

## **CAREER ACADEMY**

### **INFORMATION GUIDE**

### **2012-2013**

#### **PURPOSE**

The Metropolitan Community College Career Academy is designed to provide high school juniors and seniors with opportunities to explore various career fields. Through the Career Academy, students will benefit in many ways:

- practical skills for the specific career area
- safety procedures
- job-seeking skills
- interpersonal skills for the workplace
- earn college credit while in high school
- receive a 50% discount in college tuition
- get a "head start" on a college degree
- gain exposure to the college environment

#### **RATIONALE**

A new way of exposing students to various career areas of education is needed due to limited human, financial and physical resources in secondary education as well as an increased demand in workforce opportunities.

To meet this challenge, Metropolitan Community College (MCC) has developed the Career Academy, which combines the best of all existing systems to meet the needs of students and secondary education institutions, while assisting businesses. The MCC Career Academy increases student awareness and provides opportunities to explore career fields prior to high school graduation so more informed career choices can be made.

**CAREER ACADEMY**  
**AVAILABLE PROGRAMS AND DESCRIPTIONS**  
**2012-2013**

**Auto Collision Technology – Applied Technology Center, 10407 State**

Do you enjoy watching TV programs about repairing and restoring automobiles? Through this program you will receive hands-on experience in a very popular and lucrative industry.

**Automotive Technology – South Omaha Campus, 27<sup>th</sup> & Q, Mahoney Building**

Are you currently working on your car or want more experience in automotive repair? You will learn about electrical, brake and suspension systems while earning a Specialist Diploma in this two-year program.

***Drivers License Required - Juniors Preferred***

***Must be 17 years of age before June 1, 2013***

Visit <http://www.mccneb.edu/autt/aves.asp> for more information.

**Certified Nursing Assistant (CNA) – South Omaha Campus, 27<sup>th</sup> & Q, Mahoney Building**

Do you like helping people when they are sick or in need? You will earn a state recognized certification to work in the health field. A criminal background check will be conducted if you are accepted in this program.

***Students must earn passing grades each quarter to remain in the program throughout the school year.***

**Criminal Justice – Sarpy Center, 91<sup>st</sup> & Giles**

Do you love watching crime television shows? Do you want to learn more about the corrections and legal system? In this program, you'll learn more about both.

**Data Center – Fremont Center, 9<sup>th</sup> & Broad Streets**

This program provides the student with the knowledge necessary to succeed in the rapidly growing field of data center management.

**Diesel Technology – Applied Technology Center, 10407 State**

Working on an actual truck, you will learn the components of the diesel engine, the fundamentals of transmissions and torque converters along with an overview of diesel engines.

**Digital Cinema/Filmmaking – Elkhorn Valley Campus, 204<sup>th</sup> & Dodge**

Do you want to become the next great director or producer? Get your start by learning audio, video and scriptwriting to create documentaries and a variety of moving productions.

**Early Childhood Education – Sarpy Center, 91<sup>st</sup> & Giles**

Do you love working with little children? Do you want to make a career out of it? This program will introduce you to cognitive development, care, and nutrition of preschool children.

**Electrical Technology – South Omaha Campus, 27<sup>th</sup> & Q, Industrial Training Center Building**

If the dangers and benefits of electricity fascinate you - this program's for you! You'll be introduced to electrical theory as well as hands-on experience in installation and circuitry standards including home wiring and safety.

**Emergency Management Technician (EMT) Seniors Only – South Omaha Campus, 27<sup>th</sup> & Q, Mahoney Building**

Want to be the first on the scene? Do you thrive in a high stress environment and want to help people? The EMT program may be for you.

*You must be 18 years of age or older at the time of the test, administered May 2013.*

*Students must earn passing grades each quarter to remain in the program throughout the school year.*

**Home Maintenance/Repair NEW! – South Omaha Campus, 27<sup>th</sup> & Q, Industrial Training Center Building**

If you love to fix problems in your house then these classes are for you. These classes will give students the knowledge to troubleshoot and fix the common electrical, plumbing and carpentry problems that all homes have at some time. This is a career that everyone will benefit.

**Introduction to the Trades/Manufacturing/Internship – South Omaha Campus, 27<sup>th</sup> & Q, Industrial Training Center Building**

The best way to introduce students to the Manufacturing Trades is to let them experience it. We offer an Internship to the Manufacturing Trades and classes to prepare them to enter at the basic level. This includes classes on Safety, Hand and Power Tools, Measurement, and obtaining familiarity with Industrial Equipment.

**Theatre Technology – The Omaha Community Playhouse, 6915 Cass**

Do you love the behind-the-scenes action of the theatre? Learn about the art of technical theatre in this two year program.

**Welding Technology – South Omaha Campus, 27<sup>th</sup> & Q, Industrial Training Center Building**

Mom told you not to play with fire, but if you like to use it to weld things together, this two year program may be for you. You'll focus on welding techniques, including gas metal arc welding and cutting, while earning a Specialist Diploma.

## GENERAL INFORMATION

### ELIGIBILITY REQUIREMENTS:

- Must be a high school junior or senior
- Must be 16 years old and meet any exceptions listed in program description
- Must have transportation to and from classes and internship/apprenticeship site
- Must complete an application and be selected to participate

### LENGTH OF PROGRAM:

Students begin the program in their junior or senior year, starting in the fall. Most Career Academy programs are one year in length and provide students with a solid foundation in each area of interest.

Students may wish to take additional MCC courses (CollegeNOW!) which apply towards a certificate or an Associate's degree. Visit our website [www.mccneb.edu/secondary](http://www.mccneb.edu/secondary) for more information about our CollegeNOW! Program.

### TIME OF DAY:

Students are expected to commit one-half of each school day to the Career Academy, from approximately 1:00 p.m. to 4:00 p.m. Specific program class times are listed on the Career Academy Programs document.

### CALENDAR:

**Students are expected to abide by the MCC calendar.** (If class is not in session at the high school, students are still expected to attend MCC classes.)

<b>Fall Quarter</b>	Labor Day Recess/College closed	Sept. 01 - 03	SA - M
2012	Classes begin	Sept. 04	T
12/FA	Classes end	Nov. 19	M
<b>Winter Quarter</b>			
2012 - 2013	Thanksgiving Day Recess/College closed	Nov. 22 - 25	TH - SU
12/WI	Classes begin	Nov. 28	W
	Last class day before Holiday Recess	Dec. 23	SU
	Holiday Recess/College closed	Dec. 24 - Jan. 1	
	Classes resume	Jan. 05	SA
	Martin Luther King Recess/College closed	Jan. 21	M
	Classes end	Feb. 26	TU
<b>Spring Quarter</b>			
2013	Classes begin	Mar. 08	F
12/SP	Spring Recess/College closed	Mar. 30 - 31	SA - SU
	Classes resume	Apr. 01	M
	Classes end	May 23	TH

### COLLEGE AND HIGH SCHOOL CREDIT:

MCC credit is granted for the courses students take in the MCC Career Academy. Each high school/district determines whether or not high school credit is also awarded for the Career Academy course work. For information about transferring course credit to other higher education institutions, it is best to contact the institution that will receive the credit. Visit MCC's webpage, [www.mccneb.edu/articulation](http://www.mccneb.edu/articulation) for additional information.

**COMMUNICATION:**

Periodic letter correspondence will be mailed to each individual student.

**COURSE CAPACITY:**

Course capacities range from 9 to 22 students per program. Space is limited due to the number of workstations, room size, and equipment.

**CURRICULUM:**

Specific entry-level courses are determined by MCC faculty, secondary school officials, and business partners. Based on classes taken, students complete between 10 - 36 credit hours of college-level coursework per year. Specific courses are listed on the individual attachments following this document.

**GRADES:**

Grades for each college course are derived using the criteria identified in the course syllabus developed by the faculty. Students receive a course syllabus at the beginning of each class.

The MCC academic calendar is quarter based, and the high schools are semester based. Since MCC quarters start and end dates do not coincide with the high school semester start and end dates, for a short period of time your student's MCC grade on his/her high school report card may reflect NG (no grade). MCC grades are assigned when the quarter ends and are reported to the high schools at that time. The high school will report the MCC grade when available.

***NOTE: CNA and EMT students must earn passing grades each quarter to remain in the program throughout the school year.***

**INSTRUCTOR ABSENCES:**

In the event of an instructor's absence, MCC will attempt to hire a substitute instructor. If a substitute instructor is unable to fill-in, then class will be cancelled. An attempt will be made to notify each individual student, either through the school or home, advising of the class cancellation.

**REGISTRATION:**

In the spring, students selected for the Career Academy will receive an acceptance letter with information about registration and payment procedures.

**FERPA:**

Signatures of both the Student and the Parent are required on the Registration Form (completed at time of acceptance) if the student is under 18 years of age. The "STATEMENT OF DEPENDENCE," on the front page of the registration form states student information, such as academic progress and attendance, may be released to the student's parent(s)/guardian(s) and to the high school (Family Educational Rights and Privacy Act or FERPA).

**NOTE: Students under the age of 18 who submit a form without parent/guardian signature will NOT be registered.**

**SUMMER EMPLOYMENT:**

This is an option made available to students in specific programs with instructor supervision. The hours and conditions of the summer employment are strictly an agreement between the employer and the student.

### **WORK BASED LEARNING COMPONENT\*:**

The work-based learning element of the MCC Career Academy consists of a paid internship/apprenticeship **only in designated** career fields. In the internship/apprenticeship, students work for an employer for a predetermined period of time to learn about a particular industry or occupation. The specific period of time in this program corresponds to the student's continued high school attendance, enrollment in the program, and good standing with the employer.

Students apply for internships/apprenticeships as they would for any entry-level position. This includes completing an application and/or résumé, interviewing, and in some cases, drug-testing. Work experience will begin when the student and instructor agree the student is ready. Students work during the afternoons when class is not in session and at other times that are mutually agreed upon. Employers may require students to work until the close of the business day.

MCC partners with the U.S. Department of Labor Bureau of Apprenticeship and Training to offer apprenticeships/internships within approved career areas. Students who complete an apprenticeship receive a state certificate, which indicates to employers that students have completed a state-certified training program.

\* Internship placement is based on individual programs, availability of jobs, the state of the economy and student proficiency.

### **COSTS**

#### **TUITION PAYMENT:**

Students are responsible for payment of all tuition and fees unless other arrangements are made by the school district or an outside agency. Tuition for the 2012 - 2013 academic year is \$29.00 per credit hour (cost is ½ of the standard MCC tuition rate of \$48.00\* per credit hour = \$24.00, plus \$5.00 facility fee). Information about registration and payment procedures are included with the acceptance letter. Tuition is due prior to the start of each MCC quarter. (12/FA = Fall, 12/W I = Winter, 12/SP = Spring)

\* **Please note** - Tuition is based on the rate for the 2011 – 2012 academic year for Nebraska residents. MCC's tuition and fees schedule is subject to change without prior notice and at the discretion of the MCC Board of Governors.

#### **TOOLS & EQUIPMENT:**

MCC provides, on loan, most of the appropriate equipment and tools. Instructors will inform students during the first day of class. **Students are financially responsible for lost or broken tools, and equipment.**

#### **BOOKS:**

Students will purchase their textbooks. Bookstores are located at MCC's Elkhorn, Fort, Sarpy and South campuses.

### **STUDENT RESPONSIBILITIES**

#### **ATTENDANCE:**

Class attendance is taken. All absences or tardies are reported to the student's high school. Three (3) absences by a student in a term may result in the instructor withdrawing the student from the course. Any missed classroom activities remain the responsibility of the student. **Class attendance is mandatory. An appeal process is required for each missed class.**

**CONFIDENTIALITY:**

A level of privacy exists in each career field. What students see in customers homes/automobiles/documents should remain confidential. A student who observes something questionable in class or at the worksite should discuss the matter with the internship supervisor immediately.

**DRESS CODE:**

Each Career Academy program has an established dress code. Students must follow the code as stated by the instructor, as well as by what is dictated by professional safety standards. In some programs, specific protective gear may be required. Individual classes and/or business sites may have dress codes by which students must abide.

**INCLEMENT WEATHER:**

On days when the weather is questionable, students should call the MCC Weather Hotline at 457-2499 to see if Career Academy classes have been cancelled. If MCC is closed, the Career Academy classes will be cancelled.

**TRANSPORTATION:**

Students must provide their own transportation to the appropriate MCC campus/center and/or internship/apprenticeship site.

### **DISABILITY SUPPORT SERVICES**

MCC values the differences and commonalities of its members. Through its day to day operations and interactions, MCC demonstrates an appreciation for differences while striving to maintain the common focus of delivering a quality education for all students. MCC embraces its responsibility to promote, encourage, and foster diversity.

**DELIVERY OF SERVICES****DISCLOSURE / ELIGIBILITY:**

Students who request services or accommodations must disclose the nature of their disabling condition and provide documentation of disability to the campus Disability Support Services (DSS) counselor\*. This disclosure is considered confidential, and is released to other MCC employees with the consent of the student on a "need to know" basis. There are limits to the confidentiality of student records as outlined in the College's "Student Rights (Buckley/FERPA Amendment)" document.

**REQUEST FOR ACCOMMODATIONS/ADEQUATE NOTICE:**

Since some accommodations require more time to coordinate, students are asked to request services as soon as they register for classes and to register as early as possible. Delivery timelines for specific accommodations are available. Every effort is made to provide services, no matter when requested. Students should note that without sufficient written notice of request, timely provision of services may be delayed or denied.

At the time of request, the student and DSS Counselor will discuss the disability and services requested. Documentation will be requested and evaluated to ensure the appropriateness of the accommodations.

**DOCUMENTATION OF DISABILITY:**

Documentation may be hand delivered to the DSS Counselor by the student or requested via a consent form by the DSS Counselor. Current (within the past 3 years) documentation is preferred, and may be required by, the DSS Counselor.

Documentation should describe the disability, how it may impact the student's academic performance, and suggest appropriate educational accommodations. The diagnostician must be a qualified professional with credentials that qualify her/him to diagnose the disability and suggest appropriate accommodations.

**TEMPORARY ACCOMMODATIONS:**

Temporary accommodations may be provided during the time it takes to acquire appropriate documentation of disability. These temporary accommodations may be discontinued if supporting documentation is not received within 90 days.

**\*If you need accommodations while attending MCC, you must contact a DSS Counselor. DSS counselors are available at four of MCC’s campuses. (offices located in Student Services area).**

**Stephanie Albers**

Disability Support Services  
Counselor  
Fort Omaha Campus  
Building 10  
Office: 402-457-2766  
[smalbers@mccneb.edu](mailto:smalbers@mccneb.edu)

**Deb Eppenbaugh**

Academic Counselor/Disability  
Support Services Counselor  
Sarpy County Center  
Office: 402-537-3841  
[deppenbaugh@mccneb.edu](mailto:deppenbaugh@mccneb.edu)

**Chris Holst**

Disability Support Services  
Counselor  
South Omaha Campus  
Connector Building  
Office: 402-738-4757  
[dcholst@mccneb.edu](mailto:dcholst@mccneb.edu)

**Brandy Lintz**

Disability Support Services  
Counselor/Part-time  
South Omaha Campus  
Connector Building  
Office: 402-738-4099  
[bjlintz@mccneb.edu](mailto:bjlintz@mccneb.edu)

**Chris Tarr**

Disability Support Services Counselor  
Elkhorn Valley Campus  
Office: 402-289-1315  
[ctarr@mccneb.edu](mailto:ctarr@mccneb.edu)

**LINKS TO MORE INFORMATION ON DISABILITY SUPPORT SERVICES:**

**STUDENT HANDBOOK:**

[http://www.mccneb.edu/dss/documents/Student\\_Handbook\\_DSS\\_2011.pdf](http://www.mccneb.edu/dss/documents/Student_Handbook_DSS_2011.pdf)

**Home Page:**

<http://www.mccneb.edu/dss>

***TO APPLY:***

*Applications are available from your high school guidance counselor, or you may call the MCC Secondary Partnerships Office at 457-2213 to have a copy mailed to your home.*

*Please submit the application to the address listed on the application.*

***Application Deadline: March 1, 2012.***

***QUESTIONS:***

*If you have questions about the MCC Career Academy, please contact:*

- *Secondary Partnerships Office  
Pat Addison, 402-457-2612, email, [paddison@mccneb.edu](mailto:paddison@mccneb.edu)*
- *Your high school guidance counselor*