab/shop activities.
11. Identify and wear appropriate clothing for lab/shop activities.
12. Secure hair and jewelry for lab/shop activities.
13. Demonstrate awareness of the safety aspects of supplemental restraint systems (SRS), electronic brake control systems, and hybrid vehicle high voltage circuits.
14. Demonstrate awareness of the safety aspects of high voltage circuits (such as high intensity discharge (HID) lamps, ignition systems, injection systems, etc.).
15. Locate and demonstrate knowledge of material safety data sheets (MSDS).

Portfolio	6 Days	7A, 7Ai, 7Aii, 7Aiii, 7Aiv, 7Av, 7Avi; NATEF - Ethic
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PTS 7(A) The student will update a professional portfolio to include:
 PTS 7(Ai) The student will include attainment of technical skill competencies, licensures or certifications, recognitions, awards, and scholarships.
 PTS 7(Aii) The student will include extended learning experiences such as community service and active participation in career and technical student organizations and professional organizations.
 PTS 7(Aiii) The student will include abstract of technical competencies mastered during the practicum.
 PTS 7(Aiv) The student will include resume.
 PTS 7(Av) The student will include samples of work.
 PTS 7(Avi) The student will include evaluation from the practicum supervisor.

NATEF Work Habits / Ethic (see Standard 7.10)

1. Complies with workplace policies/laws.
2. Contributes to the success of the team, assists others and requests help when needed.
3. Works well with all customers and coworkers.
4. Negotiates solutions to interpersonal and workplace conflicts.

	<p>5. <i>Contributes ideas and initiative.</i> 6. <i>Follows directions.</i> 7. <i>Communicates (written and verbal) effectively with customers and coworkers.</i> 8. <i>Reads and interprets workplace documents; writes clearly and concisely.</i> 9. <i>Analyzes and resolves problems that arise in completing assigned tasks.</i> 10. <i>Organizes and implements a productive plan of work.</i> 11. <i>Uses scientific, technical, engineering and mathematics principles and reasoning to accomplish assigned tasks.</i> 12. <i>Identifies and addresses the needs of all customers, providing helpful, courteous and knowledgeable service and advice as needed</i></p>		
Grading Period 2 26 Days	Team & Work Relations	20 Days	4A, 4B, 4C, 4D, 4E, 4F
	<p>PTS 4(A) The student will analyze leadership characteristics related to trusting others, maintaining a positive attitude and integrity, and accepting key responsibilities in a work situation. PTS 4(B) The student will demonstrate teamwork skills through working cooperatively with others to achieve tasks. PTS 4(C) The student will demonstrate teamwork processes that promote team building, consensus, continuous improvement, respect for the opinions of others, cooperation, adaptability, and conflict resolution. PTS 4(D) The student will demonstrate responsibility for group and individual work tasks. PTS 4(E) The student will establish and maintain effective working relationships in order to accomplish objectives and tasks. PTS 4(F) The student will demonstrate effective working relationships using interpersonal skills.</p>		
	Ethics	6 Days	NATEF - Ethics
<p>NATEF Work Habits / Ethic (see Standard 7.10) 1. <i>Complies with workplace policies/laws.</i> 2. <i>Contributes to the success of the team, assists others and requests help when needed.</i> 3. <i>Works well with all customers and coworkers.</i> 4. <i>Negotiates solutions to interpersonal and workplace conflicts.</i> 5. <i>Contributes ideas and initiative.</i> 6. <i>Follows directions.</i> 7. <i>Communicates (written and verbal) effectively with customers and coworkers.</i> 8. <i>Reads and interprets workplace documents; writes clearly and concisely.</i> 9. <i>Analyzes and resolves problems that arise in completing assigned tasks.</i> 10. <i>Organizes and implements a productive plan of work.</i> 11. <i>Uses scientific, technical, engineering and mathematics principles and reasoning to accomplish assigned tasks.</i> 12. <i>Identifies and addresses the needs of all customers, providing helpful, courteous and knowledgeable service and advice as needed.</i></p>			
Grading Period 3 25 Days	Communication Skills	6 Days	5A, 5B, 5C, 5D, 5E, 5F, 5G
	<p>PTS 5(A) The student will demonstrate the use of content, technical concepts, and vocabulary when analyzing information and following directions. PTS 5(B) The student will employ verbal skills when obtaining and conveying information. PTS 5(C) The student will use informational texts, Internet websites, and technical materials to review and apply information sources for occupational tasks. PTS 5(D) The student will evaluate the reliability of information from informational texts, Internet websites, and technical materials and resources. PTS 5(E) The student will interpret verbal and nonverbal cues or behaviors to enhance communication. PTS 5(F) The student will apply active listening skills to obtain and clarify information. PTS 5(G) The student will use academic skills to facilitate effective written and oral communication.</p>		
	NATEF – Work Habits/Ethics	19 Days	NATEF
<p>NATEF Work Habits / Ethic (see Standard 7.10) 1. <i>Complies with workplace policies/laws.</i> 2. <i>Contributes to the success of the team, assists others and requests help when needed.</i> 3. <i>Works well with all customers and coworkers.</i> 4. <i>Negotiates solutions to interpersonal and workplace conflicts.</i> 5. <i>Contributes ideas and initiative.</i> 6. <i>Follows directions.</i> 7. <i>Communicates (written and verbal) effectively with customers and coworkers.</i> 8. <i>Reads and interprets workplace documents; writes clearly and concisely.</i> 9. <i>Analyzes and resolves problems that arise in completing assigned tasks.</i> 10. <i>Organizes and implements a productive plan of work.</i> 11. <i>Uses scientific, technical, engineering and mathematics principles and reasoning to accomplish assigned tasks.</i> 12. <i>Identifies and addresses the needs of all customers, providing helpful, courteous and knowledgeable service and advice as needed.</i></p>			

Grading Period 4 32 Days	Technology	20 Days	5A, 5C, 5D, 4E, 5D, 4E
	<p>PTS 5(A) The student will demonstrate the use of content, technical concepts, and vocabulary when analyzing information and following directions.</p> <p>PTS 5(C) The student will use informational texts, Internet websites, and technical materials to review and apply information sources for occupational tasks.</p> <p>PTS 5(D) The student will evaluate the reliability of information from informational texts, Internet websites, and technical materials and resources.</p> <p>PTS 4(E) The student will establish and maintain effective working relationships in order to accomplish objectives and tasks.</p>		
	NATEF – Personal Standards	12 Days	NATEF – Work Habits
	<p>NATEF PERSONAL STANDARDS (7.10)</p> <ol style="list-style-type: none"> 1. Reports to work daily on time; able to take directions and motivated to accomplish the task at hand. 2. Dresses appropriately and uses language and manners suitable for the workplace. 3. Maintains appropriate personal hygiene. 4. Meets and maintains employment eligibility criteria, such as drug/alcohol-free status, clean driving record, etc. 5. Demonstrates honesty, integrity and reliability. <p>NATEF Work Habits / Ethic (see Standard 7.10)</p> <ol style="list-style-type: none"> 1. Complies with workplace policies/laws. 2. Contributes to the success of the team, assists others and requests help when needed. 3. Works well with all customers and coworkers. 4. Negotiates solutions to interpersonal and workplace conflicts. 5. Contributes ideas and initiative. 6. Follows directions. 7. Communicates (written and verbal) effectively with customers and coworkers. 8. Reads and interprets workplace documents; writes clearly and concisely. 9. Analyzes and resolves problems that arise in completing assigned tasks. 10. Organizes and implements a productive plan of work. 11. Uses scientific, technical, engineering and mathematics principles and reasoning to accomplish assigned tasks. 12. Identifies and addresses the needs of all customers, providing helpful, courteous and knowledgeable service and advice as needed. 		
Grading Period 5 32 Days	Feedback	11 Days	6A, 6B, 6C
	<p>PTS 6(A) The student will develop advanced technical knowledge and skills related to the student's personal career goals.</p> <p>PTS 6(B) The student will evaluate technical skill proficiencies.</p> <p>PTS 6(C) The student will accept critical feedback provided by the supervisor.</p>		
	NATEF – Personal Standards	11 Days	NATEF
	<p>NATEF PERSONAL STANDARDS (7.10)</p> <ol style="list-style-type: none"> 1. Reports to work daily on time; able to take directions and motivated to accomplish the task at hand. 2. Dresses appropriately and uses language and manners suitable for the workplace. 3. Maintains appropriate personal hygiene. 4. Meets and maintains employment eligibility criteria, such as drug/alcohol-free status, clean driving record, etc. 5. Demonstrates honesty, integrity and reliability. 		
	NATEF – Work Habits	10 Days	NATEF
<p>NATEF Work Habits / Ethic (see Standard 7.10)</p> <ol style="list-style-type: none"> 1. Complies with workplace policies/laws. 2. Contributes to the success of the team, assists others and requests help when needed. 3. Works well with all customers and coworkers. 4. Negotiates solutions to interpersonal and workplace conflicts. 5. Contributes ideas and initiative. 6. Follows directions. 			
<ol style="list-style-type: none"> 7. Communicates (written and verbal) effectively with customers and coworkers. 8. Reads and interprets workplace documents; writes clearly and concisely. 9. Analyzes and resolves problems that arise in completing assigned tasks. 10. Organizes and implements a productive plan of work. 11. Uses scientific, technical, engineering and mathematics principles and reasoning to accomplish assigned tasks. 12. Identifies and addresses the needs of all customers, providing helpful, courteous and knowledgeable service and advice as needed. 			

Grading Period 6 29 Days	Portfolio	10 Days	6A, 6B, 6C, 7B
	PTS 6(A) The student will develop advanced technical knowledge and skills related to the student's personal career goals. PTS 6(B) The student will evaluate technical skill proficiencies. PTS 6(C) The student will accept critical feedback provided by the supervisor. PTS 7(B) The student will present the portfolio to all interested stakeholders.		
	NATEF – Personal Standards	10 Days	NATEF
	NATEF PERSONAL STANDARDS (7.10) 1. Reports to work daily on time; able to take directions and motivated to accomplish the task at hand. 2. Dresses appropriately and uses language and manners suitable for the workplace. 3. Maintains appropriate personal hygiene. 4. Meets and maintains employment eligibility criteria, such as drug/alcohol-free status, clean driving record, etc. 5. Demonstrates honesty, integrity and reliability.		
	NATEF – Work Habits	9 Days	NATEF
NATEF Work Habits / Ethic (see Standard 7.10) 1. Complies with workplace policies/laws. 2. Contributes to the success of the team, assists others and requests help when needed. 3. Works well with all customers and coworkers. 4. Negotiates solutions to interpersonal and workplace conflicts. 5. Contributes ideas and initiative. 6. Follows directions. 7. Communicates (written and verbal) effectively with customers and coworkers. 8. Reads and interprets workplace documents; writes clearly and concisely. 9. Analyzes and resolves problems that arise in completing assigned tasks. 10. Organizes and implements a productive plan of work. 11. Uses scientific, technical, engineering and mathematics principles and reasoning to accomplish assigned tasks. 12. Identifies and addresses the needs of all customers, providing helpful, courteous and knowledgeable service and advice as needed.			