

**Directions:**  
Evaluate the student by checking the appropriate number to indicate the degree of competency.

**Rating Scale (0-6):**  
**0 No Exposure** – no experience/knowledge in this area; program/course did not provide instruction in this area  
**1 Unsuccessful Attempt** – unable to meet knowledge or performance criteria and/or required significant assistance  
**2 Partially Demonstrated** – met some of the knowledge or performance criteria with or without minor assistance  
**3 Knowledge Demonstrated** – met knowledge criteria without assistance at least once  
**4 Performance Demonstrated** – met performance criteria without assistance at least once  
**5 Repetitively Demonstrated** – met performance and/or knowledge criteria without assistance on multiple occasions  
**6 Mastered** – successfully applied knowledge or skills in this area to solve related problems independently

0	1	2	3	4	5	6	<b>A. Appreciate and apply all personal and work place safety procedures</b>	<b>Notes:</b>
							1. Identify types, purposes, and the operation of fire extinguishers and suppression resources	
							2. Demonstrate appropriate work place safety practices (e.g., lockout/tagout, chemical, electrical, hand tools, power tools, PPE, ventilation, and environmental hazards)	
							3. Recognize when first aid is needed for occupational injuries and follow proper procedures	
							4. Apply Material Safety Data Sheet (MSDS) requirements	
							5. Apply local, state, and federal standards and effects on the printing industry (e.g., OSHA)	
							Other:	

0	1	2	3	4	5	6	<b>B. Plan and process job orders</b>	<b>Notes:</b>
							1. Check specifications and planning	
							2. Estimate job costs (e.g., labor and supplies)	
							3. Compute customer's cost ( e.g., planning and scheduling)	
							4. Compare estimates with actual production costs	
							Other:	

0	1	2	3	4	5	6	<b>C. Prepare customer layouts (conventional)</b>	<b>Notes:</b>
							1. Communicate (e.g., electronically or hard copy) printing requirements (e.g., photographs and headings) to layout person	
							2. Indicate enlargement or reduction percentages and resolution requirements on photos	
							3. Indicate typefaces and point sizes to be used	
							4. Make dummy layout of multi-page printed product for signature specifications	
							5. Produce a comprehensive layout	
							6. Create pdf files for remote proofing	
							7. Revise layouts to customer specifications	

								Other:	
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0	1	2	3	4	5	6	<b>D. Apply typography to printing</b>	Notes:
							1. Measure copy/text in points and picas using a line gauge	
							2. Identify x-height, base-line, ascenders, descenders, and their roles in measuring and designing with type	
							3. Identify caps, lowercase, uppercase, small caps, and ligatures	
							4. Identify dingbats, bullets, rules, and symbols and their uses in publications	
							5. Distinguish between display (headline) type and body (text) type by their point sizes and styles	
							6. Explain the basic type styles and their uses	
							7. Explain the “weight” and “posture” of type	
							8. Define fonts and families	
							9. Explain type character letterspacing and kerning	
							10. Explain word spacing and the relation of em and en in paragraph spacing	
							11. Define line spacing and explain the measurement principles for the leading text	
							12. Define type alignments (e.g., flush left, flush right, centered and justified)	
							Other:	

0	1	2	3	4	5	6	<b>E. Performing electronic imaging operations: Explain and demonstrate basic electronic imaging operations</b>	Notes:
							1. Apply production information on a job jacket/ticket	
							2. Demonstrate the basic principles of design (e.g., unity, contrast, page proportions, and balance) on a given project	
							3. Identify the four basic process colors and kinds of color printing	
							4. Identify basic desktop publishing equipment	
							5. Explain desktop publishing limitations and capabilities	
							6. Explain the difference in quality of imagesetter output and laser printer output	
							7. Distinguish between word processing, page layout and graphic software (e.g., Photoshop, Illustrator, Pagemaker, and Quark)	
							8. Demonstrate file management operations (e.g., opening, copying, saving, and deleting files)	
							9. Prepare layouts incorporating appropriate marks (e.g., gutters, register marks, and fold lines)	
							10. Prepare a dummy for a multipage signature	
							11. Prepare embedded fonts for printing applications	

								Other:	
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0	1	2	3	4	5	6	<b>F. Performing electronic imaging operations: Demonstrate scanning and graphics program procedures</b>	Notes:
							1. Operate scanner/program for line artwork	
							2. Operate scanner/program for continuous/halftone copy	
							3. Activate a graphics-generating program and demonstrate a functional knowledge of commands, codes, menus, or hand tools and procedures for their uses	
							4. Draw an appropriate design using a graphics program	
							5. Create a graphics program design using tints, fills and paint	
							6. Create a publication design using manipulated type (e.g., rotated, circled, and extended)	
							7. Trace a drawing or photograph using a graphics program	
							Other:	

0	1	2	3	4	5	6	<b>G. Performing electronic imaging operations: Layout a page consistent with industry standards</b>	Notes:
							1. Select page layout software for a given job	
							2. Activate a page layout program and demonstrate a functional knowledge of computer commands, codes, menus, or palette for the software in use	
							3. Demonstrate rules of page design for printed matter (e.g., text alignment, and element positioning)	
							4. Set up column grids for electronic page layout according to job specifications	
							5. Set up/select appropriate pagination for a given job	
							6. Set text (e.g., appropriate margins, formatting, gutters, leading, headings, and page cross overs)	
							7. Flow copy from word processing program to page layout program	
							8. Proofread, edit, and make corrections/adjustments to copy on screen	
							9. Download fonts	
							10. Place graphics/scanned images from an existing file into a publication	
							11. Crop graphics electronically	
							12. Create a two-sided, three-panel brochure using graphics and text for publication	
							13. Create a four-page newsletter using windows, blocks, text, graphics, frames, and headings	
							14. Create a two-page newsletter using kerned letters for paragraph openings, wraparounds (runarounds) and graphics	

								15. Create a printed piece using tints, reverses and manipulated type for effect	
								16. Produce a multicolor flyer using electronic spot color separations	
								17. Produce a trapped element indicating trap settings	
								Other:	

0	1	2	3	4	5	6	<b>H. Operate a process camera</b>	<b>Notes:</b>
							1. Clean and maintain camera and darkroom areas	
							2. Sort work to be photographed into line, halftone and color copy	
							3. Make exposure tests (line exposure)	
							4. Use camera filters if necessary for appropriate color copy	
							5. Expose line work with high-contrast film	
							6. Determine screen density range	
							7. Determine continuous tone copy density range with densitometer or gray scale	
							8. Determine exposures through use of halftone calculator or computer-integrated system	
							9. Expose photograph using high-contrast film and contact halftone screen	
							10. Use duplicating film	
							Other:	

0	1	2	3	4	5	6	<b>I. Process film consistent with industry and safety standards</b>	<b>Notes:</b>
							1. Mix processing chemicals	
							2. Develop film to proper density	
							3. Run and evaluate test strip from automatic film processor	
							4. Process negative using automatic film processor	
							5. Inspect negatives for density, quality, and size	
							Other:	

0	1	2	3	4	5	6	<b>J. Perform contact printing</b>	<b>Notes:</b>
							1. Make exposure tests on a contact frame with duplicating and contact film	
							2. Make a contact print or positive by the contact method	
							3. Expose for reverse choke and spreads by contact printing	
							4. Expose combination negatives with pin register by contact printing	
							5. Use daylight contacting and duplicating films	

								Other:	
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0	1	2	3	4	5	6	<b>K. Perform conventional image assembly operations</b>	Notes:
							1. Create multiple exposures incorporating the register punch system	
							2. Draw all reference and centering lines on the masking sheets	
							3. Tape negatives in position on flat (imposition) and label	
							4. Open all areas of material to be printed	
							5. Opaque imperfections on negative	
							6. Place and secure halftones and screen tints	
							7. Add registration marks and trim marks	
							8. Inspect finished flat for accuracy	
							9. Check flat against copy and dummy layout	
							Other:	

0	1	2	3	4	5	6	<b>L. Prepare, present, and analyze proofs</b>	Notes:
							1. Make a silverprint or blueline proof in a vacuum frame	
							2. Identify color proofing systems and their differences	
							3. Explain the importance of proofing	
							4. Show proofs to customers	
							5. Make changes and corrections to flat	
							6. Make revised proofs	
							7. Create a digital proof for pre-imaging inspection	
							Other:	

0	1	2	3	4	5	6	<b>M. Create plates consistent with industry and safety standards</b>	Notes:
							1. Check flat for imperfections, scratches, blocked images, and imposition	
							2. Position flat and expose plate using single or multiple burns	
							3. Test and maintain chemicals for proper development	
							4. Maintain plate processor	
							5. Delete images from plate	
							6. Inspect plate for accuracy and quality	
							7. Preserve plate for future use	

								Other:	
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0	1	2	3	4	5	6	N. Operate and maintain a press consistent with industry and safety standards	Notes:
							1. Describe an offset printing unit (e.g., major parts and systems)	
							2. Prepare dampening system	
							3. Measure and mix dampening fountain solution	
							4. Maintain fountain solution pH/conductivity	
							5. Set up feeder and delivery for different sheets and set guides	
							6. Air, jog, and condition paper	
							7. Load stock into press feeder	
							8. Mount plate on press	
							9. Adjust impression to caliper of paper	
							10. Inspect and pack blanket and plate cylinders	
							11. Put dampening fountain solution in press	
							12. Set dampening form rollers	
							13. Ink up press	
							14. Square image up on paper	
							15. Adjust ink fountain screws and maintain color	
							16. Register printing images to each other	
							17. Set ink form rollers and vibrator roller to appropriate pressure	
							18. Use reflection densitometer to measure ink density	
							19. Perforate and score on press	
							20. Run solid color	
							21. Run screens/halftones	
							22. Run multi-color work using PMS colors	
							23. Run process color job	
							24. Print single color job on carbonless paper	
							25. Set gauge for spray powder	
							26. Remove plate and gum, if necessary	
							27. Wash press and ink rollers	
							28. Remove, clean, and store dampening systems	

									29. Maintain press (e.g., preventative, lubrication, and minor mechanical malfunctions)	
									Other:	

0	1	2	3	4	5	6	<b>O. Perform screen printing consistent with industry and safety standards</b>	Notes:
							1. Distinguish between various types of frames and their benefits	
							2. Demonstrate the ability to correctly stretch and tension mesh on roller frame	
							3. Produce a multicolor textile design in tight register using electronic spot color separations	
							4. Demonstrate an understanding of mesh variables and their impact on mesh selection for different types of screen print jobs	
							5. Perform exposure tests on different stencil materials	
							6. Print a variety of one-color jobs on an assortment of substrates	
							7. Print on a dark substrate using a white under base	
							8. Sharpen a squeegee using a squeegee sharpener	
							9. Demonstrate an understanding of squeegee variables and their impact on squeegee selection for different types of screen print jobs	
							10. Clean all screen-printing tools thoroughly and properly	
							11. Demonstrate an understanding of stencil types and their appropriate application	
							12. Prepare a mesh for stencil application and removal (e.g., clean, degrease, and proper drying)	
							13. Demonstrate correct application techniques for different stencil materials	
							14. Demonstrate the correct technique for registering multiple colors on flat substrates	
							Other:	

0	1	2	3	4	5	6	<b>P. Perform vinyl applications consistent with industry and safety standards</b>	Notes:
							1. Trace a drawing or photograph using a graphics program	
							2. Apply transfers to substrates using a transfer machine	
							3. Properly clean and correctly load vinyl into a printer, plotter, or cutter device adjusting the pinch rollers accordingly	
							4. Prepare cutter/printer by adjusting cut depth, loading printer cartridges, and replacing blades as needed	
							5. Accurately cut and weed vinyl to eliminate waste	
							6. Troubleshoot cutting/weeding problems	
							7. Apply transfer tape and align vinyl onto a variety of substrates using masking tape	
							8. Apply vinyl to a variety of substrates with and without the use of tack reducing liquids to reduce bubbles and wrinkles	

								Other:	
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0	1	2	3	4	5	6	<b>Q. Perform finishing operations consistent with industry and safety standards</b>	Notes:
							1. Jog paper manually or by machine	
							2. Prepare cutting layout	
							3. Make cuts according to cutting sequence or other instructions given	
							4. Cut paper with single-knife hydraulic paper cutter	
							5. Set up and run folder	
							6. Perforate/score with wheel attached to delivery end of paper folder	
							7. Perform saddle- and side-wire binding (wire staples)	
							8. Identify different binding methods and their uses (e.g., perfect, thermal, and case binding)	
							9. Perform spiral wire or plastic cylinder binding	
							10. Perform padding	
							11. Pad carbonless stock	
							12. Trim job after binding	
							13. Drill stock	
							14. Gather and collate by hand and machine	
							15. Perforate/score using rotary perforating machine	
							16. Perform preventative maintenance on finishing equipment	
							Other:	

0	1	2	3	4	5	6	<b>R. Identify and handle papers consistent with industry standards</b>	Notes:
							1. Receive paper, check invoices, and check for damage in transit and store	
							2. Handle paper without damaging, spilling or shifting its load in stock	
							3. Identify paper weights, types, and grain	
							4. Complete a paper figuring diagram	
							Other:	

0	1	2	3	4	5	6	<b>S. Prepare and package printed products for mailing</b>	Notes:
							1. Prepare product for delivery (e.g., heat shrink wrapping, boxing, and banding addressing)	
							2. Weigh letters or packages on postal scale to determine mailing costs	



								3. Prepare mailings for postal delivery	
								Other:	

0	1	2	3	4	5	6	<b>T. Perform specialty operations</b>	<b>Notes:</b>
							1. Use numbering machine	
							2. Laminate materials	
							Other:	

0	1	2	3	4	5	6	<b>U. Demonstrate leadership skills in the classroom, industry, and society</b>	<b>Notes:</b>
							1. Demonstrate an understanding of SkillsUSA, its structure and activities	
							2. Demonstrate an understanding of one's personal values	
							3. Perform tasks related to effective personal management skills	
							4. Demonstrate interpersonal skills	
							5. Demonstrate etiquette and courtesy	
							6. Demonstrate effectiveness in oral and written communication	
							7. Develop and maintain a code of professional ethics	
							8. Maintain an appropriate professional appearance	
							9. Perform basic tasks related to securing and terminating employment	
							10. Perform basic parliamentary procedures in a group meeting	
							Other:	

0	1	2	3	4	5	6	<b>V. Explain and demonstrate skills in a specialization area identified by the instructor</b>	<b>Notes:</b>
							1.	
							2.	
							3.	
							Other:	