



## Technical Standards

### ELECTRICAL TECHNOLOGY

The technical standards discussed in the following chart define performance expectations that must be met for advancement through and successful completion of the **Electrical Technology 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.

**NOTE-** This program, on occasion, works at job sites off campus. Students will be required to provide transportation to the job site.

ABILITY	STANDARD	Some examples of necessary activities (not all inclusive)
<b>Physical Demands / Motor Skills</b>	Must have the ability to perform physical activities that require considerable use of your hands, arms and legs and moving your whole body. This will include Extent Flexibility, Finger Dexterity, Manual Dexterity, Arm-Hand Steadiness, Trunk Strength, and Control Precision.	<ul style="list-style-type: none"> <li>*Have the ability to bend, stretch, twist, or reach with your body, arms, and/or legs and doing such movements as climbing, lifting, balancing, walking, stooping, and handling of materials.</li> <li>*The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.</li> <li>*Have the ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions</li> <li>*Must have the ability to lift 50 lbs of weight. EX: lifting compressor, power equipment, various tools, and construction materials.</li> <li>*Be physically active for long periods without getting tired or out of breath.</li> </ul>
<b>Critical Thinking/ Sensory/ Observation/ Reasoning Skills</b>	Must be able to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.	<ul style="list-style-type: none"> <li>*Demonstrate problem solving skills.</li> <li>*Understanding written sentences and paragraphs in work related documents.</li> <li>*Determining causes of operating errors and deciding what to do about it.</li> <li>*These observations require the functional use of vision, hearing, and other sensory modalities.</li> <li>*Combine pieces of information to form general rules or conclusions and to apply general rules to specific problems to produce answers that make sense.</li> <li>*Recognize abnormal mechanical sounds.</li> <li>*Recognize unusual smells such as motors and transformers burning.</li> <li>*Seeing abnormal conditions occurring in</li> </ul>

		<p>machinery operation.</p> <p>*Square a building using Geometry.</p>
<p><b>Behavioral / Social Skills and Professionalism</b></p>	<p>Must have sufficient personal skills for successful interactions with customers, colleagues, supervisors, and from a variety of social, emotional, cultural, and intellectual backgrounds.</p>	<p>*Have face-to-face discussions with individuals in work areas. Have good personal hygiene, professional conduct, and appearance.</p> <p>*Be willing to work with others building team skills.</p> <p>*Demonstrate attributes of empathy, integrity, concern for others, interpersonal skills, interest, and motivation.</p> <p>*Maintain client confidentiality.</p> <p>*Be an honest and ethical worker. Be pleasant with others and display a good-natured, cooperative attitude.</p> <p>*Be careful about detail and thoroughness in completing work tasks.</p> <p>*Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations</p>
<p><b>Communication Skills</b></p>	<p>Must be able to communicate not only in speech but reading and writing in English.</p>	<p>*Write legibly, a thought on paper on how an operation of training equipment occurred.</p> <p>*Read and comprehend chapters in text and manuals and answer questions on the topics at hand.</p> <p>*Orally explain how you arrive at your completions on work stations.</p> <p>*English communication skills for necessary interaction with faculty, peers, customers, and others orally and in writing.</p>
<p><b>Working Conditions</b></p>	<p>Will be working with hazardous chemicals and high voltages.</p> <p><b>NOTE:</b> At time of employment may be expected to have a resume, a valid Driver's License, be EPA certified in refrigerant handling, pass a drug test, pass a background check, and documentation to legally work in the United States.</p>	<p>*Work with Refrigerants that will be disposed of through proper procedures and business agents. Work with Natural and Propane Gas in Heating equipment.</p> <p>*Work with Solvents, Oxy-Acetylene Torches as well as mineral and synthetic oils.</p> <p>* Measure and work with 120, 208, 240, 277 and 480 Volts.</p> <p>*Must be willing to wear hard hats, glasses, gloves, safety shoes.</p> <p>*Must be willing and able to work at ladder heights, in attics, basements, crawl spaces, outside in good and bad weather, etc.</p> <p><b>NOTE:</b> Many companies have specific requirements that must be met before hiring.</p>

**PLEASE COMPLETE THIS FORM AND RETURN IT TO THE INSTRUCTOR.**  
**TECHNICAL STANDARDS FOR ENROLLMENT IN Electrical Technology 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 **Electrical Technology 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 Assistant Director for Student Accommodations is responsible for assisting in arranging accommodations and identifying resources at Washburn Tech for individuals with disabilities. Qualified students with disabilities **MUST** register and provide medical documentation from a qualified licensed professional with the office to be eligible for services. New requests for accommodations should be submitted prior to the date services should begin ideally at the beginning of the semester; however, contact the Assistant Director for Student Accommodations as soon as a need may arise. The Assistant Director for Student Accommodations coordinates and assists in arranging services it deems appropriate for eligible students on a case-by-case basis related to accommodations within Washburn Tech.

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:

**Washburn Student Accessibility Services**

**MK Hunt, Assistant Director**

Location: Building A, Student Services North

Phone: 785-670-3364

E-Mail: [mk.hunt@washburn.edu](mailto:mk.hunt@washburn.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: Michelle Godinet, Equal Opportunity Director/Title IX Coordinator, Washburn University, 1700 SW College Ave, Topeka, Kansas 66621, 785.670.1509, [codirector@washburn.edu](mailto:codirector@washburn.edu).