# Scope & Sequence

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| Course Name: Practicum in Printing and Imaging Technology**TSDS PEIMS Code:** 13009800 (First Time Taken) 13009810 (Second Time Taken) | **Course Credit:** 2.0**Course Requirements:** Recommended for Grades 10-12.**Prerequisites:** Printing and Imaging Technology ll and Printing and Imaging Technology ll Lab. |
| **Course Description:** In addition to developing advanced technical knowledge and skills needed for success in the Arts, Audio/Video Technology, and Communications Career Cluster, students will be expected to develop an advanced technical understanding of the printing industry with a focus on finishing and bindery operations and customer-based projects. Instruction may be delivered through lab-based classroom experiences or career preparation opportunities.Choose a building block. |
| **NOTE 1:** The practicum course is a paid or unpaid capstone experience for students participating in a coherent sequence of career and technical education courses in the Arts, Audio/Video Technology, and Communications Career Cluster. This is a suggested scope and sequence for the course content. This content will work with any textbook, instructional materials or practicum experience. If locally adapted, make sure all TEKS are covered.**NOTE 2:** Completion of skill sets may be demonstrated throughout the practicum. Therefore, content based on the TEKS does not have to be delivered sequentially. The major reason students take a practicum is to provide additional time on task for learning specialized skills. In most cases where the Extended Practicum is added to the Practicum, it is because the student is spending more than 15 hours per week at his/her training station (place of employment or internship). **NOTE 3:** The information in this scope and sequence document does not describe detailed activities, because the activities will vary from student to student and training station to training station. The intent is that students incorporate and use previously learned knowledge and skills related to the career cluster. |
| **Practicum Plan** | **TEKS Covered****130.166. (c) Knowledge and skills** |
| **Section 1: Pre-Practicum** Prior to beginning practicums, students will review and discuss professional standards and employers’ expectations, personal and workplace safety and emergency procedures, effective problem-solving strategies, positive interpersonal skills, the principles of group participation and teamwork, appropriate work habits, ethical conduct, and conflict-management skills. Students will also discuss the technical and academic skills required for the practicum, and put into place strategies for mastering any/all skills necessary to manage and perform work/practicum responsibilities.Also prior to beginning their practicum experiences, students will agree to adhere to policies and procedures, demonstrate positive work attitudes and behaviors, including punctuality, time management, initiative, and cooperation, accept constructive criticism, make ethical decisions, complete tasks with the highest standards, and to comply with all applicable rules, laws, and regulations in a consistent manner. Students will also review and discuss professional communications strategies and practices for effective working relationships, such as providing constructive praise and criticism, demonstrating sensitivity to and value for diversity, and managing stress and controlling emotions.Students, supervising instructors, and practicum experience supervisors will read and review locally created practicum checklist(s). Parent/guardians will also be provided with a copy. Checklist(s) will include all relevant TEKS along with rubrics for supervisor evaluations and student self-evaluations. Students will read, discuss, and demonstrate an understanding of the provided checklist and rubric criteria before beginning their practicum experiences | (1) The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:(A) identify and participate in training, education, or certification to prepare for employment; and(B) identify and demonstrate professional standards and personal qualities needed to be employable such as self-discipline, self-worth, positive attitude, integrity, and commitment.(2) The student applies academic knowledge and skills in printing and imaging projects. The student is expected to:(A) apply English language arts knowledge and skills in accordance with industry standards to a variety of written documents; and(B) apply mathematics knowledge and skills in accordance with industry standards to solve a problem.(4) The student implements advanced problem-solving methods. The student is expected to:(A) employ critical-thinking skills independently and in groups; and(B) employ interpersonal skills in groups to solve problems.(5) The student implements advanced technology applications. The student is expected to use personal information management, email, Internet, writing and publishing, presentation, and spreadsheet or database applications for printing and imaging projects.(6) The student applies safety regulations. The student is expected to:(A) implement personal and workplace safety rules and regulations; and(B) follow emergency procedures.(8) The student implements ethical decision making and complies with laws regarding use of technology in printing. The student is expected to:(A) demonstrate an understanding of ethical conduct related to interacting with others such as maintaining client confidentiality and privacy of sensitive content and providing proper credit for ideas;(B) apply copyright laws in relation to fair use and duplication of materials;(C) model respect for intellectual property;(D) demonstrate proper etiquette and knowledge of acceptable use policies; and(E) understand Creative Commons laws, including all licensing.(10) The student implements technical skills for efficiency. The student is expected to employ planning and time-management skills and tools to enhance results and complete work tasks. |
| **Section 2: TEKS Checklist Components: Practicum in Printing and Imaging Technology**Students, parents/guardians, and instructional/workplace supervisors will review, understand, and agree to a checklist of practicum objectives. Checklists may be locally adapted/modified, but all corresponding TEKS Checklist Components must be addressed. | (1) The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:(A) identify and participate in training, education, or certification to prepare for employment; and(B) identify and demonstrate professional standards and personal qualities needed to be employable such as self-discipline, self-worth, positive attitude, integrity, and commitment.(2) The student applies academic knowledge and skills in printing and imaging projects. The student is expected to:(A) apply English language arts knowledge and skills in accordance with industry standards to a variety of written documents; and(B) apply mathematics knowledge and skills in accordance with industry standards to solve a problem.(3) The student implements advanced communications strategies. The student is expected to:(A) adapt language such as structure and style for audience, purpose, situation, and intent;(B) organize oral and written information;(C) interpret and communicate information, data, and observations;(D) present information formally and informally;(E) apply active listening skills to obtain and clarify information;(F) listen to and speak with diverse individuals; and(G) exhibit public relations skills to increase internal and external customer/client satisfaction.(5) The student implements advanced technology applications. The student is expected to use personal information management, email, Internet, writing and publishing, presentation, and spreadsheet or database applications for printing and imaging projects.(6) The student applies safety regulations. The student is expected to:(A) implement personal and workplace safety rules and regulations; and(B) follow emergency procedures.(7) The student implements leadership characteristics in student leadership and professional development activities. The student is expected to:(B) employ teamwork and conflict-management skills to achieve collective goals;(C) establish and maintain effective working relationships by providing constructive praise and criticism, demonstrating sensitivity to and value for diversity, and managing stress and controlling emotions;(D) prepare for meetings by developing goals and objectives to achieve within a scheduled time and producing agendas;(E) conduct and participate in meetings to accomplish work tasks by achieving goals and objectives within a scheduled time; producing meeting minutes, including decisions and next steps; and using parliamentary procedures, as needed; and(F) employ mentoring skills to inspire and teach others.(8) The student implements ethical decision making and complies with laws regarding use of technology in printing. The student is expected to:(A) demonstrate an understanding of ethical conduct related to interacting with others such as maintaining client confidentiality and privacy of sensitive content and providing proper credit for ideas;(B) apply copyright laws in relation to fair use and duplication of materials;(C) model respect for intellectual property;(D) demonstrate proper etiquette and knowledge of acceptable use policies; and(E) understand Creative Commons laws, including all licensing.(10) The student implements technical skills for efficiency. The student is expected to employ planning and time-management skills and tools to enhance results and complete work tasks.(11) The student implements an advanced technical understanding of professional printing and imaging. The student is expected to:(A) understand printing systems and their uses;(B) manage the printing process;(C) prepare customer documents;(D) use appropriate printing processes;(E) use binding processes, including cutting, folding, and trimming;(F) calculate paper counts from a stock sheet;(G) demonstrate folding a variety of print pieces, adapting equipment as needed;(H) demonstrate saddle stitch, perfect bind, and flat stitching in various printed materials;(I) demonstrate padding press operations;(J) use appropriate embossing, foil stamping, die cutting, and laminating samples;(K) print appropriate paper labels, ink jet labels, and bulk forms;(L) demonstrate knowledge of postal regulations related to packages, contents, sizes, and destinations; and(M) meet customer needs with regard to labeling, packaging, and shipping according to regulatory standards. |
| **Section 3: Critical Thinking and Problem-Solving: Practicum: Check-In 1**Students will discuss and demonstrate critical-thinking and problem-solving skills as they participate in check-in(s) with supervisors throughout their practicum experiences. Students will analyze and evaluate their practicum experiences as they describe how they have applied critical-thinking and problem-solving skills as well as interpersonal skills in groups to solve problems they may have encountered or may still encounter. Students will also be encouraged to discuss and predict what other critical-thinking and problem-solving skills will be necessary for a successful practicum experience as well as a successful career in a printing and imaging-related field. Students will discuss and begin to demonstrate course required skills related to seeking, applying for, and obtaining a desired job, including identifying job opportunities, developing a resume and letter of application, completing a job application, and demonstrating effective interview skills. | (1) The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:(C) demonstrate skills related to seeking, applying for, and obtaining a desired job, including identifying job opportunities, developing a resume and letter of application, completing a job application, and demonstrating effective interview skills.(4) The student implements advanced problem-solving methods. The student is expected to:(A) employ critical-thinking skills independently and in groups; and(B) employ interpersonal skills in groups to solve problems.(5) The student implements advanced technology applications. The student is expected to use personal information management, email, Internet, writing and publishing, presentation, and spreadsheet or database applications for printing and imaging projects. |
| **Section 4: Check List Progress and Leadership Activities: Check-In 2**During this check-in, students will discuss and self-evaluate their practicum check list progress as well as any questions or problems they may have encountered. Students will describe how they have applied or will apply critical thinking and problem-solving skills as well as interpersonal skills in groups to solve problems they may have encountered or may still encounter. As culminating activities for the practicum, students will use appropriate technology to research and discuss leadership skills, roles of leaders within organizations, effective leadership styles, and the benefits of participating in civic and community leadership and teamwork opportunities to enhance skills. Students will research leadership opportunities and other benefits offered by CTSO and/or other extracurricular activities, and prepare and effectively present a brief oral and/or written report on a CTSO or other extracurricular organization they may be willing to join or are already participating in. | (4) The student implements advanced problem-solving methods. The student is expected to:(A) employ critical-thinking skills independently and in groups; and(B) employ interpersonal skills in groups to solve problems.(5) The student implements advanced technology applications. The student is expected to use personal information management, email, Internet, writing and publishing, presentation, and spreadsheet or database applications for printing and imaging projects.(7) The student implements leadership characteristics in student leadership and professional development activities. The student is expected to:(A) employ leadership skills to accomplish goals and objectives by analyzing the various roles of leaders within organizations, exhibiting problem-solving and management traits, describing effective leadership styles, and participating in civic and community leadership and teamwork opportunities to enhance skills. |