I  INTRODUCTION

A.  A comprehensive course in repair of interior and exterior plastics including the use of various types of adhesives and state of the art plastic welding.

B.  Automotive Plastic and Sheet Molding Compound Repair (ABDR 1349) is a required course for the completion of a two year Associate of Applied Science Degree in Auto Collision Repair or a Level I or Level II Certificate of Completion in the Auto Collision Repair Technician Program.

C.  This course is occupationally related and serves as a preparation for a career in the Auto Collision Repair field.

D.  Prerequisites: This course has a prerequisite or co-requisite of ABDR 1419 or consent of the Dept. Chair.

E.  Alphanumeric coding used throughout this module book denotes integration of SCANS occupational competencies (C1, etc.) and foundation skills (F1, etc.).

II  LEARNING OUTCOMES

Upon successful completion of this course, Automotive Plastic and Sheet Molding Compound Repair, the student will:

A.  The student will identify and repair various types of automotive plastics using approved product manufacturer’s recommendations. (C18, 19)

B.  Use adhesive and welding techniques. (C18, 19)

C.  Practice shop safety and properly use and maintain tools and equipment. (F9)

D.  Describe the types of automotive plastics. (C5, 6, 7) (F1, 6)

January 10, 2007
E. Identify and explain ISO symbols for plastics. (C5, 6, 7) (F6)

F. Describe the steps required in plastic repair. (C5, 6, 7) (F1, 6)

G. Perform plastic welding operations using various methods on various types of materials. (C18, 19, 20) (F1, 8, 10)

H. Demonstrate a knowledge of hot-air, airless, and ultrasonic plastic welding. (C5, 6, 7) (F1, 6, 10)

I. Demonstrate a knowledge of reinforced plastic repairs. (C5, 6, 7) (F1, 6, 10)

J. Select correct repair materials for fiber glass, SMC and RRIM. (C3)

K. Select and prepare materials, and properly use tools and equipment to perform reinforced plastic repair operations. (C3, 5, 6, 7, 18, 19, 20) (F1, 6, 8, 10, 12)

L. Demonstrate the ability to negotiate. (C13) (F1, 2, 6)

III INSTRUCTIONAL MATERIALS

A. Text: The instructional materials identified for this course are viewable through www.ctcd.edu/books

B. Supplemental Reading: As assigned by the instructor


D. Audio-Visual Aids: (Recommended)

1. “Simple Lamination of Fiberglass” (video)

E. Other Instructional Materials: As selected by the instructor.

IV COURSE REQUIREMENTS:

A. Your first responsibility is scholarship. The grade you receive will be the result of your efforts both in the classroom and in the laboratory.

B. This course is designed to require a steady, continuous effort from the student. Class participation, initiative, attendance, and work efforts will be considered in grade computation.
C. Reading and study assignments will be made by the instructor. Reading of all study assignments is required, as well as specific tasks outlined by the instructor or listed on handouts, or laboratory activity sheets. Specific reading assignments will be assigned by the instructor. Students are required to complete these assignments by the time specified by the instructor. Quizzes may be given on any or all reading assignments.

D. The study of a subject is not limited to the classroom, laboratory, or limits of the syllabus. Each student should seek out and study all available material available on the subject being taught. This might include use of the Internet or the library. In general, two hours of study outside the regular class period is recommended for each hour of classroom work.

E. Students are required to attend class and laboratory sessions regularly. Those who fail to do so may be dropped from the course with a grade of “FN”.

F. Students are required to be present for all examinations. See paragraph V (Examinations) for additional information.

G. Laboratory learning activities (lab tasks) will be completed on an individual basis except when limited by tools and/or materials. Learning activities will be subjectively graded by the instructor. Students assigned to a group must be present at all times when the project is being worked on. Students who are not present while a learning activity is in progress may be given a “0” for that activity. Students are required to complete all laboratory assignments by the time specified by the instructor.

V EXAMINATIONS

A. There will be a minimum of three major examinations:

1. Three Week Exam
2. Mid Term Exam
3. Final Exam (this is a comprehensive exam)
4. Additional examinations may be given if the instructor determines it is necessary for proper evaluation of the students in the class.

B. Students must be present for all examinations. Make up examinations will not be given. Students who know they will be absent on the day of an examination must make arrangements with the instructor prior to the absence.
Students who are absent on the day of the examination due to illness or other extenuating circumstances must present to the instructor an acceptable reason for the absence on the day following the absence.

C. Students without an excused absence will be given a zero for that examination.

D. Students must take the final examination to receive a grade for the course.

VI SEMESTER GRADE COMPUTATIONS

A. Written examinations will count 45% of the student’s overall final grade.

B. Practical, hands-on lab work will count 45% of the student’s overall final grade.

C. Incentive points will count 10% of the student’s overall final grade. Incentive points are earned by doing additional work, written assignments, class participation, demonstrated initiative, and positive attitude. Points will be deducted for each unexcused absence, each written assignment not turned in, each tardiness, and each failure to secure tools and clean work areas.

D. Grade Computations (Example):

1. Written Exams (45%) (maximum 100 points)
   
   1st Exam 90
   
   2nd Exam 90
   
   3rd Exam +90
   
   \[ \frac{270}{3} = 90 \text{ average} \]

2. Lab score (45%) (maximum 100 points)
   
   Lab Score = 80
   
   45% of 80 = 36 points for lab score

3. Incentive Score (10%) (maximum 100 points)
   
   Incentive Score = 82
   
   10% of 82 = 8.2 points for Incentive Score

4. Final Overall Grade Computation
   
   Written Exam 40.5 Points
   
   Lab Score 36.0 Points
   
   Incentive Score 8.2 Points
   
   \[84.7 \text{ Total Points} = \text{a letter grade of “B”}\]
E. Points/Score Equivalents:

<table>
<thead>
<tr>
<th>POINTS</th>
<th>GRADE</th>
<th>POINTS PER SEMESTER HOUR</th>
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<tbody>
<tr>
<td>90-100</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
<td>3</td>
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<tr>
<td>70-79</td>
<td>C</td>
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<td>1</td>
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<tr>
<td>0-59</td>
<td>F</td>
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<td>WITHDRAWAL</td>
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<tr>
<td>INCOMPLETE</td>
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VII NOTES AND ADDITIONAL INSTRUCTIONS FROM THE INSTRUCTOR

A. Course Withdrawal: It is the student’s responsibility to officially withdraw from a course if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file a Central Texas College Application for Withdrawal (CTC Form 59). The withdrawal form must be signed by the student.

CTC Form 59 will be accepted at any time prior to Friday of the 12th week of classes during the 16-week fall and spring semesters. The deadline for sessions of other lengths is:

- 10-week session: Friday of the 8th week
- 8-week session: Friday of the 6th week
- 5-week session: Friday of the 4th week

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

A student who officially withdraws will be awarded the grade of “W” provided the student’s attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the College before they may be considered for withdrawal.

A student may not withdraw from a class for which the instructor has previously issued the student a grade of “F” or “FN” for nonattendance.

B. Administrative Withdrawal: An administrative withdrawal may be initiated when the student fails to meet College attendance requirements. The instructor will assign the appropriate grade on CTC Form 59 for submission to the registrar.
C. **Incomplete Grade:** The College catalog states, “An incomplete grade (“IP”) may be given in those cases where the student has completed the majority of the coursework but, because of personal illness, death in the immediate family, or military orders, the student is unable to complete the requirements for a course.” Prior approval from the instructor is required before the grade of “IP” for Incomplete is recorded. A student who merely fails to show for the final examination will receive a zero for the final and an “F” for the course.

D. **Cellular Phones and Beepers:** Cellular phones and beepers will be turned off while the student is in the classroom or laboratory.

E. **American’s With Disabilities Act (ADA):** Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at [www.ctcd.edu/disability-support](http://www.ctcd.edu/disability-support) for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

F. **Instructor Discretion:** The instructor reserves the right of final decision in course requirements.

G. **Civility:** Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

H. Absence from the class may be unavoidable in some situations. These include illness, military/civilian job requirements, or a death in the immediate family. Documentation is required in the case of excused absences for job requirement’s, excuses will be on company letterhead stationary signed by the immediate supervisor stating the reason for the absence in for civilian jobs. Excuses for military personnel must be signed by the 1st Sergeant or the Company Commander. In cases of illness, one day absences may be excused on a statement from the individual stating the reason. For more than one day of illness, the individual must have a statement from the doctor treating the illness.

VIII **COURSE OUTLINE**

A. **Lesson One:** Introduction to Plastic Repair
1. **Learning Outcomes:** Upon successful completion of this lesson the student will:

   a. Identify and repair various types of automotive plastics using approved product manufacturer’s recommendations. (C18, 19)
   b. Identify and explain ISO symbols for plastics. (C5, 6, 7)(F6)
   c. Practice shop safety and properly use and maintain tools and equipment.
   d. Describe the types of automotive plastics. (C5, 6, 7) (F1, 6)

2. **Learning Activities:**

   a. The student will complete reading assignments as assigned. (F1, F11, C5, C6)
   b. The student will study the words/terms and complete written assignments specified by the instructor. (F1, F11, C5, C6)
   c. The student will attend classroom lectures and participate in classroom discussions. (F5, F6, F7, F9, F10, C1, C5, C6, C7)
   d. The student will observe demonstrations performed by the instructor. (F5, F10, C5, C6, C14)
   e. The student will complete laboratory learning activities assigned by the instructor. See the laboratory learning activity list attached. (F1 thru F17, C1, C3, C5 thru 9, C14 thru 16, C18 thru 20)

3. **Equipment and Materials:**

   a. Plastic Repair Equipment
   b. Plastic Vehicle Parts or Vehicles with Plastic Components
   c. Mechanics Tools Kit
   d. Cleaning Materials as needed
   e. TV/VCR (as required)
   f. Others as selected by the instructor.

4. **Audio-Visual Aids:** (Recommended)

   a. To be selected by the instructor from those listed in Section III D above.
   b. Others as selected by the instructor.

5. **Lesson Outline:**

   a. Introduction
   b. Safety
   c. Automotive Plastics
   d. ISO Symbols
Lesson Two: Adhesive Repair

1. Learning Outcomes: Upon successful completion of this lesson the student will:
   a. The student will identify and repair various types of automotive plastics using approved product manufacturer’s recommendations. (C18, 19)
   b. Use adhesive and welding techniques. (C18, 19)
   c. Practice shop safety and properly use and maintain tools and equipment. (F9)
   d. Describe the steps required in plastic repair. (C5, 6, 7)(F1, 6)
   e. Perform plastic welding operations using various methods on various types of materials. (C18, 19, 20)(F1, 8, 10)

2. Learning Activities:
   a. The student will complete reading assignments as assigned. (F1, F11, C5, C6)
   b. The student will study the words/terms and complete written assignments specified by the instructor. (F1, F11, C5, C6)
   c. The student will attend classroom lectures and participate in classroom discussions. (F5, F6, F7, F9, F10, C1, C5, C6, C7)
   d. The student will observe demonstrations performed by the instructor. (F5, F10, C5, C6, C14)
   e. The student will complete laboratory learning activities assigned by the instructor. See the laboratory learning activity list attached. (F1 thru F17, C1, C3, C5 thru 9, C14 thru 16, C18 thru 20)

3. Equipment and Materials:
   a. Plastic Repair Equipment
   b. Plastic Vehicle Parts or Vehicles with Plastic Components
   c. Mechanics Tool Kit
   d. Cleaning Materials as needed
   e. Plastic Welder
   f. Adhesive Assortment
   g. TV/VCR (as required)
   h. Others as selected by the instructor.
4. Audio-Visual Aids: (Recommended)
   a. To be selected by the instructor from those listed in Section III D above.
   b. Others as selected by the instructor.

5. Lesson Outline:
   a. Introduction
   b. Safety
   c. Adhesives
   d. Adhesive Repair
   e. Plastic Repair

C. Lesson Three: Plastic Welding

1. Learning Outcomes: Upon successful completion of this lesson the student will:
   a. The student will identify and repair various types of automotive plastics using approved product manufacturer’s recommendations. (C18, 19)
   b. Use adhesive and welding techniques. (C18, 19)
   c. Practice shop safety and properly use and maintain tools and equipment. (F9)
   d. Perform plastic welding operations using various methods on various types of materials. (C18, 19, 20)(F1, 8, 10)
   e. Demonstrate a knowledge of hot-air, airless, and ultrasonic plastic welding. (C5, 6, 7)(F1, 6, 10)
   f. Demonstrate the ability to negotiate. (C13)(F1, 2, 6)

2. Learning Activities:
   a. The student will complete reading assignments as assigned. (F1, F11, C5, C6)
   b. The student will study the words/terms and complete written assignments specified by the instructor. (F1, F11, C5, C6)
   c. The student will attend classroom lectures and participate in classroom discussions. (F5, F6, F7, F9, F10, C1, C5, C6, C7)
   d. The student will observe demonstrations performed by the instructor. (F5, F10, C5, C6, C14)
   e. The student will complete laboratory learning activities assigned by the instructor. See the laboratory learning activity list attached. (F1 thru F17, C1, C3, C5 thru 9, C14 thru 16, C18 thru 20)
3. **Equipment and Materials:**
   a. Plastic Repair Equipment
   b. Plastic Vehicle Parts or Vehicles with Plastic Components
   c. Mechanics Tool Kit
   d. Cleaning Materials as needed
   e. Plastic Welder
   f. Adhesive Assortment
   g. TV/VCR (as needed)
   h. Others as selected by the instructor

4. **Audio-Visual Aids: (Recommended)**
   a. To be selected by the instructor from those listed in Section III D above.
   b. Others as selected by the instructor.

5. **Lesson Outline:**
   a. Introduction
   b. Safety
   c. Plastic Welder Set-Up
   d. Plastic Welding
   e. Negotiations

D. **Lesson Four: Introduction to and Repair of Reinforced Plastics  
(Fiberglass, SMC and RRIM)**

1. **Learning Outcomes:** Upon successful completion of this lesson the student will:
   a. Demonstrate a knowledge of reinforced plastic repairs.  (C5, 6, 7)(F1, 6, 10)
   b. Practice shop safety and properly use and maintain tools and equipment.  (F9)
   c. Select correct repair materials for fiber glass, SMC and RRIM. (C3)

2. **Learning Activities:**
   a. The student will complete reading assignments as assigned.  (F1, F11, C5, C6)
   b. The student will study the words/terms and complete written assignments specified by the instructor.  (F1, F11, C5, C6)
   c. The student will attend classroom lectures and participate in classroom discussions.  (F5, F6, F7, F9, F10, C1, C5, C6, C7)
d. The student will observe demonstrations performed by the instructor. (F5, F10, C5, C6, C14)
e. The student will complete laboratory learning activities assigned by the instructor. See the laboratory learning activity list attached. (F1 thru F17, C1, C3, C5 thru 9, C14 thru 16, C18 thru 20)

3. **Equipment and Materials:**
   
a. Fiberglass Panels  
b. SMC Panels  
c. RRIM Panels  
d. Repair Materials  
e. Repair Tools  
f. TV/VCR (as needed)  
g. Others as selected by the instructor

4. **Audio-Visual Aids:** (Recommended)
   
a. To be selected by the instructor from those listed in Section III D above.  
b. Others as selected by the instructor.

5. **Lesson Outline:**
   
a. Introduction  
b. Safety  
c. Repair Materials  
d. Repair Tools and Equipment  
e. Repair Procedures
INSTRUCTIONS FOR ALL STUDENTS: Student texts, notes, and service manuals may be used in performance of the tasks. **The instructor must verify satisfactory completion of each task by entering the date and his initials in the date column for each task.** The instructor will not verify satisfactory completion of the task until all standards have been met. The grade earned will be entered in the task# column.

To meet minimum requirements, the student must correctly complete each task listed below one time. **Each performance exam will count 3.8 points.** A maximum of 100 points will be awarded. **NOTE:** Failure to follow instructions, record required data, use correct tools in correct manner, clean work area, secure tools, absence, or unsafe act will result in a deduction of points from your total lab score.

<table>
<thead>
<tr>
<th>TASK #</th>
<th>LEARNING ACTIVITY DESCRIPTION</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Describe the two types of automotive plastics.</td>
<td></td>
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<tr>
<td>2.</td>
<td>Identify plastics from their ISO symbols.</td>
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<tr>
<td>3.</td>
<td>Describe the technique used to identify a polyolefin.</td>
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<tr>
<td>4.</td>
<td>Describe the two methods of plastic repair and the types of plastics on which they are used.</td>
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<tr>
<td>5.</td>
<td>List the steps, in sequence, required in the adhesive repair of both olefin and non-olefin parts.</td>
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</tr>
<tr>
<td>6.</td>
<td>Perform an anaerobic or cyanoacrylate adhesive plastic repair.</td>
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</tbody>
</table>
| 7.     | Repair cut-through or tear damage to a non-olefin, flexible exterior part:  
  a. with reinforcement.  
  b. without reinforcement. |      |
| 8.     | Repair cut-through or tear damage to an exterior olefin part with reinforcement. |      |
| 9.     | Describe the proper set-up and shut-down procedures to be used with the hot-air welder. |      |
| 10.    | Perform a single sided hot air weld on:  
  a. olefin material.  
  b. ABS |      |
11. Describe the general techniques to be used with the airless welder.

12. Perform both single and two-sided welds on the following plastic materials using the airless welder.
   a. an olefin
   b. ABS
   c. TPUR

13. Reconstruct a damaged attachment tab in a PUR bumper cover or soft fascia panel.

14. Describe the limitations and precautions involved in the repair of polycarbonate plastic parts.

15. Perform single sided welds on a polycarbonate part.

16. Perform airless welding repairs to cut or torn padded instrument panels.

17. Perform plastic straightening operations using the adjustable heat gun.

18. Demonstrate the ability to negotiate. Complete Worksheet 1449-03-01.

19. Describe the methods and materials used in the production of fiberglass, SMC, and RRIM panels.

20. Explain the methods used to identify reinforced plastics and the importance of correct identification.

21. Select the proper repair materials for:
   a. fiberglass
   b. SMC
   c. RRIM

22. Fabricate 6, four-layer laminated fiberglass panels, 18" x 18". Must include 2 reverse crowns.

23. Once damaged by your instructor, repair the fiberglass panels utilizing the following techniques:
   a. single sided repair.
   b. two sided repair with rear access.
   c. two sided repair without rear access.
   d. two sided repair with mould core.
   e. two sided repair with filler patch.
   f. any repair, any technique.

24. Perform the following repairs to SMC panels:
   a. two sided repair with rear access.
   b. two sided repair with patch panel.
   c. panel sectioning with bonding strip.
   d. door skin replacement procedures.
|   |                                                                 |                                                                 |
|---|----------------------------------------------------------------|--|------------------|
| 25. | Perform a reinforced repair to a punctured/cut RRIM panel. |                                                                 |
| 26. | Properly and safely use and maintain tools and equipment and practice shop safety. Graded throughout the course. |                                                                 |
|                                                                 | **Total Points/Grade Awarded (Possible 100 points)** |
Learning Outcome: Demonstrate the ability to Negotiate

This is a written assignment. It may be handwritten, typed or done on a computer. If handwritten, writing must be legible. This task must be completed prior to taking your final/exit exam for this course.

You have been working for an auto body shop for eight months. You currently make $5.50 per hour. You feel that you should be making more than your current salary. Write a paper at least two pages in length requesting an increase in pay. The paper must include:

A. Your current salary

B. The salary that you feel you should be making

C. Your justification for the salary increase.

D. An alternative salary in the event you first salary is not approved.

E. A justification for the alternative salary.

See your instructor if you have any questions.

Turn the assignment into your instructor and discuss it with him. Be prepared to defend your justification.
# CENTRAL TEXAS COLLEGE
## COMPETENCY PROFILE

<table>
<thead>
<tr>
<th>Program:</th>
<th>Auto Collision Repair Technician</th>
</tr>
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<tbody>
<tr>
<td>Course:</td>
<td>ABDR 1449 Automotive Plastic and Sheet Molding Compound Repair, 128 clock hours, (4 Credits)</td>
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<tr>
<td>Entry Occupation:</td>
<td>Auto Body Repair Helper/Apprentice</td>
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<tr>
<td>Instructor:</td>
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<table>
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<tr>
<th>Student Name:</th>
<th>SSAN:</th>
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<tbody>
<tr>
<td>Date Enrolled:</td>
<td>Date Completed/Withdrew:</td>
</tr>
<tr>
<td>Total Hours Absent:</td>
<td>Final Grade</td>
</tr>
</tbody>
</table>

### RATING SYSTEM

The instructor will evaluate the student by placing a check mark in the appropriate number block to indicate the student’s degree of competency. (Enter N/A if the item is not applicable or not observed.) The rating for each task reflects the instructor’s evaluation of employability readiness rather than the grade given in the class. The final grade is not an average of ratings. The rating scale listed below will be used to rate the student.

### RATING SCALE

1 = 95 (A) = Mastered competency: Highly proficient. Can perform task without supervision. Can teach others. Meets or exceeds SCANS requirements.

2 = 85 (B) = Mastered Competency: Proficient. Can perform task with limited supervision. Meets most SCANS requirements.

3 = 75 (C) = Mastered Competency: Can perform task but requires close supervision. Meets minimum SCANS requirements.

4 = 0 (F) = Did NOT master competency: Unable to or did not attempt to perform task. Does not meet SCANS requirements.
<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Learning Outcome 1:</strong> The student will identify and repair various types of automotive plastics using approved product manufacturer’s recommendations. (C18, 19)</td>
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<tr>
<td><strong>Learning Outcome 2:</strong> Use adhesive and welding techniques. (C18, 19)</td>
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<tr>
<td><strong>Learning Outcome 3:</strong> Practice shop safety and properly use and maintain tools and equipment. (F9)</td>
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<tr>
<td><strong>Learning Outcome 4:</strong> Describe the types of automotive plastics. (C5, 6, 7)(F1, 6)</td>
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<tr>
<td><strong>Learning Outcome 5:</strong> Identify and explain ISO symbols for plastics. (C5, 6, 7)(F6)</td>
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<tr>
<td><strong>Learning Outcome 6:</strong> Describe the steps required in plastic repair. (C5, 6, 7)(F1, 6)</td>
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<tr>
<td><strong>Learning Outcome 7:</strong> Perform plastic welding operations using various methods on various types of materials. (C18, 19, 20)(F1, 8, 10)</td>
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<tr>
<td><strong>Learning Outcome 8:</strong> Demonstrate a knowledge of hot-air, airless, and ultrasonic plastic welding. (C5, 6, 7)(F1, 6, 10)</td>
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<td><strong>Learning Outcome 9:</strong> Demonstrate a knowledge of reinforced plastic repairs. (C5, 6, 7)(F1, 6, 10)</td>
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<tr>
<td><strong>Learning Outcome 10:</strong> Select correct repair materials for fiber glass, SMC and RRIM. (C3)</td>
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<tr>
<td><strong>Learning Outcome 11:</strong> Select and prepare materials, and properly use tools and equipment to perform reinforced plastic repair operations. (C3, 5, 6, 7, 18, 19, 20)(F1, 6, 8, 10, 12)</td>
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<tr>
<td><strong>Learning Outcome 12:</strong> Demonstrate the ability to negotiate. (C13)(F1, 2, 6)</td>
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</tbody>
</table>
Workplace Know-How and Personal Characteristics

The rating system listed below will be used by the Worksite Supervisor to evaluate the student’s workplace know-how and personal characteristics. The Worksite Supervisor will evaluate the student on the following competency (task) listed by circling the appropriate rating from the rating scale below that best describes his/her observation of the student during the entire length of this course for the rated area (task). Enter the date the task was completed in the date column.

**Rating Scale**

1 = Above Average  
2 = Average  
3 = Below Average  
N/A = Not Observed

<table>
<thead>
<tr>
<th>Work Place Know-How and Personal Characteristics</th>
<th>Rating</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMPETENCIES:</strong> Effective workers can productively use:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resources: allocating time, money, materials, space, staff</td>
<td>1 2 3 N/A</td>
<td></td>
</tr>
<tr>
<td>Interpersonal Skills: working on teams teaching others, serving customers, leading, negotiating, and working well with people from culturally diverse backgrounds.</td>
<td>1 2 3 N/A</td>
<td></td>
</tr>
<tr>
<td>Information: acquiring and evaluating data, organizing and maintaining files, interpreting and communicating, and using computers to process information.</td>
<td>1 2 3 N/A</td>
<td></td>
</tr>
<tr>
<td>Systems: understanding social, organizational, and technological systems, monitoring and correcting performance, and designing or improving systems.</td>
<td>1 2 3 N/A</td>
<td></td>
</tr>
<tr>
<td>Technology: selecting equipment and tools, applying technology to specific tasks, and maintaining and troubleshooting technologies.</td>
<td>1 2 3 N/A</td>
<td></td>
</tr>
<tr>
<td><strong>THE FOUNDATION:</strong> Competence requires:</td>
<td></td>
<td></td>
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<tr>
<td>Basic Skills: reading, writing, arithmetic and mathematics, speaking and listening.</td>
<td>1 2 3 N/A</td>
<td></td>
</tr>
<tr>
<td>Thinking Skills: thinking creatively, making decisions, solving problems, seeing things in the mind’s eye, knowing how to learn, and reasoning.</td>
<td>1 2 3 N/A</td>
<td></td>
</tr>
<tr>
<td>Personal Qualities: individual responsibility, self-esteem, sociability, self-management and integrity.</td>
<td>1 2 3 N/A</td>
<td></td>
</tr>
<tr>
<td><strong>PERSONAL CHARACTERISTICS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relations with others: effectiveness in working with students, instructors, and others; cooperation; shows respect.</td>
<td>1 2 3 N/A</td>
<td></td>
</tr>
<tr>
<td><strong>Dependability:</strong> attendance; loyalty; punctuality; adherence to schedules and deadlines; consistency and results; perseverance</td>
<td>1</td>
<td>2</td>
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<tr>
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<tr>
<td><strong>Work Attitudes:</strong> willingness to learn; willingness to accept and profit from evaluation; enthusiasm; initiative; commitment; pride in work</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td><strong>Communication:</strong> listening; speaking; and nonverbal skills; effectiveness in communicating with staff and other workers.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td><strong>Personal Hygiene-Grooming:</strong> personal health care and cleanliness, dresses and maintains self appropriately for a business environment.</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

Based on my observation/evaluation of the student he/she has: (place a “✓” in the appropriate block).

<table>
<thead>
<tr>
<th>Entry level skills now.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry level skills after completing additional external learning experience.</td>
</tr>
<tr>
<td>Entry level skills after completing additional course work.</td>
</tr>
<tr>
<td>Entry level skills after completing additional course work and additional external learning experience.</td>
</tr>
</tbody>
</table>

**Instructor Comments:** (Please provide additional information regarding your evaluation of the student’s performance.)

INSTRUCTOR CERTIFICATION

I certify this competency profile to be true and accurate to the best of my knowledge.

Signature: ___________________________ Date: ______________

I have seen this evaluation and discussed it with my Instructor.

Student Signature __________________________________________ Date __________________________

<table>
<thead>
<tr>
<th><strong>Written Exam</strong></th>
<th>First</th>
<th>Second</th>
<th>Exit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attempts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Score</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>