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METROPOLITAN
Community College

CAREER ACADEMY APPLICATION 2019-2020 FREMONT

COMPLETE AND SIGN THE FOLLOWING DOCUMENTS:

- | | |
|---|--|
| <input type="checkbox"/> Background Information and Applicant Questions | <input type="checkbox"/> Counselor Form |
| <input type="checkbox"/> Honor Statement | <input type="checkbox"/> Parent Information Form |
| <input type="checkbox"/> Personal Recommendation Form | <input type="checkbox"/> High School transcript |

Please only return pages 3 - 8 and transcript.

REFERENCES

Please select a teacher or other adult to complete the Personal Recommendation Form.
Your high school counselor must complete the Counselor form.

To be considered for participation, these completed recommendations must be included with your application.

SELECTION

The selection process will be conducted by the MCC Career Academy Selection Committee. Selection will occur in March, and notification will be sent in April.

QUESTIONS

If you have questions about this program or application, please contact us at 531-622-2213.

Return completed application packet to:

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

APPLICATION DEADLINE: March 7, 2019

**Students must abide by the MCC Calendar: Whether or not the high school is out for that day.
Note to Seniors: The Career Academy schedule may require attending classes beyond the high school graduation date and/or beyond the last day of high school.**

Nondiscrimination & Equal Opportunity Statement

Metropolitan Community College does not discriminate on the basis of race, color, national origin, religion, sex, marital status, age, disability or sexual orientation in admission or access to its programs and activities or in its treatment or hiring of employees. The College complies with Title VI of the Civil Rights Act of 1964, the Civil Rights Act of 1990, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, as amended, the Age Discrimination Act of 1975, related Executive Orders 11246 and 11375 and all civil rights laws of the State of Nebraska and the City of Omaha. Contacts: Concerning Title VI (race), Title IX (gender equity), Section 504 (disability) and Americans with Disabilities Act/Program and Services Accessibility, and Age, contact: Vice President for Campuses and Student Affairs: 531-622-2681 (students) Associate Vice President of Human Resources: 531-622-2236 (employees) Director of Facilities: 531-622-2529 (accessibility) Concerning hiring and employment-related complaints of discrimination or harassment based on race, color, national origin, religion, sex, marital status, age, disability, sexual orientation, retaliation or for affirmative action and diversity issues, contact: Associate Vice President for Equity and Diversity: 531-622-2649. The address for all of the above individuals is as follows: Metropolitan Community College, 30th and Fort Streets, PO Box 3777, Omaha, NE, 68103-0777.

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CAREER ACADEMY STUDENT APPLICANT BACKGROUND INFORMATION

Name: _____

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

Phone: _____ Date of Birth: _____ S.S. _____

Grade in fall: _____ High School Name _____

Counselor Name: _____ Phone _____

Transportation: Own _____ Parent(s) _____ None _____ Driver's License Yes _____ No _____

Please rank the top three programs for which you would like to be considered (1=first choice, 2, 3, last choice)

Descriptions for Career Academy Available Programs 2019-2020 are at the end of this packet. Tuition was \$37 per credit hour for 2018 and is subject to change.

Butler AG

2831 N County Rd 20th Ave, Fremont, NE

Diesel Technology *Maximum 10 students*

Fremont Center (FRC), 9th & Broad St

Criminal Justice *Maximum 19 students*

Information Technology (IT) *Maximum 16 students*

Introduction to Health Care - *Maximum 18 students*

Introduction to the Trades/Manufacturing/Internship - *Maximum 15 students*

The Welding Technology Academy at Fremont High School is only open to Fremont High students.

Welding Technology - *Fremont High School Students only.*



APPLICANT QUESTIONS

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

- 1) Are you on track to graduate with your class? **Yes No**. If no, why not.
- 2) 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. _____

 - a) What English class are you currently in and what is your grade? _____
 - b) What is the most recent math class you have taken and grade? _____
- 3) What helps you to be successful in high school? _____
- 4) 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 choose. (For example: If you are applying for Fire Science, have you had any experience in this area?) What skills are you using in this job?

- 5) 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 failing you.
 - a. 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.)

 - b. If necessary, what changes are you ready to make?

- 6) 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: _____

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

Address: _____ City _____ ZIP _____

Mother's Name: _____ Daytime Phone: _____

Cell Phone: _____

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

Address: _____ City _____ ZIP _____

Guardian's Name: _____ Daytime Phone: _____

Cell Phone: _____

If Guardian'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



READ and INITIAL!!

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

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COUNSELOR FORM

Student Name: _____

School: _____ Grade: _____

TO BE COMPLETED BY THE HIGH SCHOOL 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 Counselor Print Name of Counselor Phone E-mail

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

High School Attendance	
# of classes completed out of # taken	
GPA	

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

Have there been any school interventions to help the student be successful?

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

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PERSONAL RECOMMENDATION FORM

Student Name: _____

Provide name, phone number, and e-mail address

Signature

Print Name

Phone

E-mail

How do you know the student? _____

The following checklist is provided for those who know the student well enough to give an accurate assessment of him/her. These attributes are very important to success at MCC.

	Below Average	Average	Above Average	Excellent (Top 10%)
Responsibility				
Attitude				
Effort				
Interpersonal Skills				
Personal Values and Ethics				

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.

What would help this student be successful?

Please make other comments that will indicate your estimation of this student's qualifications for this program.

