

Student's Name/Initial:

/

Date:

Teacher's Initials:

Date:

## AUTOMOTIVE TECHNOLOGY SUPPLEMENTAL TASKS STUDENT PROFILE

**COURSE CODES: 6030, 6031, 6032, and 6033**

**Directions:** Evaluate the student using the applicable rating scales below and check the appropriate box to indicate the degree of competency. The ratings 3, 2, 1, and N are not intended to represent the traditional school grading system of A, B, C, and D. The description associated with each of the ratings focuses on the level of student performance or cognition for each of the competencies listed below.

### PERFORMANCE RATING

- 3 - Skilled--can perform task independently with no supervision  
 2 - Moderately skilled--can perform task completely with limited supervision  
 1 - Limitedly skilled--requires instruction and close supervision  
 N - No exposure--has no experience or knowledge of this task

### COGNITIVE RATING

- 3 - Knowledgeable--can apply the concept to solve problems  
 2 - Moderately knowledgeable--understands the concept  
 1 - Limitedly knowledgeable--requires additional instruction  
 N - No exposure--has not received instruction in this area

#### A. SHOP & PERSONAL SAFETY

- |    |    |    |    |                                                                                                                                                                                                     |
|----|----|----|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3  | 2  | 1  | N  |                                                                                                                                                                                                     |
| __ | __ | __ | __ | 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 (SDS).                                                                                           |
| __ | __ | __ | __ | 16. Complete automotive-related HazMat training.                                                                                                                     |

#### B. TOOLS AND EQUIPMENT

- |    |    |    |    |                                                                                                          |
|----|----|----|----|----------------------------------------------------------------------------------------------------------|
| 3  | 2  | 1  | N  |                                                                                                          |
| __ | __ | __ | __ | 1. Identify tools and their usage in automotive applications.                                            |
| __ | __ | __ | __ | 2. Identify standard and metric designation.                                                             |
| __ | __ | __ | __ | 3. Demonstrate safe handling and use of appropriate tools.                                               |
| __ | __ | __ | __ | 4. Demonstrate proper cleaning, storage, and maintenance of tools and equipment.                         |
| __ | __ | __ | __ | 5. Demonstrate proper use of precision measuring tools (i.e., micrometer, dial-indicator, dial-caliper). |

#### C. PREPARING VEHICLE FOR SERVICE

- |    |    |    |    |                                                                             |
|----|----|----|----|-----------------------------------------------------------------------------|
| 3  | 2  | 1  | N  |                                                                             |
| __ | __ | __ | __ | 1. Identify information needed and the service requested on a repair order. |
| __ | __ | __ | __ | 2. Identify purpose and demonstrate proper use of fender covers, mats.      |
| __ | __ | __ | __ | 3. Demonstrate use of the three C's (concern, cause, and correction).       |
| __ | __ | __ | __ | 4. Review vehicle service history.                                          |

- \_\_ \_\_ \_\_ \_\_5. Complete work order to include customer information, vehicle identifying information, customer concern, related service history, cause, and correction.

#### **D. PREPARING VEHICLE FOR CUSTOMER**

3 2 1 N

- \_\_ \_\_ \_\_ \_\_1. Ensure vehicle is prepared to return to customer per school/company policy (floor mats, steering wheel cover, etc.).

#### **E. PERSONAL STANDARDS**

3 2 1 N

- \_\_ \_\_ \_\_ \_\_1. Report to work daily on time; be able to take directions and be motivated to accomplish the task at hand.
- \_\_ \_\_ \_\_ \_\_2. Dress appropriately and use language and manners suitable for the workplace.
- \_\_ \_\_ \_\_ \_\_3. Maintain appropriate personal hygiene.
- \_\_ \_\_ \_\_ \_\_4. Meet and maintain employment eligibility criteria, such as drug/alcohol-free status, clean driving record, etc.
- \_\_ \_\_ \_\_ \_\_5. Demonstrate honesty, integrity, and reliability.

#### **F. WORK HABITS/ETHIC**

3 2 1 N

- \_\_ \_\_ \_\_ \_\_1. Complies with workplace policies/laws.
- \_\_ \_\_ \_\_ \_\_2. Contributes to the success of the team, assists others, and requests help when needed.
- \_\_ \_\_ \_\_ \_\_3. Work well with all customers and coworkers.
- \_\_ \_\_ \_\_ \_\_4. Negotiate solutions to interpersonal and workplace conflicts.
- \_\_ \_\_ \_\_ \_\_5. Contribute ideas and initiative.

- \_\_ \_\_ \_\_ \_\_6. Follow directions.
- \_\_ \_\_ \_\_ \_\_7. Communicate (written and verbal) effectively with customers and coworkers.
- \_\_ \_\_ \_\_ \_\_8. Read and interpret workplace documents; write clearly and concisely.
- \_\_ \_\_ \_\_ \_\_9. Analyze and resolve problems that arise in completing assigned tasks.
- \_\_ \_\_ \_\_ \_\_10. Organize and implement a productive plan of work.
- \_\_ \_\_ \_\_ \_\_11. Use scientific, technical, engineering, and mathematics principles and reasoning to accomplish assigned tasks.
- \_\_ \_\_ \_\_ \_\_12. Identify and address the needs of all customers, providing helpful, courteous, and knowledgeable service and advice as needed.
- \_\_ \_\_ \_\_ \_\_13. Complete the SkillsUSA Professional Development Program (PDP) Levels 1 and 2.

#### **G. AUTOMOTIVE TECHNOLOGY CAREERS**

3 2 1 N

- \_\_ \_\_ \_\_ \_\_1. Identify and demonstrate knowledge of careers in Automotive Technology.
- \_\_ \_\_ \_\_ \_\_2. Demonstrate knowledge of ASE certifications.
- \_\_ \_\_ \_\_ \_\_3. Demonstrate knowledge of NATEF accreditation.