

## Senior Capstone Portfolio

The BST & BAS program has implemented a Capstone Portfolio with the goal of enabling 4 year automotive management students to demonstrate competencies in 7 different areas: management, technical, written communications, professional employability, safety, oral communication, and team work. The rubric was first initiated during the Fall 2010 semester. The rubric has been introduced in the AT 399 Automotive Professional Development classes and the AT 100 Orientation to Automotive Technology classes so that all the juniors, sophomores, and freshmen can begin building their capstone portfolio. Faculty advisors also share with their advisees the rubric requirements. Students graduating Spring 2012 or later are held accountable to the portfolio requirements. Students who are unable to demonstrate the minimum competencies in the capstone portfolio will not graduate with a PSU Automotive BST or a BAS degree. Those students will be required to switch majors, for example to a general studies degree.

	<b>Total Points Permissible for submission</b>	<b>Competency Area Target</b>	<b>Target's minimum points</b>	
Management Competencies	<b>130</b>	<b>70% of AT 690 or AT 687</b>	<b>91</b>	
Technical Competencies	<b>250</b>	<b>Pass 2 ASEs</b>	<b>90</b>	
Written Communication Competencies	<b>115</b>	<b>Writing Competency</b>	<b>56</b>	
Professional Employability Competencies	<b>120</b>	<b>1 internship</b>	<b>50</b>	
Safety Competencies	<b>50</b>	<b>Three SP/2 certificates</b>	<b>30</b>	
Oral Communication Competencies	<b>60</b>	<b>2 presentations</b>	<b>30</b>	
Team Work Competencies	<b>100</b>	<b>2 team work experiences</b>	<b>30</b>	
	<b>825</b>		<b>377</b>	<b>Minimum Required Points</b>

Management Competencies			Additional competency		
Requires the submission of the graded assignment of the work completed at PSU, while earning a letter grade of "C" or higher on the assignment. Students will be awarded points proportional to their graded assignment. 10 = A, 9 = A-, 8 = B, 7 = C			Microsoft Office Competency	Length	Total Possible Points
AT 580 or 687	ASSIGNMENT #1	Graded assignment that has been assessed which demonstrates a student's ability to comprehend a management related topic. Present (upload) the project that has already been evaluated by your professor including any rubrics that were used to evaluate the assignment.	Word or Excel	1 page	7-10
AT 580 or 687	ASSIGNMENT #2	Graded assignment that has been assessed which demonstrates a student's ability to comprehend a management related topic. Present (upload) the project that has already been evaluated by your professor including any rubrics that were used to evaluate the assignment.	Word or Excel	1 page	7-10
AT 580 or 687	ASSIGNMENT #3	Graded assignment that has been assessed which demonstrates a student's ability to comprehend a management related topic. Present (upload) the project that has already been evaluated by your professor including any rubrics that were used to evaluate the assignment.	Word or Excel	1 page	7-10
AT 580 or 687	ASSIGNMENT #4	Graded assignment that has been assessed which demonstrates a student's ability to comprehend a management related topic. Present (upload) the project that has already been evaluated by your professor including any rubrics that were used to evaluate the assignment.	Word or Excel	1 page	7-10
AT 580 or 687	ASSIGNMENT #5	Graded assignment that has been assessed which demonstrates a student's ability to comprehend a management related topic. Present (upload) the project that has already been evaluated by your professor including any rubrics that were used to evaluate the assignment.	Word or Excel	1 page	7-10
AT 580 or 687	ASSIGNMENT #6	Graded assignment that has been assessed which demonstrates a student's ability to comprehend a management related topic. Present (upload) the project that has already been evaluated by your professor including any rubrics that were used to evaluate the assignment.	Word or Excel	1 page	7-10
AT 580 or 687	ASSIGNMENT #7	Graded assignment that has been assessed which demonstrates a student's ability to comprehend a management related topic. Present (upload) the project that has already been evaluated by your professor including any rubrics that were used to evaluate the assignment.	Word or Excel	1 page	7-10
AT 580 or 687	ASSIGNMENT #8	Graded assignment that has been assessed which demonstrates a student's ability to comprehend a management related topic.	Word or Excel	1 page	7-10

		Present (upload) the project that has already been evaluated by your professor including any rubrics that were used to evaluate the assignment.			
AT 580 or 687	ASSIGNMENT #9	Graded assignment that has been assessed which demonstrates a student's ability to comprehend a management related topic. Present (upload) the project that has already been evaluated by your professor including any rubrics that were used to evaluate the assignment.	Word or Excel	1 page	7-10
AT 580 or 687	ASSIGNMENT #10	Graded assignment that has been assessed which demonstrates a student's ability to comprehend a management related topic. Present (upload) the project that has already been evaluated by your professor including any rubrics that were used to evaluate the assignment.	Word or Excel	1 page	7-10
AT 580 or 687	ASSIGNMENT #11	Graded assignment that has been assessed which demonstrates a student's ability to comprehend a management related topic. Present (upload) the project that has already been evaluated by your professor including any rubrics that were used to evaluate the assignment.	Word or Excel	1 page	7-10
AT 580 or 687	ASSIGNMENT #12	Graded assignment that has been assessed which demonstrates a student's ability to comprehend a management related topic. Present (upload) the project that has already been evaluated by your professor including any rubrics that were used to evaluate the assignment.	Word or Excel	1 page	7-10
AT 580 or 687	ASSIGNMENT #13	Graded assignment that has been assessed which demonstrates a student's ability to comprehend a management related topic. Present (upload) the project that has already been evaluated by your professor including any rubrics that were used to evaluate the assignment.	Word or Excel	1 page	7-10
ASE Exam	C1 Service Consultant	Requires the submission of the passed ASE exam results on official ASE letterhead showing the ASE watermark, or submitting the blue ASE certificate			30
ASE Exam	P2 Parts Specialist	Requires the submission of the passed ASE exam results on official ASE letterhead showing the ASE watermark, or submitting the blue ASE certificate			30
				Total Permissible	130

Requires the submission of the ASE exam results on official ASE letterhead showing the ASE watermark, or submitting the blue ASE certificate				
Technical Competencies	National ASE exams <u>passed</u>	National ASE exams <u>passed</u>	National ASE exams <u>passed</u>	Total Possible Points
Engines	A1 – Engine Repair	T2 – Diesel Engines		45
Automatic Transmission	A2 – Automatic Transmissions Transaxle			60
Drive Train	A3 – Manual Drivetrain and Axles	T3 – Drive Train		45
Suspension	A4 – Suspension & Steering	T5 – Suspension & Steering		45
Brakes	A5 – Brakes	T4 – Brakes		45
Electrical and Electronic	A6 – Electrical Electronic Systems	T6 – Electrical & Electronic	B5 – Mechanical & Electrical Components	45
Heating and Air	A7 – Heating and Air Conditioning	T7 – Heating and Air Conditioning		45
Engine Performance	A8 – Engine Performance			60
Light Diesel	A9 – Light Vehicle Diesel			60
Advanced Diagnostics	L1 – Advanced Engine Performance Specialist	L2 – Truck Electrical Diesel Engine Diagnosis		60
	L3-Light Duty Hybrid/Electric Vehicle Specialist			45
		T8 – Preventative Maint & Inspect		45
Truck Equipment	E3-Auxiliary Power Systems Installation & Repair			45
Alternate Fuels	F1-Alternate Fuels			45
			B2 – Painting & Refinishing	45
			B3 – Nonstructural Analysis	45
			B4 – Structural Analysis	45
			B6 – Damage Analysis & Estimating	45
ICAR Training	Total maximum points allowed for ICAR training is 50 points. Proof of successfully completing and passing is required.	- Less than 4 hours = 2 pts. - 4 hours of ICAR training = 5 pts. - 8 hours of ICAR training = 10 pts.		50
AED Certification	Total maximum points allowed for AED certification is 150 points. Proof of successfully completing and passing is required.			150
			<b>Total Permissible</b>	<b>250</b>

Written Communication Competencies			Additional competency			
Requires the submission of the graded assignment completed at PSU, while earning a letter grade of “C” or higher the assignment. Students will be awarded points proportional to their graded assignment.						
		Description	Microsoft Office Competency	Length	Total Possible Points	
Written Competency	Example of writing #1	Graded assignment that has been assessed which demonstrates a student’s professional writing ability. Present (upload) the project that has already been evaluated by your professor including any rubrics that were used to evaluate the assignment.	Word	1-2 pages	10 = A 9 = A- 8 = B 7 = C	
Written Competency	Example of writing #2	Graded assignment that has been assessed which demonstrates a student’s professional writing ability. Present (upload) the project that has already been evaluated by your professor including any rubrics that were used to evaluate the assignment.	Word	1-2 pages	10 = A 9 = A- 8 = B 7 = C	
Written Competency	Example of writing #3	Graded assignment that has been assessed which demonstrates a student’s professional writing ability. Present (upload) the project that has already been evaluated by your professor including any rubrics that were used to evaluate the assignment.	Word	1-2 pages	10 = A 9 = A- 8 = B 7 = C	
Written Competency	Example of writing #4	Graded assignment that has been assessed which demonstrates a student’s professional writing ability. Present (upload) the project that has already been evaluated by your professor including any rubrics that were used to evaluate the assignment.	Word	1-2 pages	10 = A 9 = A- 8 = B 7 = C	
Written Competency	Example of writing #5	Graded assignment that has been assessed which demonstrates a student’s professional writing ability. Present (upload) the project that has already been evaluated by your professor including any rubrics that were used to evaluate the assignment.	Word	1-2 pages	10 = A 9 = A- 8 = B 7 = C	
Written Competency	Example of writing #6	Graded assignment that has been assessed which demonstrates a student’s professional writing ability. Present (upload) the project that has already been evaluated by your professor including any rubrics that were used to evaluate the assignment.	Word	1-2 pages	10 = A 9 = A- 8 = B 7 = C	
Written Competency	Example of writing #7	Graded assignment that has been assessed which demonstrates a student’s professional writing ability. Present (upload) the project that has already been evaluated by your professor including any rubrics that were used to evaluate the assignment.	Word	1-2 pages	10 = A 9 = A- 8 = B 7 = C	
Written Competency	Example of writing #8	Graded assignment that has been assessed which demonstrates a student’s professional writing ability. Present (upload) the project that has already been evaluated by your professor including any rubrics that were used to evaluate the assignment.	Word	1-2 pages	10 = A 9 = A- 8 = B 7 = C	

Additional Technical Competency Opportunities						
<b>Written Competency</b>	<b>Automotive or Technical Written Paper</b>	<b>Graded assignment that has been assessed which demonstrates a student’s professional writing ability. Present (upload) the project that has already been evaluated by your professor including any rubrics that were used to evaluate the assignment.</b>	<b>Word</b>	<b>3-5 pages</b>	15 = A 14 = A- 13 = B 11 = C	
<b>Written Competency</b>	<b>Automotive or Technical Written Paper</b>	<b>Graded assignment that has been assessed which demonstrates a student’s professional writing ability. Present (upload) the project that has already been evaluated by your professor including any rubrics that were used to evaluate the assignment.</b>	<b>Word, requires critical thinking skills</b>	<b>6-8 pages</b>	20 = A 18 = A- 16 = B 14 = C	
<b>Written Competency</b>	<b>Automotive or Technical Written Paper</b>	<b>Graded assignment that has been assessed which demonstrates a student’s professional writing ability. Present (upload) the project that has already been evaluated by your professor including any rubrics that were used to evaluate the assignment.</b>	<b>Word, includes comparison table, requires critical thinking skills</b>	<b>9-12 pages</b>	25 = A 22 = A- 19 = B 16 = C	
				<b>Total Permissible</b>		<b>115</b>

<b>Demonstrated Professional Employability</b>		Total Possible Points
Passing grade on an entry level management internship	First Internship – (for example, freshman-sophomore summer) Requires submitting the supervisor evaluation form located in the PSU internship syllabus and the overall evaluation must be a passing evaluation, and submit a PSU transcript that demonstrates a passing grade.	50
Passing grade on an entry level management internship	Second Internship - (for example, sophomore-junior summer) Requires submitting the supervisor evaluation form located in the PSU internship syllabus and the overall evaluation must be a passing evaluation, and submit a PSU transcript that demonstrates a passing grade.	50
Passing grade on an entry level management internship	Third Internship – (for example, junior-senior summer) Requires submitting the supervisor evaluation form located in the PSU internship syllabus and the overall evaluation must be a passing evaluation, and submit a PSU transcript that demonstrates a passing grade.	20
Internship/Industry work experience (not completed for PSU class credit)	Students who completed an internship but did not take the AT 300 or AT 400 for class credit, might be able to receive some portfolio points. Note that students who did complete the experience for credit substantiated their work through weekly log sheets and a formal supervisor’s evaluation. Therefore the responsibility falls on the student in being able to submit evidence that they indeed completed a successful internship. For example: some corporations have a formal review at the end of the internship that a supervisor signs and gives to the intern. This will suffice.	25
Graduate Job Offer	Include a professional job offer that you received that is “automotive, diesel or collision related.” Must be from an employer recognized by the department, and not working on the farm or for a family member.	20
Professional Letter of Reference from a previous employer	Note the letter must be an excellent letter of recommendation from a previous employer who clearly articulates that he or she would definitely rehire the student. Will not accept anything mediocre.	10
Professional Letter of Reference from a previous employer	Note the letter must be an excellent letter of recommendation from a previous employer who clearly articulates that he or she would definitely rehire the student. Will not accept anything mediocre.	10
Professional Letter of Reference from a previous employer	Note the letter must be an excellent letter of recommendation from a previous employer who clearly articulates that he or she would definitely rehire the student. Will not accept anything mediocre.	10
Completed S/P2 On-line Safety & Environmental Instruction	Land that Job! Interviewing Skills for the Automotive Industry	10
<b>Total Permissible</b>		<b>120</b>

Safety Competencies		Total Possible Points
Completed S/P2 On-line Safety & Environmental Instruction	Automotive Service Safety – Submit S/P2 certificate	10
Completed S/P2 On-line Safety & Environmental Instruction	Automotive Service Pollution Prevention – Submit S/P2 certificate	10
Completed S/P2 On-line Safety & Environmental Instruction	Collision Safety – submit S/P2 certificate	10
Completed S/P2 On-line Safety & Environmental Instruction	Collision Pollution Prevention – submit S/P2 certificate	10
Completed S/P2 On-line Safety & Environmental Instruction	Supervisor's Course – submit S/P2 certificate	10
Completed S/P2 On-line Safety & Environmental Instruction	Heavy Duty Fleet Safety - submit S/P2 certificate	10
Completed S/P2 On-line Safety & Environmental Instruction	Electric Vehicle Safety - submit S/P2 certificate	10
Completed S/P2 On-line Safety & Environmental Instruction	Heavy Duty Fleet Pollution Prevention - submit S/P2 certificate	10
Completed S/P2 On-line Safety & Environmental Instruction	Lifting it Right - submit S/P2 certificate	10
Completed S/P2 On-line Safety & Environmental Instruction	Valvoline: Automotive Fluids 101	10
Completed S/P2 On-line Safety & Environmental Instruction	Ethics and You in the Automotive Industry	10
OSHA 10+ hour card or MSHA 10+ hour card	Submit OSHA 10+ hour card	30
	<b>Total Permissible</b>	<b>50</b>



<b>Oral Communication Competencies</b>	<b>Additional competency</b>		
<b>Students submit the graded assignment demonstrating that he or she received a letter grade of “C” or higher.</b> Students will be awarded points proportional to their graded assignment.	Microsoft Office Competency	Length	Total Possible Points
<b>Passing grade on Technical presentation in a PSU class that was a minimum of 10 minutes long, and presented solely by the individual student (not a group presentation)</b>	<b>Power Point</b>		15 = A 14 = A- 13 = B 11= C
<b>Second Technical presentation, same criteria as listed above</b> <b>Passing grade on Technical presentation in a PSU class that was a minimum of 10 minutes long, and presented solely by the individual student (not a group presentation)</b>	<b>Power Point</b>		15 = A 14 = A- 13 = B 11= C
<b>Passing grade on Sales or Marketing presentation in a PSU class that was a minimum of 10 minutes long, and presented solely by the individual student (not a group presentation)</b>	<b>Power Point</b>		15 = A 14 = A- 13 = B 11= C
<b>Second Sales or Marketing presentation, same criteria as listed above</b> <b>Passing grade on Sales or Marketing presentation in a PSU class that was a minimum of 10 minutes long, and presented solely by the individual student (not a group presentation)</b>	<b>Power Point</b>		15 = A 14 = A- 13 = B 11= C
<b>AT 699 Senior Seminar Presentation</b> <b>In-class presentation or</b> <b>High School Presentation or</b> <b>Community College Presentation</b>			15 = A 14 = A- 13 = B 11= C
	<b>Total Permissible</b>		60

<b>Team Work/Leadership Competencies</b>			<b>Additional competency</b>		
Students submit the graded assignment demonstrating that he or she received a letter grade of "C" or higher. Students will be awarded points proportional to their graded assignment.			Microsoft Office Competency	Length	Total Possible Points
<b>Team Work</b>	Formal Group Report #1	Passing grade on a group formal report. Must be at a minimum 3 to 5 pages long. Include the evaluation including any rubrics that were used to assess the assignment.	Word	3 to 5 pages	10 = A 9 = A- 8 = B 7 = C
<b>Team Work</b>	Formal Group Report #2	Passing grade on a group formal report. Must be at a minimum 6 to 8 pages long. Include the evaluation including any rubrics that were used to assess the assignment.	Word	6 to 8 pages	15 = A 14 = A- 13 = B 11 = C
<b>Team Work</b>	Formal Group Report #3	Passing grade on a group formal report. Must be at a minimum 9 to 12 pages long. Include the evaluation including any rubrics that were used to assess the assignment.	Word	9 to 12 pages	20 = A 18 = A- 16 = B 14 = C
<b>Team Work</b>	Formal Group Presentation #1	Passing grade on a group presentation that was 5 to 10 minutes long or unknown, and presented by an entire group. Include the evaluation including any rubrics that were used to assess the assignment.	Power Point	5 to 10 minutes	10 = A 9 = A- 8 = B 7 = C
<b>Team Work</b>	Formal Group Presentation #2	Passing grade on a group presentation that was 11 to 20 minutes long, and presented by an entire group. Include the evaluation including any rubrics that were used to assess the assignment.	Power Point	11 to 20 minutes	15 = A 14 = A- 13 = B 11 = C
<b>Team Work/Leadership</b>	Baja Leadership	These are the maximum points that can be earned: President=75 points, VP=50 points, Team Captains=40 points and Member=25 points. Submit the documentation form from Mr. Lindbloom to determine points earned.	Documentation Form		<b>25-75</b>
<b>Leadership</b>	Automotive Related Club	AMP, CAM, SkillsUSA, SAE: President of a club earns 50 points, Vice President earns 30 points, Member earns 5 points.	Documentation Form		<b>5-50</b>
<b>Leadership</b>	Student Government Association (SGA)	If you are a leader within the SGA, you can potentially earn 20 points if you are the President, 10 points if you are the Vice President, or 5 points if you are a Senator.	Documentation Form		<b>5-20</b>
<b>Leadership</b>	PSU Student Clubs	If you are a leader of a PSU student organization outside of the Department of Automotive Technology, you can potentially earn 10 points if you are the President or 5 points if you are the Vice President.	Documentation Form		<b>5-10</b>
			<b>Total Permissible</b>		<b>100</b>

# PSU Department of Automotive Technology

## Teamwork/Leadership Portfolio Documentation Form

**Student Name:** \_\_\_\_\_ **Academic Year:** \_\_\_\_\_

**Note to Students:** To get portfolio credit, this form needs to be reviewed and signed by the advisor of each club/organization that the student has participated in for at least one full academic year (2 semesters).

**Note to Advisors:** Only sign off on those students who have successfully performed all of their duties required by the club/organization. If the student does not deserve full credit, partial points are acceptable. Maximum points possible are listed under each role.

<b>Clubs/Organizations</b>	<b>Points</b>
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**BAJA Team (Student may also claim SAE membership)**

Role (circle one only): Member (25 pts) Captain (40 pts) Vice President (50 pts) President (75 pts)

Advisor's signature: \_\_\_\_\_ Points \_\_\_\_\_

**Automotive Clubs (AMP, CAM, SkillsUSA, SAE)**

**AMP** - Role (circle one only): Member (5 pts) Vice President (30 pts) President (50 pts)

Advisor's signature: \_\_\_\_\_ Points \_\_\_\_\_

**CAM** - Role (circle one only): Member (5 pts) Vice President (30 pts) President (50 pts)

Advisor's signature: \_\_\_\_\_ Points \_\_\_\_\_

**Skills** - Role (circle one only): Member (5 pts) Vice President (30 pts) President (50 pts)

Advisor's signature: \_\_\_\_\_ Points \_\_\_\_\_

**SAE** - Role (circle one only): Member (5 pts) Vice President (30 pts) President (50 pts)

Advisor's signature: \_\_\_\_\_ Points \_\_\_\_\_

**OTHER** - Role (circle one only): Member (5 pts) Vice President (30 pts) President (50 pts)

Advisor's signature: \_\_\_\_\_ Points \_\_\_\_\_

**OTHER** - Role (circle one only): Member (5 pts) Vice President (30 pts) President (50 pts)

Advisor's signature: \_\_\_\_\_ Points \_\_\_\_\_

**Student Government Association**

Role (circle one only): Senator (5 pts) Vice President (10 pts) President (20 pts)

Advisor's signature: \_\_\_\_\_ Points \_\_\_\_\_

**Other Student Activities Council Approved Club/Organization**

Name of club/organization: \_\_\_\_\_

Role (circle one only): Vice President (5 pts) President (10 pts)

Advisor's signature: \_\_\_\_\_ Points \_\_\_\_\_

Total Points \_\_\_\_\_