

COMPLETE AND SIGN THE FOLLOWING DOCUMENTS:

- Background Information
- Applicant Essay
- Parent Information Form
- Honor Statement
- Teacher/Counselor Recommendation Form
- High School transcripts (signature not required)

REFERENCES

Please select one teacher or counselor to complete the Teacher/Counselor Recommendation Form. *To be considered for participation, this completed recommendation must be included with your application.*

SELECTION

The selection process will be conducted by the MCC Career Academy Selection Committee. Selection and notification for the 2012-2013 academic year will occur in March 2012.

QUESTIONS

If you have questions about this program and/or application, please contact Pat Addison at 402-457-2612.

Return completed application packet to:

Secondary Partnerships Office
Metropolitan Community College
PO Box 3777, FOC Building 7
Omaha, NE 68103-0777

APPLICATION DEADLINE: March 1, 2012

BACKGROUND INFORMATION

Name: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Date of Birth: _____ S.S.#: _____ GPA _____
 E-mail Address: _____ Grade in Fall: _____
 High School: _____ Counselor Name: _____
 Transportation: Own _____ Parent(s) _____ None _____ Driver's License Yes _____ No _____

Please rank your top five programs for which you would like to be considered (1= first choice, 2, 3, 4, "5" last choice).

<u>Academy Program and Campus</u>	<u>Maximum Enrollment</u>
_____ Auto Collision Technology (ATC).....	10
_____ Automotive Technology (SOC)	16
<i>Driver's License Required</i>	
<i>Visit http://www.mccneb.edu/autt/aves.asp</i>	
<i>Juniors preferred-must be 17 years of age before June 1, 2013.</i>	
_____ Certified Nursing Assistant-CNA* (SOC)	12
<i>*Students must earn passing grades to remain in the academy.</i>	
_____ Criminal Justice (Sarpy Center).....	22
_____ Data Center (Fremont).....	16
_____ Diesel Technology (ATC).....	16
_____ Digital Cinema/Filmmaking (EVC)	12
_____ Early Childhood Education (Sarpy Center).....	20
_____ Electrical Technology (SOC).....	14
_____ Emergency Medical Technician-EMT* - Seniors Only (SOC).....	8
<i>*Students must earn passing grades to remain in the academy.</i>	
<i>Must be 18 years or older by May 2013 to take the National Registry Exam.</i>	
_____ Home Maintenance/Repair NEW! (SOC)	8
_____ Introduction to the Trades/Manufacturing/Internship (SOC).....	10
_____ Theatre Technology (OCP, FOC)	10
_____ Welding Technology (SOC)	10

Campus/Location

Applied Technology Center (ATC), 10407 State	Omaha Community Playhouse (OCP), 6915 Cass
Elkhorn Valley (EVC), 204 th & Dodge	Sarpy Center, 91 st & Giles
Fort Omaha (FOC), 30 th & Fort	South Omaha (SOC), 27 & Q
Fremont Center, 9 th & Broad St	

HIGH SCHOOL CONTACT Please write the name, phone number, and e-mail address of the school official who will serve as contact for issues such as grading and attendance.

Name of High School Official	Phone	E-mail
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APPLICANT ESSAY

On a separate sheet of paper, please answer the following four essay questions. Remember to use your best grammar and punctuation skills. Typed essays are preferred.

- 1) The MCC Career Academy requires basic skills in math, reading and comprehension. Describe how you have the skills required to participate in the Career Academy.

- 2) Briefly discuss any part-time jobs (paid or unpaid), volunteer service, and/or job shadow experience that you have participated in which relates to the Career Academy program you are applying. (For example: If you are applying for Horticulture, have you had any experience in this area?)

- 3) If you are accepted into the MCC Career Academy, attendance is **mandatory**. Any absences or tardies will be reported to your home school. If you have three (3) absences in a quarter, it could result in the instructor withdrawing you from the program. Describe your school attendance/tardiness for the last two (2) years. If you have had more than three (3) absences per semester, give a brief explanation of why those absences occurred. (Examples: illness, out-of-town, sports events, etc.)

- 4) Provide any additional information as to why you feel you should be invited to participate in the Career Academy program.

Please list your school activities, church/temple and community activities, honors received, offices held, and/or courses or training you have completed which will aid us in evaluating your qualifications for the Career Academy.

PARENT INFORMATION (to be completed by parent/guardian of applicant)

Parent(s) or guardian names with whom student resides: _____

Father's Name: _____ Daytime Phone: _____

Cell Phone: _____ E-mail: _____

Mother's Name: _____ Daytime Phone: _____

Cell Phone: _____ E-mail: _____

Guardian's Name: _____ Daytime Phone: _____

Cell Phone: _____ E-mail: _____

If parent(s) address is different than student address, please list the parent(s) address below:

Address: _____ City: _____ Zip: _____

Daytime Phone: _____ Work Phone: _____

Briefly explain why your child would be a good candidate for the MCC Career Academy:

STUDENT CERTIFICATION

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if selected for the MCC Career Academy, falsified statements may be grounds for removal.

I authorize investigation of all statements contained herein, the references listed in this application and all information concerning previous employers, and release all parties from liability for any damage that may result from furnishing the same to you.

I understand that as part of the work experience component of the MCC Career Academy, employers may require drug testing, insurance approval, and/or background checks.

I have read the attached information sheet and understand the high level of commitment that will be required on the part of both students and their parent(s)/guardian(s), if selected.

Student Signature

Date

Parent/Guardian Signature

Date

HONOR STATEMENT

Participation in the MCC Career Academy program requires a high level of commitment from the College, high school, students, and parents. This agreement acknowledges that students and their parents are entering into a relationship with the College built on honesty, ethical behavior, open communication and trust. A student is required to be at least 16 years of age to participate in an MCC Career Academy. All participants must adhere to the following list of guidelines:

- The student is required to attend all courses. Three absences per quarter will result in being dropped from the program.
- The student has access to an appeal process to review extenuating circumstances of absences and tardies at the college. During an appeal process, the student will continue to attend class.
- The student is expected to follow the high school class schedule as well as Career Academy's calendar. In addition, the student is expected to follow MCC's inclement weather policies.
- The student is required to arrive in the classroom on time. At the College, each program has its own standards which students are to follow. A tardy is defined as no more than ten (10) minutes late. Leaving early results in a tardy or an absence. If employed in an internship, arriving late on the job will be subject to the rules of the employer.
- The student is required to provide his/her own transportation to and from the College.
- Students and parents are expected to follow the tuition payment schedule as established by the College.
- If an internship is required, a student must prepare for and accept job interviews and employment as recommended by the program. Failure to do so results in full withdrawal from the program.
- If an internship is required, the student is expected to be employed in the internship a minimum of 10-20 hours per week.
- The student is to behave in an ethical and professional manner at all times in the College and represent his/her high school and College in a way that denotes dignity and respect.
- The student must politely accept feedback from instructors, vocational advisors, college administrators, and internship employers and treat each situation as a positive learning experience.
- The student is required to immediately notify instructors, Secondary Partnerships Office, and high school counselors of problems and concerns while attending the College and/or internship. An intern cannot change jobs or quit without permission/notification of the employer, parent and Career Academy.
- The student is required to be drug free while attending the College. Appropriate action will be taken in accordance with MCC policies and procedures if substance use/abuse is suspected. Internships sites may require a drug test.
- The student is required to follow the dress code of his/her specific program area including protective clothing if necessary. Furthermore, individual classes and/or business sites may have a dress code which the student is expected to adhere to.
- Equipment provided by the Academy must be treated with respect and returned to the College at the end of the year in good condition. Lost or damaged equipment will result in replacement fines to be paid by the student.

Student's Name – Print

School

Student's Name – Signature

Date

Parent/Guardian Signature

Date

I certify that I am a dependent student and give permission to Metropolitan Community College to communicate academic information (including, but not limited to attendance and academic progress) about the course(s) with my parent(s)/guardian(s) and high school officials.

TEACHER/COUNSELOR RECOMMENDATION FORM

Student Name: _____ **Grade:** _____

School: _____

The following checklist is provided for those who know the student well enough to give an accurate assessment of him/her.

No Basis for Judgment		Below Average	Average	Above Average	Excellent (Top 10%)
	Responsibility				
	Attitude				
	Effort				
	Interpersonal Skills				
	Personal Values and Ethics				
	High School Attendance				

If you wish to give reasons for any of your ratings, please do so here. Often, an explanation for the significance of ratings is helpful during the selection process.

Please feel free to make other comments that will indicate your estimation of this student's qualifications for this program:

Does this student need accommodations to be academically successful? ___Yes ___No

If yes, what accommodations? _____

This student is on track towards graduation from this high school and is academically qualified for the MCC Career Academy. ___ Yes ___ No

PLEASE CIRCLE ONE:

I DO / DO NOT recommend the above student be accepted into the MCC Career Academy.

Printed Name

Signature

Phone

Date