



CAREER ACADEMY

INFORMATION GUIDE

2018-2019

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.



GENERAL INFORMATION

ELIGIBILITY REQUIREMENTS:

- Must be a high school junior or senior
- Must be 16 years old and meet any criteria 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/secondarypartnerships for more information about our CollegeNOW! Program and/or MCC Career Academies.

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.)

Fall Quarter 2018 18/FA	Labor Day Recess/College closed Classes begin Classes end	September 3 Sept. 4 Nov. 19	Monday Tuesday Monday
Winter Quarter 2018 - 2019 18/WI	Thanksgiving Day Recess/College closed Classes begin Last class day before Holiday Recess Holiday Recess/College closed Classes resume Martin Luther King Recess/College closed Classes end	Nov. 22 – 23 Dec. 3 Dec. 21 Dec. 25 - Jan. 1 Jan. 5 Jan. 21 Feb. 25	Monday Friday Saturday Monday Monday
Spring Quarter 2019 18/SP	Classes begin Spring Recess/College closed Classes resume Classes end	Mar. 7 April 20-21 April 22 May 22	Thursday Saturday-Sunday Monday Wednesday



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 for additional information.

COURSE CAPACITY:

Course capacities range from 10 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. Refer to the Program section to view courses for individual academy.

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: ALL STUDENTS IN ALL ACADEMIES MUST MAINTAIN A 2.0 GPA (C or better) TO CONTINUE IN THE ACADEMY QUARTER TO QUARTER.

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 April, students selected for the Career Academy will receive an acceptance letter. A second letter will be mailed containing the registration form and Career Academy orientation information.

FERPA:

Signatures of both the Student and the Parent are required on the Registration Form. Parent signature is required when 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.**

INTERNSHIP:

Internship is made available to students in specific programs. The hours and conditions of the internship are strictly an agreement between the employer and the student. In the internship, 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.



TUITION, BOOKS, AND FEES

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 2018 – 2019 academic year is \$37** per credit hour (this cost is ½ of the standard MCC tuition rate of \$69.* per credit hour = \$37, 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. (18/FA = Fall, 18/WI = Winter, 18/SP = Spring)

** **Please note** - Tuition is based on the rate for the 2018 – 2019 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.*

BOOKS:

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

TOOLS & EQUIPMENT:

MCC provides, on loan, most of the appropriate equipment and tools. Specific programs require students to purchase T-shirts, work boots, safety glasses, and certain tools. Instructors will inform students during the first week of class. **Students are financially responsible for lost or broken tools, and equipment.**

STUDENT RESPONSIBILITIES

ATTENDANCE:

Class attendance is taken. All absences or tardies are reported to the student's high school. Students must follow the class syllabus given on first day of class. Any missed classroom activities remain the responsibility of the student. **Class attendance is mandatory.**

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 check MCC Website– mccneb.edu, local radio and television stations, or call the MCC Weather Hotline at 531-622-2499. If MCC is closed, the Career Academy classes will be cancelled.

TRANSPORTATION:

Students must provide their own transportation to the appropriate MCC campus or internship 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

Sarpy Center

Office: 531-622-3841

smalbers@mccneb.edu

Melinda Classen

Disability Support Services
Counselor

Fort Omaha Campus
Building 10

Office: 531-622-2580

mclassen@mccneb.edu

Chris Holst

Disability Support Services
Counselor

South Omaha Campus
Connector Building

Office: 531-622-4757

dcholst@mccneb.edu

Lisa Fleming Haile

Disability Support Services Counselor

Elkhorn Valley/ATC/Fremont Campus

Office: 531-622-1416

lrflaminghaile@mccneb.edu

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



TO APPLY FOR A CAREER ACADEMY:

Applications are available from your high school guidance counselor, online, or you may call the MCC Secondary Partnerships Office at 531-622-2213 to have a copy mailed to your home.

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

Application Deadline: March 7, 2018.

QUESTIONS:

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

- Secondary Partnerships Office 531-622-2213*
- or*
- Your high school guidance counselor*

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 P.O. Box 3777 Omaha, NE 68103-0777