



CAREER ACADEMY

SECOND YEAR STUDENT APPLICATION

2019-2020

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Date of Birth: _____ MCC ID _____

High School Name: _____ Counselor Name: _____

- Applying for: (please check) Auto Collision Technology Year 2 Automotive Technology Year 2
- Construction Technology Year 2 Diesel Technology Year 2 Electrical Technology Year 2
- Fire Science Technology Year 2 Theatre Technology Year 2 Welding Technology Year 2

TO BE COMPLETED BY THE HIGH SCHOOL CONTACT/COUNSELOR: Provide name, phone number, and e-mail address of the school official who will serve as contact for issues, such as grading and attendance.

Signature of High School Official	Print Name of Official	Phone	E-mail
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PARENT INFORMATION (to be completed by parent/guardian of applicant) Parent(s) or guardian names with whom student resides:

Name: _____ Daytime Phone: _____

Cell Phone: _____ E-mail: _____

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: _____

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:

Initial each item.

- The student is required to attend all classes. 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 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. Internship 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 follow.
- 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