Luna Community College

Automotive Collision Repair Technology

Certificate

2017/2018

Luna Community College

Contents

Luna Community College

Auto Collision

Certificate

Minimum of 36 Credit Hours

Program Goals

The goal of this program is to educate students to become entry level Automotive Collision Repair technicians.

2015/18 Curriculum Profile(see attached link) or Appendix A

The automotive collision repair technology certificate program is designed in conjunction with the Automotive Technology and the Welding Technology programs to produce a highly knowledgeable and skilled entry level collision repair technician. The program covers all aspects of auto body repairs, metalworking, plastic repairs, panel replacements, restoration, refinishing, custom refinishing, basic structural repairs, damage estimating, student portfolio design and collision repair shop management.

The program follows the Automotive Service Excellence (ASE) and the National Automotive Technician Education Foundation (NATEF) curriculum standards. Upon completion of this program a student will receive a certificate and may be eligible to take the Automotive Service Excellence (ASE) certification test.

Completion of this certificate can be applied toward the Associate of Applied Science Degree in Vocational/Technical Studies.

Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG095, MATH075 and READ095 that are outlined in the current Catalog to meet all graduation requirements.

Program Map

The program map marks courses that are scheduled by semester in order to complete this degree within one year. Refer to Appendix A for the program map.

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Professional Development

The program was in a state of flux as an emergency fulltime instructor needed to be hired at the start of the spring 2018 semester. Therefore, the new hire was busy creating a quality based educational program and did not have time to attend PDP workshops.

Courses Offered by Semester

Fall 2017

CRT100 01 3.0 Introduction to Collision Repair	CRT105 01 3.0 Introduction to Refinishing	CRT130 01 3.0 Auto Restoration and Customizing
CRT130 02 3.0 Auto Restoration and Customizing		

Spring 2018

CRT100 02 3.0 Introduction to Collision Repair -----F- 01/16/18 - 05/11/18	CRT115 01 3.0 Metal Working	CRT120 01 3.0 Collision Repair II
CRT125 01 3.0 Refinishing II	CRT130 01 3.0 Auto Restoration and Customizing	

Summer 2018

CRT110 01 3.0 Collision Repair Shop Management	

Retention Rates Fall to Spring

	Total Fall Enrollment #*	Spring Enrollment
2015-16	**51**	**50**
2016-17	**29**	**56**
2017-18	**39**	**36**

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Program Student Enrollment (Three-Year Annual Trend)

2015/2016	2016/2017	2017/18
119	109	92

Fall By Course

Course	Credit	# Students Enrolled	Student Credit Hours
CRT100 01 Introduction to Collision Repair	3	7	21
CRT105 01 Introduction to Refinishing	3	5	15
CRT130 01 Auto Restoration and Customizing	3	13	39
CRT130 02 Auto Restoration and Customizing	3	14	42
AUTO120 Engine Repair	5	5	25

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Spring By Course

Course	Credit	# Students Enrolled	Student Credit Hours
CRT100 02 3.0 Introduction to Collision Repair	3	6	18
CRT115 01 3.0 Metal Working	3	5	15
CRT120 01 3.0 Collision Repair II	3	9	27
CRT125 01 3.0 Refinishing II	3	6	18
CRT130 01 3.0 Auto Restoration and Customizing	3	10	30

Summer By Course

Course	Credit	# Students Enrolled	Student Credit Hours
CRT110 01 3.0 Collision Repair Shop Management	2	17	34

Student Graduation (Three-Year Annual Trend)

2015/2016	2016/2017	2017/18
3	1	0

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Synopsis of Significant Findings

- Number of graduates has steadily declined in last three years.
- Newly hired fulltime instructor has credentials to increase graduating numbers.
- Car restoration is the most popular class in CRT.

Program Improvement Plans Implemented or In-Progress

- NATEF certification needs to be monitored so that program does not lose its certification.
- The advisory board needs to be re-formed.

Advisory Committee Work

- The new advisory board needs to meet on a regular basis each semester. The meetings should be recorded in formal notes that will then be turned in to the Vocational Education office at LCC to be sure they are on file and readily available to the director and the institution.

Student Advisement by Semester

- Lack of updating advisement notes on the LCC portal.
- There is an uncertainty of whose job this will be regarding advisement as the department has yet to hire an advisor. Full-time instructors do advise students in their programs, but the Vocational Education Department needs to make hiring a department advisor a priority in the 2018/2019 academic year.

Yearly Return on Investment

Revenue

				Total Students	Student Credit Hours	Tier	Tier Funding total (SCH X $199)	Tuition ($38 X # of Students)	Total Revenue
Auto Collision-REVENUE									
CRT100 01				7	21	199	$4,179	$266	$4,445
CRT105				5	15	199	$2,985	$190	$3,175
CRT130				14	42	199	$8,358	$532	$8,890
AUTO120				5	25	199	$4,975	$190	$5,165
CRT100 02				6	18	199	$3,582	$228	$3,810
CRT110				17	34	199	$6,766	$646	$7,412
CRT115 01				5	15	199	$2,985	$190	$3,175
CRT120 02				9	27	199	$5,373	$342	$5,715
CRT125 01				6	18	199	$3,582	$228	$3,810
CRT130				10	30	199	$5,970	$380	$6,350
			Totals	84	245		$48,755	$3,192	$51,947

Costs

1718 Costs-Auto Collision				
FT Instructor	Instructor Salary	Fringe	Operational Costs 63&64	Total Costs
PT Instructor				
Anthony Baca	$1,300.00	$ 49.72	$2,466.00	$3,816
Gilbert Martinez	$1,650.00	$1,272.87	$ 500.00	3422.87
Totals	$2,950.00	$1,322.59	$2,966.00	$7,239

Class Cost Per Student (e.g., Revenue-Costs/students enrolled)

$532

Include Cost per Graduate (e.g., Revenue-Costs/students graduated this year)

$0

Alumni Surveys

- Vocational Trades needs to create a format for the Alumni surveys.
- There is no survey taking place.

Program Learning Assessment Plan

- No assessment data was collected for this academic year due to the change in faculty.

Student Alumni

- Vocational Trades needs to create a format for the student alumni to help the advisor and the institution stay in contact with alumni.
- Examples. Where do they go? If they Transfer or go straight into a job; if a job, list job, if a transfer, list college.

Curriculum Committee Work

No courses were submitted to the curriculum committee.

Final Program Approvals (Board of trustees) approvals to move program forward

N/A

Accreditation

The program successfully maintained its **NCCER & NATEF** accreditation. The re-accreditation site-visit will be in 2021.

Evaluation of the Program

Summary

- Director and instructor must collaborate on maintaining the NATEF accreditation for Auto Collision Program.
- The new fulltime faculty member is committed to increasing the graduating rates for CRT.
- The new faculty member has the credentials and experience to reestablish the ethos of the program.
- No significant assessment data was collected or analyzed due to the change in faculty. The new faculty member is committed to collecting and analyzing assessment data. Assessment tools are included in Appendix B.
- A formal advisory board is needed.
- Ensure that we have qualified instructors.
- Have the book store carry affordable tool set for students (financial aid voucher to pay for tools).

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Appendix A: Program Map and Curriculum Profile

Automotive Collision Repair Technology

Term 1 / Fall Semester	Credits	Term 2 / Spring Semester	Credits
AUTO100 Automotive Fundamentals	4	**AUTO154** Steering and Suspension	4
CRT100 Introduction to Collision Repair	3	**CRT120** Collision Repair II	3
CRT105 Introduction to Refinishing	3	**CRT125** Refinishing II	3
CRT110 Collision Repair Shop Management	3	**CRT140** Estimation for Collision Repair	3
CRT115 Metal Working	3	**CRT150** Structural Analysis and Damage Repair	3
Semester Total	**16**	**Semester Total**	**16**
Milestones		**Milestones**	
Complete Math 075		Complete all Term 2 courses with a letter "C" grade or better	
Meet with Advisor		Complete ENG 098 if needed	
Accumulate 15 or more credits		Meet with Advisor	
Maintain a 2.0 GPA or higher		Accumulate 30 or more Credits	
Complete ENG 078 and/or ENG 098		Maintain a 2.0 GPA or higher	
Enroll in Term 2		Enroll in Tern 3 if needed	
Term 3/Fall Semester	**Credits**		
APPROVED ELECTIVE	3		
CRT295 CRT Capstone	1		
Semester Total	**4**		
Milestones			
Complete all Term 3 courses with a letter "C" grade or better			
Meet with Advisor			
Accumulate 36 credits to complete			
Maintain a 2.0 GPA or Higher			
Apply for graduation			
Graduate with a certificate			

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Appendix B: Program and Student Assessment of Learning

Summary

The Automotive Collision Repair Program utilizes various methods to assess student performance. These include but are not limited to quizzes, midterm and final exams, and varied Job Assessment Rubric forms. Sample rubric forms are included in this packet.

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Automotive Collision Repair Curriculum Profile 2015-2018

Program Goal:

The goal of this program is to educate students to become entry level Automotive Collision Repair technicians.

Automotive Collision Repair Technology

Certificate

The automotive collision repair technology certificate program is designed in conjunction with the automotive technology and the welding technology programs to produce a highly knowledgeable and skilled entry level collision repair technician. The program covers all aspects of auto body repairs, metalworking, plastic repairs, panel replacements, restoration, refinishing, custom refinishing, basic structural repairs, damage estimating, student portfolio design and collision repair shop management.

The program follows the Automotive Service Excellence (ASE) and the National Automotive Technician Education Foundation (NATEF) curriculum standards. Upon completion of this program a student will receive a certificate and may be eligible to take the Automotive Service Excellence (ASE) certification test.

Completion of this certificate can be applied toward the Associate of Applied Science Degree in Vocational/Technical Studies.

Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG095, MATH075 and READ095 that are outlined on page 77of the LCC 2012-2015 Catalog to meet all graduation requirements.

Certificate Requirements - 36 Credit Hours

Program Requirements		**(33 hours)**
AUTO100	Automotive Fundamentals	4
AUTO154	Steering and Suspension	4
CRT100	Introduction to Collision Repair	3
CRT105	Introduction to Refinishing	3
CRT110	Collision Repair Shop Management	3
CRT115	Metal Working	3
CRT120	Collision Repair II	3
CRT125	Refinishing II	3
CRT130	Auto Restoration and Customizing	3
CRT140	Estimation for Collision Repair	3
CRT295	CRT Capstone	1

Approved Electives		(3 hours)
AUTO104	Electrical and Electronic Systems I	5
CRT135	Introduction to Airbrushing	3
SMET105	Computer Use for Technology	3
WLED105	Introduction to Welding	3

AUTO100: Automotive Fundamentals (4 credits)
This course provides the foundation of automotive technology with basic engine theory and operation. Includes lubrication and cooling systems, standards for safety and shop operations, also covers tools and supplies used in the industry. Maintenance procedures and schedules are also covered along with diagnostic concepts. Use of information systems, both printed and computer based, is covered. Industry opportunities and trends are covered along with customer service and professionalism. Practical applications are covered.

Learning Objectives:

- Students will take and pass safety tests, students will learn and comprehend the colors pertaining to OSHA.
- Explain how to properly use equipment in the Automotive shop.
- Identify the different subsystems in the Automobile.
- Identify ASE (Automotive Service Excellence) tests needed to become certified in any of the 8 areas.
- Identify hand tools, and power tools used and how to properly use them.
- Describe how to properly fill out work orders and how to use the different types of diagnostic charts.
- Recognize electrical and electronic circuits in the Automobile
- Identify bolts, and know how to make and repair threads.
- Properly check fluids, know the importance of maintenance, and how to perform an oil change.

Learning Outcomes

- Students will take and pass all safety tests with 100%
- Students will know the components of subsystems of a vehicle
- Students will use hand tools and power tools properly
- A jumper wire will be made by the students, and will know how to use the jumper wire
- Students will be able to identify bolts and know how to make threads in metal for the bolts

AUTO104: Electrical and Electronic Systems I (5 credits)
This course covers basic automotive electricity, electronics fundamentals, theory and applications for automotive circuits. This course will also cover diagnosis and repair of electrical systems and schematic study. Battery, starting and charging systems are specifically studied in this course. Corequisite: AUTO100.

Learning Objectives:

- Will know how to compare voltage, current, and resistance. Will also know how to perform fundamental electrical tests.
- Visually inspect battery, perform basic battery test, safety practices of battery removal, installation, and proper procedure for jumping a battery.
- Describe the safety practices that should be followed when diagnosing, testing, and repairing a starter motor. Adjust a neutral safety switch.
- Inspect, diagnose, remove, and repair charging system components properly and safely.
- Properly inspect, diagnose, and repair ignition system components.

Learning Outcomes

- Students will know how to use a multimeter to perform basic electrical tests
- Will perform a battery inspection and procedures for battery replacement
- Will properly disassemble and reassemble a starter
- Will properly remove and replace an alternator
- Will know how to test electrical components

AUTO154: Steering and Suspension (4 credits)
This course will provide a foundation to the automotive chassis system, including the fundamentals of the chassis system. The course includes theory, inspecting and diagnosing practices with an emphasis on safety, along with the repair procedures and specific equipment operation. Alignment procedures will also be covered. Corequisite: AUTO100.

Learning Objectives:

- Identify the parts of a tire and wheel.
- Identify and describe the major parts of a suspension system.
- Diagnose problems relating to a suspension system.
- Compare the differences between a linkage steering and a rack and pinion steering system.
- Describe caster, camber, and toe adjustment.

Learning Outcomes

- Students will know how to properly mount and dismount tires
- Will know how to properly inspect and replace shocks and struts
- Will know how to properly inspect and replace suspension components
- Will know how to inspect and replace a rack and pinion steering
- Will know how to perform an alignment

CRT100: Introduction to Collision Repair (3 credits)
This is an introductory course covering the basics of Auto Body Repair including safety orientation, hand tools, power tools, equipment, basic metal straightening, and surface preparation.

Learning Objectives:

- Students will learn Body Shop safety
- Students will learn to repair dents properly using body fillers.
- Students will learn to properly use the tools of the trade.
- Students will learn about metal preparation.
- Students will learn how to properly straighten metal.
- Students will learn about proper sanding techniques.
- Students will learn about the different grits of sand papers, wet or dry, grinding discs, etc.
- Students will learn the basics of a collision, whether to determine if it's direct or indirect damage.

Course Learning Outcomes (Competencies)

- Students will learn to repair minor dents and to perform proper surface preparation

- Master proper usage of the tools of the trade, tool safety, body fillers and plastic repair.
- Understand the proper techniques of sanding and stripping techniques.

CRT105: Introduction to Refinishing (3 credits)
This course is an Introduction to Auto Refinishing. The course covers refinishing safety, refinishing equipment, refinishing products, proper use of equipment and refinishing techniques.

Learning Objectives:
- Students will demonstrate shop safety.
- Students must exhibit refinishing safety.
- Students will demonstrate proper use of refinishing equipment.
- Students will have the ability and skills of automotive refinishing.
- Students will touch on various use of refinishing products.

CRT110: Collision Repair Shop Management (3 credits)
This course will cover a shop layout, shop policies, shop maintenance, collision repair estimating, business cost and profits and customer service. Each student will design his or her own shop plans.

Learning Objectives:
- Students will learn Body Shop safety.
- Students will learn how to make a shop layout as if it was their own shop or business.
- Students will learn about costs and profits.
- Students will learn about labor times.
- Students will learn shop maintenance skills.
- Students will learn about profit management skills.
- Most importantly, students will learn about customer service.

Course Learning Outcomes (Competencies)
- Professionalism skills, management skills, advertising skills, actual collision shop observation, planning skills.

Course Learning Outcomes (Competencies)
- Students will learn Refinishing safety.
- Students will learn to use refinishing equipment.
- Students will learn refinishing techniques.
- Students will learn to use Refinishing products.

CRT115: Metal Working (3 credits)
This course will cover metal working in the collision repair field, metal types and various metal working techniques will be covered, practical hands-on applications.

Learning Objectives:
- Students will demonstrate shop safety.
- Students will have the ability to identify all types of metals.

- Students will demonstrate how to stretch metal, shrink metal and form metal.
- Students will have the knowledge of metal working tools and equipment.
- Students will become familiar with mig welding techniques.

Course Learning Outcomes (Competencies)

- Students will learn metal forming, shaping and bending, metal safety, metal tools and equipment safety, hands-on practical application.

CRT120: Collision Repair II (3 credits)
A continuation course to the Intro to Collision Repair, this course is an in-depth study of collision repair featuring body fillers, panel replacement, and non-structural repairs, plastic repairs. Practical hands on applications are included in this course.

Learning Objectives

- The student must demonstrate advanced auto body straightening techniques.
- Proper selection and use of auto body fillers must be demonstrated.
- Auto body replacement panel fitment techniques will be implemented.
- Industry standard Auto Body welding techniques must be performed.
- Proper use of advanced auto body tools must be demonstrated.
- Knowledge of ASE standards, industry standards are required.

Course Learning Outcomes (Competencies)

- Students will learn to use proper straightening techniques.
- Make proper panel replacements.
- Learn proper auto body basic welding techniques.
- Learn to use advanced auto body tools and equipment properly.
- Students will learn to weld safely.

CRT125: Refinishing II (3 credits)
This course is a full in-depth study of refinishing featuring pain preparation, block sanding, spray booth management, masking, paint mixing, color matching, color sanding, buffing and undercoating.

Learning Objectives

- Students must demonstrate proper block and color sanding techniques.
- Students must exhibit spray booth management skills.
- Pain mixing and color matching techniques must be demonstrated.
- Automotive pain surface preparation procedures must be properly executed.
- Professional final paint application techniques must be demonstrated.
- Proper paint buffing skills must be demonstrated.
- Paint product selection, handling and disposal will be done in accordance to local and national standards.

Course Learning Outcomes (Competencies)

Student _____ Date _____

Project Description: Repaint–complete unit or spot job

Time started _____ Date _____

Time completed _____ Date _____

Estimated time _____ Actual Time _____

	A 4	B 3	C 2	D 1	F 0	Grade points
Panel cleaning: selection of cleaners & techniques						
Masking						
Sanding: paper selection, handling						
Power sander handling techniques						
Feather-edging						
Primer-surface application						
Use of glazing putty						
Paint handling & selection						
Reducer handling & selection						
Spray gun handling techniques						
Cleaning paint equipment						
Masking removal, cleanup, and rub-out techniques						
Vehicle cleanup for delivery						
Time						
					Grade points average	

A = Excellent
B = Above Average
C = Average
D = Below Average
F = Fail

Comments:

_____

_____

_____

Instructor _____

Curriculum Based Assessment Rating Form

Automotive and Collision Repair, 2010

Student Name_____ Scale Y=Yes N=No

School Year_____ Do not rate any item

Semester Taken_____ Not Observed

Work Related Behavior	Midterm	Final
1. Complies with attendance	Y N	Y N
2. Practices punctuality	Y N	Y N
3. Interacts with Instructor	Y N	Y N
4. Cooperates as a team Member	Y N	Y N
5. Seeks assistance Appropriately	Y N	Y N
6. Works Unsupervised	Y N	Y N
7. Completes Tasks in Job sheets	Y N	Y N
8. Uses Good Judgement	Y N	Y N
9. Accepts constructive criticism	Y N	Y N
10. Displays Initiative	Y N	Y N
11. Displays Integrity	Y N	Y N
12. Displays Frustration	Y N	Y N
13. Good Manners and personal Habits	Y N	Y N
14. Wears appropriate attire	Y N	Y N
15. Safe use and proper care of Equip.	Y N	Y N
16. Other	Y N	Y N
17. Identifies hand tools	Y N	Y N
18. Identifies Power tools	Y N	Y N

Specific Skills Outcome	Midterm	Final
19. Uses measuring tools	Y N	Y N
20. Identifies fasteners/parts/panels	Y N	Y N
21. Reads, Interprets and applies parts in the Services or Tech. Manuals	Y N	Y N
22. Comprehends the use of computers for different applications	Y N	Y N
23. Demonstrates job seeking skills	Y N	Y N
24. Interprets environmental, safety and Health Hazards	Y N	Y N
25. Removes, replaces & adjusts bolt on parts panels	Y N	Y N
26. Performs Misc. repairs	Y N	Y N
27. Diagnose & repairs advanced electronics	Y N	Y N
28. Understands/follows oral directions	Y N	Y N
29. Communicates orally	Y N	Y N
30. Communicates in writing	Y N	Y N
31. Understands/follows written directions	Y N	Y N
32. Applies related terminology	Y N	Y N
33. Applies related measurement	Y N	Y N
34. Applies related match computation	Y N	Y N
35. Demonstrates problem solving	Y N	Y N
36. Demonstrates computer literacy	Y N	Y N
37. Shows interest in occupational area	Y N	Y N

Comments_____

_____

Student Signature_____ Date_____

Instructor Signature_____ Date_____

CURRICULUM-BASED VOCATIONAL ASSESSMENT (CBVA) RATING FORM

Name_____
#_____
Exceptionality_____
Home School_____
Shared-time School_____
ESE Dept. Chairperson_____

Scale
Y = Yes N = No
DO NOT RATE ANY ITEM NOT OBSERVED

School Year(s) _____ Grade(s)_____
Course Name:_____
_____
Course #:_____
Rater's Name_____
Rater's Signature_____

Scale
P = Proficient
M = Pro. w/modification
N = Not Proficient
DO NOT RATE ANY ITEM NOT OBSERVED

WORK RELATED BEHAVIORS: Dates:				
1. Complies with attendance	Y N	Y N	Y N	Y N
2. Practices punctuality	Y N	Y N	Y N	Y N
3. Interacts with teachers or supervisors	Y N	Y N	Y N	Y N
4. Cooperates as a team member	Y N	Y N	Y N	Y N
5. Seeks assistance appropriately	Y N	Y N	Y N	Y N
6. Works unsupervised	Y N	Y N	Y N	Y N
7. Completes task accurately & in timely manner	Y N	Y N	Y N	Y N
8. Uses good judgement	Y N	Y N	Y N	Y N
9. Accepts changes	Y N	Y N	Y N	Y N
10. Accepts constructive criticism	Y N	Y N	Y N	Y N
Displays:				
11. Initiative	Y N	Y N	Y N	Y N
12. Integrity	Y N	Y N	Y N	Y N
13. Frustration tolerance	Y N	Y N	Y N	Y N
14. Good manners and personal habits	Y N	Y N	Y N	Y N
15. Appearance required by situation	Y N	Y N	Y N	Y N
16. Safe use & proper care of materials/equipmnt	Y N	Y N	Y N	Y N
17. _____	Y N	Y N	Y N	Y N
18. _____	Y N	Y N	Y N	Y N
_____	Y N	Y N	Y N	Y N
_____	Y N	Y N	Y N	Y N

SPECIFIC SKILL OUTCOMES: Dates:				
31. Identifies hand tools	____	____	____	____
32. Identifies power tools	____	____	____	____
33. Uses measuring tools	____	____	____	____
34. Identifies fasteners/parts/panels	____	____	____	____
35. Reads, interprets & applies parts & service manuals	____	____	____	____
36. Demonstrates job seeking skills	____	____	____	____
37. Interprets environmental, safety & health hazards	____	____	____	____
38. Details shop and vehicle	____	____	____	____
39. Removes, replaces & adjusts bolt on parts & panels	____	____	____	____
40. Prepares vehicle for repair and/or refinishing	____	____	____	____
41. Performs miscellaneous repairs	____	____	____	____
42. Prepares and repairs metal panels	____	____	____	____
43. Prepares and repairs plastic/fiberglass and sheet molded compound (SMC)	____	____	____	____
44. Performs welding skills	____	____	____	____
45. Inspects, measures and repairs frame/unibody vehicles	____	____	____	____
46. Operates spray equipment and applies materials	____	____	____	____
47. Diagnoses and repairs advanced electronics	____	____	____	____
48. Diagnoses and repairs front and rear alignment	____	____	____	____
49. Uses computer and estimating skills	____	____	____	____

GENERALIZED SKILL OUTCOMES: Dates:				
21. Understands/follows oral directions	Y N	Y N	Y N	Y N
22. Communicates orally	Y N	Y N	Y N	Y N
23. Communicates in writing	Y N	Y N	Y N	Y N
24. Understands/follows written directions	Y N	Y N	Y N	Y N
25. Applies related terminology	Y N	Y N	Y N	Y N
26. Applies related measurement	Y N	Y N	Y N	Y N
27. Applies related math computation	Y N	Y N	Y N	Y N
28. Demonstrates problem solving	Y N	Y N	Y N	Y N
29. Demonstrates computer literacy	Y N	Y N	Y N	Y N
30. Shows interest in occupational area	Y N	Y N	Y N	Y N

MODIFICATIONS: List date, item #, and modification for each (M) rating.

DATE	ITEM #	MODIFICATION
____	____	_____
____	____	_____
____	____	_____
____	____	_____
____	____	_____
____	____	_____
____	____	_____
____	____	_____
____	____	_____

Use back of form to list additional modifications or make general comments.

Name _____ Year _____

Activities	Number of Jobs	Number of Hours on Job	Level of Achievement*	Comments
Door or Hood Repair				
Adjust Door				
Adjust Hood				
Adjust Door Glass				
Adjust Deck Lid or Gate				
Adjust Headlights				
General Fender Repair				
General Rep. Door or 1/4 Panel				
Replace Bumper				
Replace Grill				
Replace Hood				
Replace Fender				
Replace Windshield				
Replace Door				
Frame Analysis				
Estimating				
Soft Plastic Repair				
Replace Door Skin				
Pulling Equipment Usage				
Replace 1/4 Panel				
Structural Repair Unitized				
Production #1				
Production #2				
Water Leaks				
Stationary Glass				
SMC				

*Level Of Achievement: Excellent, Good, Fair, Poor

NOTE: If fair or poor, please comment on why.