# Work Experience in Manufacturing Course No. 13348 Credit: 0.5

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

Pathways and CIP Codes:Manufacturing (48.0000) - Production & Maintenance Strand

Course Description: Advanced research and **application level** course covering specific topics in manufacturing. Should include opportunities for Work-Based Learning (WBL) such as in-house training, job shadowing, and/or internships. (Prerequisite: Must take at least 1.0 credit of technical level course and Application level course combined.)
(SCED: Workplace Experience course provides students with work experience in the fields involving repair, supported by classroom attendance and discussion. Goals are typically set cooperatively by the student, teacher, and employer (although students are not necessarily paid). These courses may include classroom activities as well, involving further study of the field or discussion regarding experiences that students encounter in the workplace.)

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 (WBL) experience plan. |  |
| 1.2 | Enhance Individual Plan of Study through interest assessment(s). |  |
| 1.3 | Research and report on careers in manufacturing. |  |
| 1.4 | Research licensing certification and credentialing in the manufacturing industry. |  |
| 1.5 | Create a professional portfolio to document activities completed while working with a mentor or through an internship in the manufacturing 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, utilizing business partners as applicable.  |  |

## Benchmark 2: Communication and Interpersonal Skills

### 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. |  |
| 2.3 | Apply verbal skills when obtaining and conveying information. |  |
| 2.4 | Use appropriate grammar and word usage in the creation and delivery of a formal graphic presentation using current standards and technology. |  |
| 2.5 | Develop and deliver oral presentations to provide information for specific purposes. |  |

## Benchmark 3: Best Practices in the Workplace

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 3.1 | Demonstrate an understanding of OSHA regulations for personal safety, including utilization of PPE, safe use of tools & equipment, and safe handling of hazardous materials. |  |
| 3.2 | Demonstrate ability to access and utilize industry resources. |  |
| 3.3 | Demonstrate ability to incorporate industry specific codes in maintenance operations. |  |
| 3.4 | Utilize knowledge and skills to perform job duties to industry standards. |  |
| 3.5 | Understand MSDS (Material Safety Data Sheets) and other safety resources required for the workplace. |  |
| 3.6 | Research and report on “Green” applications in the manufacturing industry. |  |
| 3.7 | Research new technologies to meet future client needs (e.g. Research and discuss modern & future trends in equipment, methods, & techniques). |  |

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

Instructor Signature:

For more information, contact:

CTE Pathways Help Desk

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