



Technical Standards

TECHNICAL DRAFTING

Washburn Institute of Technology/Washburn Tech

The technical standards discussed in the following chart define performance expectations that must be met for advancement through and successful completion of the **Technical Drafting Program**. It is the policy of Washburn Tech to provide reasonable accommodations for those with disabilities, health impairments, and other disabling conditions. These standards can also be used to determine whether accommodations or modifications are necessary and have been established through consideration by faculty and consultation with the following sources: consultation with the advisory committee for the program, The Vocational Rehabilitation Act, The Americans with Disabilities Act, Dictionary of Occupational Titles, O*Net Online developed for the U.S. Department of Labor.

ABILITY	STANDARD	Some examples of necessary activities (not all inclusive)
Physical Demands / Motor Skills	<ul style="list-style-type: none"> • Candidate/Student must have the ability to perform physical activities that require use of arms and hands dexterity. This will include Finger Dexterity, Manual Dexterity, and Arm-Hand Steadiness. 	<ul style="list-style-type: none"> • Use computers and computer systems • Provide documentation, detailed instructions, drawings, or specifications to tell others about how devices, parts, equipment, or structures are to be fabricated, constructed, assembled, modified, maintained, or used.
Critical Thinking/Sensory/ Observation/ Reasoning Skills	<ul style="list-style-type: none"> • Candidate/Student must be able to use logic and reasoning to identify the alternative solutions, conclusions or approaches to problems. • Must be able to be attentive in the classroom, observe demonstrations and participate in lab classes. • Must be able to maintain focus while working on detailed projects. • Must have good visual perception • Must be able to diagnose and solve problems including obtaining, interpreting and documenting data. • Be able to identify complex problems and review related information to develop and evaluate options and implement solutions. 	<ul style="list-style-type: none"> • Demonstrate problem solving skills. • Understand written sentences and paragraphs in work related documents. • Determine causes of operating errors and deciding what to do about it. • Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. • Combine pieces of information to form general rules or conclusions and to apply general rules to specific problems to produce detail drawings that make sense.
Behavioral/ Social Skills and Professionalism	<ul style="list-style-type: none"> • Candidate/Student must have sufficient personal skills for successful interactions with customers, colleagues, supervisors, and from a variety of social, emotional, cultural, and 	<ul style="list-style-type: none"> • Have face-to-face discussions with individuals in work groups. Have good personal hygiene, professional conduct and appearance. • Be willing to work with others

	<p>intellectual backgrounds.</p> <ul style="list-style-type: none"> • Must possess the emotional well-being required for use of their intellectual abilities, the exercise of sound judgment, the prompt completion of all responsibilities in the classroom and for lab projects. • Must be able to adapt to ever-changing environments, display flexibility, and learn to function in the face of uncertainties and stresses which are inherent in the educational process, as well as when dealing with clients, colleagues, and industry situations. • Must have the ability to develop organizational skills necessary to meet deadlines and manage time. • Student will be expected to learn and apply workplace responsibilities. 	<p>building team skills.</p> <ul style="list-style-type: none"> • Demonstrate attributes of empathy, integrity, concern for others, interpersonal skills, interest and motivation. • Maintain client confidentiality. • Be an honest and ethical worker. Be pleasant with others and display a good-natured, cooperative attitude. • Be careful about detail and thoroughness in completing work tasks. • Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations.
Communication Skills	<ul style="list-style-type: none"> • Candidate/Student must be able to and understand information and ideas presented through spoken words and sentences • Must be sensitive to multicultural and multilingual needs • Must have the ability to listen and relay information to team members, customers, architects, etc. • The ability to communicate information and ideas in speaking so others will understand. • Must be able to communicate through writing, speaking, and verbally in the English Language 	<ul style="list-style-type: none"> • Write legibly, on a drawing dimensions and notes so that those ideas can be interpreted in only one way. • Read and comprehend chapters in text and manuals and answer questions on the topics at hand. • Possess English communication skills for necessary interaction with faculty, peers, customers, and others orally and in writing.
Working Conditions	<ul style="list-style-type: none"> • Candidate/Student will be working drafting tools and CAD (computer aided drafting). • Must have the ability to adapt to working in various environments. <p>NOTE: At time of employment may be expected to have a resume, a valid Driver's License or means of transportation, pass a drug test, pass a background check, and documentation to legally work in the United States.</p>	<ul style="list-style-type: none"> • Work with Engineers and Architects conveying sets of ideas to working drawings. • Develop constructive and cooperative working relationships with others • Acquire knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. <p>Note: Many companies have specific requirements that must be met before hiring or accepting candidate to be a part of an OJT experience.</p>



PLEASE COMPLETE THIS FORM AND RETURN IT TO THE INSTRUCTOR.
TECHNICAL STANDARDS FOR ENROLLMENT IN **TECHNICAL DRAFTING Program.**
Washburn Institute of Technology

CHECK ALL THAT APPLY.

- _____ I understand the expectations, as explained on the previous page, must be for advancement through and successful completion of the **Technical Drafting** program.
- _____ Upon admission to the program, I received a copy of the Technical Standards and they have been explained to me.
- _____ I would like to discuss the Standards checked below.
 - _____ A. Physical Demands / Motor Skills
 - _____ B. Critical Thinking /Sensory/Observation / Reasoning Skills
 - _____ C. Behavioral / Social Skills and Professionalism
 - _____ D. Communication Skills
 - _____ E. Working Conditions

QUESTIONS OR COMMENTS: (If additional information, attach another page.)

SIGNATURE _____ **DATE** _____

PLEASE PRINT NAME _____

Disability

The Campus Advocate is responsible for assisting in arranging accommodations and for identifying resources at Washburn Tech for persons with disabilities. Qualified students with disabilities **MUST** register and provide documentation with the office to be eligible for services. New requests for accommodations should be submitted two months or more prior to the date services should begin; however, contact the Campus Advocate as soon as a need may arise. Depending on the accommodation request, four to eight-week lead time may be needed for timely and effective provision of services. The Campus Advocate coordinates and assists in arranging services it deems appropriate for eligible students on a case-by-case basis.

If you are a student with a disability that may substantially limit your ability to participate in this class and believe you will need accommodations, it is your responsibility to contact:

The Campus Advocate

Location: Building A, room 117C
Phone: 785-670-3364
E-Mail: shelley.bearman@washburntech.edu

Non-Discrimination

Washburn University [prohibits discrimination](#) on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, veteran status, or marital or parental status. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Pamela Foster, Equal Opportunity Director/Title IX Coordinator, Washburn University, 1700 SW College Ave, Topeka, Kansas 66621, 785.670.1509, codirector@washburn.edu.