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The Health Nursing Careers Program

CIP 51.0899

Instructor: Alice Bowers

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Have Questions?

Contact: Mrs. Donna Henderson– School Counselor

Reading Muhlenberg Career & Technology Center

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READING MUHLENBERG CAREER & TECHNOLOGY CENTER

MISSION STATEMENT

The Reading Muhlenberg Career & Technology Center, in partnership with our diverse community, sponsoring districts, and business and industry, is committed to providing quality career and technical education, resulting in opportunities for students to gain employment, pursue post-secondary education, and develop an appreciation for lifelong learning.

VISION STATEMENT

To empower Reading Muhlenberg Career & Technology Center students with the technical knowledge and skills to confidently pursue a career.

BELIEFS

- We believe in valuing the diversity of each student
- We believe education leads to opportunity
- We believe quality education starts with quality leadership
- We believe a career and technical education is a critical component of workforce development
- We believe technology is vital to learning and will help students connect with a rapidly changing world
- We believe technology must be embraced by teachers as a tool to help prepare students to meet current and future labor market demands
- We believe in providing all students with a positive educational experience
- We believe students should feel proud of what they have accomplished each day
- We believe students will be provided the opportunity to achieve their highest potential
- We believe students will be provided the opportunity to acquire and cultivate leadership skills
- We believe in providing students with a safe school environment
- We believe the success of a student is enhanced by parents and/or other influential adults through their support and involvement
- We believe in encouraging students to maintain a lifelong affiliation with the school
- We believe change is an ongoing process, not an event, and is fundamental for building quality programs of study
- We believe instruction must accommodate individual student learning styles

Dear Students and Parents/Guardians:

Welcome to Health Nursing Careers! I would like to welcome you to this program and congratulate you on having chosen a career in nursing and medicine.

The program starts students with learning the core knowledge and skills that this profession requires, which includes anatomy and physiology, medical terminology, infection control, communication skills, and other basic knowledge required to become successful in health nursing careers. You will become a member of HOSA (Health Occupations Students of America) and will have the opportunity to develop leadership skills and professionalism.

You will have the opportunity to participate in off-sight medical care exploration to expand upon your knowledge of the human body and nursing care. We will continue to learn the knowledge and behaviors to help you become a successful nurse. There will be group and individual projects to allow you to demonstrate your knowledge and increase your communication skills.

The program finalizes with student opportunities to work more independently and enhance your individual knowledge. Students may request to participate in nursing-related Work Based Learning experiences and/or individualized clinical and shadowing experiences. Qualified students are also offered dual enrollment programs through RACC, to earn college credits during the senior year.

Input from parents is welcome, and I will share with you any concerns or achievements I may have regarding your child. This program is challenging, but with the help from school, home and a sincere effort to succeed, students can prepare for success in a valuable career as well as gain a strong foundation for continuing their education in a nursing career.

If you have any questions, please feel free to contact the school at 610-921-7300. Thank you for your support.

Sincerely,

Alice K. Bowers, RN
RMCTC Instructor

HEALTH nursing careers

- Engage in off-site medical care explorations at local health facilities.
- Prepare for a professional health career with high growth and high paying opportunities.
- Perform a wide variety of nursing skills that include making a hospital bed, transferring a patient from the bed to a wheelchair, utilizing a mechanical lift, and taking vital signs.
- Explore the topics of anatomy and physiology, medical terminology, communication skills, and work ethics skills.



Job Titles – Career Pathways

- 29-2051 Dietetic Technicians
- 31-1011 Home Health Aides
- 31-1014 Nursing Assistant w/o clinical
- 31-9097 Phlebotomists
- 39-9021 Personal and Home Care Aides

CTC knowledge transfers to college credits at:

- Berks Technical Institute
- Commonwealth Technical Institute
- Harcum College
- Keystone Technical Institute
- Lackawanna College
- Lincoln Technical Institute
- McCann's School of Business
- Mercyhurst University
- Pennsylvania College of Technology
- Pennsylvania Institute of Technology



Student Certifications

- NOCTI – National Occupational Competency Testing Institute Certification
- * Health Assisting
- BLS Healthcare Provider
- Heartsaver First Aid
- OSHA – Healthcare Certification



Instructor – Mrs. Alice K. Bowers

Biography

I am a United States Air Force Veteran – having served for five years. I am a graduate of Reading Area Community College with an Associates in Applied Science – degree in Nursing. I have been teaching Health Careers to students at RMCTC for over 13 years, and I enjoy working with the students in the program and sharing my knowledge of nursing practice.

Education

Associates Degree, Nursing, Reading Area Community College
Vocational Education I Teaching Certification, Temple University
Vocational Education II Teaching Certification, Temple University

Certifications and Awards

RN License, Pennsylvania State Board of Nursing
Teach the Educator, 2004
Nurse Aide Program Instructor, 2004 to 2013
American Heart Association HealthCare Provider CPR/AED, 2015
American Heart Association Basic Life Support (BLS) Instructor, 2015

Work Experience

Family practice RN
Berks Heim 1997–2004

Hire Date

2004

Community Service

CTSO Advisor – Health Occupations Students of America
(HOSA) Pioneer Chapter
Opportunity House
Salvation Army
RACC LPN Graduation



This document has been designed as a tool to facilitate student placement decisions and provides important information about the program. The chart on the reverse side is designed to assist in the identification of necessary skills, present educational levels, and supports, if any, that are needed to foster program success.

Program Completion Requirements

A successful student will...

- Secondary Academic Course Requirements: The PA Dept. of Education's focus is to ensure every student is college and career ready, therefore all students are recommended to follow a college prep sequence of academic classes. Courses such as applied math or general science are not appropriate for this program. PDE's goal is to have all students perform at the competent or advanced level on the Keystone Exams and Program of Study end-of-program assessment (NOCTI).
- Complete an Occupational Competency Assessment (i.e. NOCTI end-of -program exam) and score at the "competent" or "advanced" level. This end-of -program exam will cover the full scope of the program of study curriculum and includes (1) a multiple choice test and (2) a performance test consisting of occupational related tasks scored and evaluated by industry judges. .
- Earn a minimum of one industry recognized certification. Students will be encouraged and expected to earn all recognized industry certifications that make up the scope of the curriculum. Accommodations are not permitted for industry certifications. These include: BLS Healthcare Provider (CPR w/AED); Healthcare First Aid and OSHA Health certifications through the National Healthcare Association.
- Complete the approved program curriculum and earn a minimum of one RMCTC Job Title aligned with the student's career objective. Job titles are identified on the program task list, aligned with local workforce needs and high priority employment occupations, and annually reviewed and approved by the program's occupational advisory committee.
- Successful completion of Keystone Exams as determined by sending school district.
- Maintain a 95% attendance rate or better.
- Transition on to a post-secondary institution, military or related fulltime employment aligned to their CTC program of study.

Instructional Process/Specifications

A successful student will...

- Perform a wide variety of tasks in a laboratory environment with equipment consistent with industry standards. Up to 25 students are assigned to work "independently" and in "small teams". Students progress by using learning guides in a self-directed manner. Students will be required to work with medical and diagnostic instruments such as thermometers, ambulatory devices, and BP cuffs.
- Students will be participating in clinical experiences where they will be exposed to human body fluids and will be required to wear gloves and masks to protect themselves from possible viruses and infectious diseases, such as hepatitis. Students will be taught to properly dispose of sharp, infectious, and hazardous waste. Strict adherence to disinfecting procedures in the laboratory must be followed to insure safety to self and others.
- Participate in classroom theory and laboratory applications for generally 2 hours each day; students will spend 50% of their time in classroom theory and 50% of their time doing laboratory applications.
- Complete written and performance tests. Students will be evaluated weekly on occupational skill performance using rubrics. In addition, students will be evaluated daily on work ethics. Progress is measured by test performance, task completion and work ethic.
- Read and study textbooks and technical manuals. Most textbooks are written at a 12th, some at college level.
- Participate in Career & Technical Student Organizations including HOSA, SkillsUSA and/or National Technical Honor Society.
- Participate in a paid or unpaid work based learning related to the Program of Study (cooperative education, clinical internship, and/or job shadowing).
- Complete homework on time. Homework typically involves chapter or workbook assignments, on line research assignments and writing assignments.
- Purchase appropriate work and safety attire, tools, and equipment. Following is an estimated breakdown of costs:
 - UNIFORM: \$10-\$30 Maroon/Wine Scrub Uniform, \$20 and up – White Duty Shoes

CTE Requirements	Present Educational Ability/Level	Support Needs
<p>Program Completion – Strong self-determination skills and understanding of personal strengths and weaknesses. Ability to meet industry established standards of performance, complete the program of study without curriculum modifications, and earn industry certifications without testing accommodations.</p>		
<p>Reading & Language Arts Level- Text and manuals written on a 12th grade reading level. Proficient on end-of-course exam (Keystone). Understanding written sentences and paragraphs in work related documents. Oral expression, oral comprehension, written expression. NOCTI Assessment & Industry Certification Exams require a proficiency in English language skills.</p>		
<p>Math Level - At grade level and proficient on end-of-course exam (Keystone). Knowledge of arithmetic, algebra, geometry and their applications. Proficient with ratio and proportions (medical dosages).</p>		
<p>Aptitude – Depth perception, attention to detail, critical thinking, dependability, cooperation, self-control, social orientation, integrity, initiative, stress tolerance, concern for others, active listening, selective attention, problem solving and troubleshooting skills.</p>		
<p>Safety & Physical – Stamina (ability to focus at work station for long periods of time) Arm-hand steadiness, finger dexterity, manual dexterity, trunk strength (ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without fatiguing), multi-limb coordination, hand-eye coordination. Physical strength required to lift patients for transfer.</p>		
<p>Interpersonal/ Social – Assisting and caring for others, provide emotional support, ability to work independently and in a team, communication with supervisors, peers and patients, establishing and maintaining interpersonal relationships.</p>		
<p>Other Occupational/Program Considerations – Willingness to study outside of class, intensive memorization of medical processes and vocabulary (medical terminology & anatomy and physiology), strong written and verbal communications skills, strong attention to details, ability to following detailed directions and protocols with accuracy . Possess a strong empathy for the infirm. Focused on working closely with the public. Not disturbed by incidences, such as surgeries, injections, medical procedures, and traumatic situations and a willingness to safely handle various bodily fluids and medical waste.</p>		

51.0899 Health/Medical Assisting Services, Other Health Nursing Careers

Complete Orientation Forms

Complete paperwork and student information forms.

Discuss Professionalism

Identify and describe personal qualities and professional skills for success.

Discuss Communication

Discuss communication processes and modes in the health care workplace, as well as communication challenges, recording and reporting, and manners.

Discuss teamwork and leadership and explain why they are important.

Describe Safety in the Workplace

Discuss basic principles of health care safety including violent or abusive situations and the most common safety precautions and actions used in health care.

Discuss principles of proper body mechanics, which health care professionals can use to protect themselves from injury on the job.

Recognize Infection Control Protocols

Discuss the main principles of infectious disease and the best practices to help prevent the spread of infectious disease.

Describe Emergency Care and Disaster Preparedness

Complete BLS skills and comply with OSHA regulations.

Discuss principles of first aid, emergency procedures, handling waste and hazardous materials, and action plans to be utilized during a disaster.

Memorize and Understand Medical Terminology

Identify the mechanics of medical terminology and recognize the need for accurate spelling.

Describe and Perform Health Care Provider Skills

Demonstrate skills related to safety, phlebotomy techniques and infection control.

Demonstrate skills related to ambulation, positioning, bed making and feeding.

Demonstrate skills related to measuring and recording vital signs, height & weight.

Demonstrate skills related to bathing, perineal care, oral care, application of knee-high elastic stockings and dressing.

Demonstrate skills related to elimination needs and measuring and recording intake and output and collecting specimens.

Demonstrate basic principles of validation, reality orientation, and reporting pain.

Demonstrate basic principles and skills of post mortem care.

Describe Clinical Office Duties

Discuss & Demonstrate basic filing techniques.

Explain & demonstrate medical office procedures.

Discuss fundamentals of coding/billing, medical documentation and health insurance contracts.

Discuss Medicare, Medicaid, Worker's Compensation, managed care and their respective accounting practices.

Demonstrate use of reference books and insurance forms needed in medical billing.

Demonstrate abstracting and coding/billing from medical reports, as well as other office functions and communications.

Understand Human Needs and Human Development

Discuss the process of growth and development, which occur throughout life.

Discuss Moving, Lifting, and Positioning

Discuss safe movement, good body mechanics and injury prevention.

Encourage Nutrition and Hydration

Discuss the functions of food and water in order to maintain or restore good health.

Discuss Anatomy, Physiology, and Disease

Identify and describe learning the language.

Identify and describe the human body: Reading the map.

Identify and describe biochemistry: The basic ingredients of life.

Identify and describe the cells: The raw materials and building blocks.

Identify and describe tissues and systems: The inside story.

Identify and describe the skeletal system: The framework.

Identify and describe the muscular system: Movement for the journey.

Identify and describe the integumentary system: The protective covering.

Identify and describe the nervous system: The body's control center.

Identify and describe the endocrine system: The body's other control center.

Identify and describe the senses: The sights and sounds.

Identify and describe the cardiovascular system: Transport and supply.

Identify and describe the respiratory system: It's a gas.

Identify and describe the lymphatic and immune system: Your defense systems.

Identify and describe the gastrointestinal system: Fuel for the trip.

Identify and describe the urinary system: Filtration and fluid balance.

Identify and describe the reproductive system: Replacement and repair.

Identify and describe basic diagnostic tests: What do the tests tell us?

Identify and describe the journey's end: Now what?

Describe Death and Dying

Identify and describe the psychological stages experienced by those at the end of life.

Analyze Medical Terms

Describe the building blocks of medical terminology.

Describe general body terminology.

Describe the integumentary system.

Describe the skeletal system.

Describe the muscular system.

Describe the cardiovascular system.

Describe the blood and lymphatic system.

Describe the respiratory system.

Describe the digestive system.

Describe the urinary system.

Describe the endocrine system.

Describe the male reproductive system.

Describe the female reproductive system and pregnancy.

Describe the nervous system.

Describe sensory system: Vision & Hearing.

Describe specialty terminology.

Utilizing Medical Math

Solve practice problems using medical math.

Employability Skills

Establish career goals and develop a plan to meet goals.

Complete a job application.

Compose a resume, reference list and cover letter.

Prepare for a job interview.

Compose various employment letters, i.e. thank you and resignation.

Participate in online career search & develop online accounts.

Create a career portfolio.

STUDENTS OCCUPATIONALLY & ACADEMICALLY READY



- *Earn college credits which will save you money on tuition*
 - *Shorten college attendance*
 - *Get on the right career path*
 - *Enter the job market prepared*
 - *Get a consistent education*
- *See your CTC School Counselor for More Information*

TO QUALIFY CTC STUDENTS MUST:

1. Earn a high school diploma, achieve a minimum 2.5 GPA on a 4.0 scale in your CTC program and complete the PDE approved Program of Study.
2. Earn the industry certifications offered by your program (if applicable).
3. Achieve Competent or Advanced on the NOCTI End of Program Assessment.
4. Achieve proficiency on ALL of the Program of Study Competency Task List.
5. Provide documentation to Postsecondary Institution that you have met all of the requirements!

Find out more about the colleges offering course credits you can earn while attending RMCTC. Go to collegetransfer.net, search: PA Bureau of CTE SOAR Programs, and find your program by CIP Code.



**To receive college credits, qualifying students have three years from their date of graduation to apply and matriculate into the related career and technical program at a partnering institution.*

HEALTH NURSING CAREERS

ALICE K. BOWERS, RN

DRESS CODE

Students are expected to comply with the dress codes of their home school as well as that of Reading Muhlenberg Career and Technology Center. In addition to the requirements, listed in the student handbook, students are expected to adhere to the following guidelines:

GENERAL GUIDELINES:

- A. Hair must be pulled back from the face
- B. Fingernails must be of a professional appearing length and may only be lightly polished.
- C. **No artificial nails**
- D. Makeup should be moderately applied and be consistent with a professional nursing image.
- E. There should be no dangling jewelry.

CLASSROOM UNIFORM:

- A. Students must wear maroon scrubs.
- B. Students will wear white, closed toe shoes. Shoes must be able to be wiped clean.
- C. Student will wear photo ID in class at all times.

OFF CAMPUS UNIFORM:

- A. Maroon scrubs
- B. White duty shoes
- C. Name Tag

These dress code requirements are consistent with professional standards expected in the Nursing Field and our local Health Care Community.

Parent Signature/Date

Student Signature/Date

Please return this form to the instructor for inclusion in student records

GRADE REPORTING

Purpose: The intent of this grading procedure is to provide a student grade that accurately reflects student achievement. Progress will be measured in the areas of work ethics, and knowledge. All activities and assessments that are required as the student progresses through their skills (learning guides) will be reflected within the knowledge grade. Students will be evaluated according to established program standards on an individual basis. The ClassMate grading software automatically calculates student grades using the following formula:

Work Ethic 40%
Knowledge 60%
100%

Teachers must be able to justify grade percentages in the event of inquiries or concerns.

Interpreting a Grade: The two levels of evaluation are described below:

Work Ethics Grade (40%): Each school day, every student receives a Work Ethics or daily grade. Criteria that comprise these grades are safety, student behavior, preparation/participation, productivity or time on task, professional appearance and extra effort. The Work Ethics grade range is based on a 0 to 10 model that students may earn each day depending on how many criteria they satisfactorily meet.

NOTE: Impact of Absenteeism, Tardiness/Early Dismissals - The direct effect of absenteeism on a students' grade will be through the Work Ethic component of the grading formula. If a student is Tardy or has an Early Dismissal the Work Ethic grade will automatically be defaulted to a five (5) from a possible ten (10) points. The instructor may change this value as they see fit.

Knowledge Grade (60%): Throughout the marking period, a student's cognitive knowledge about various career-specific topics will be evaluated and recorded by the instructor. Examples of knowledge activities include: lab/shop assignments, homework, quizzes, tests, and research activities. The Knowledge grade range is based on actual points earned divided by the total accumulative points.

Task tracking: For the purpose of students earning a job title associated with their program are, teachers track students' skill/task work. Teachers identify specific criteria to evaluate each task performed, ranging from a 0 to 5 (not completed to mastery). Students must earn a 4 or 5, in order to credit the task towards earning the specific job title. Students have the opportunity to revisit a task multiple times until successfully receiving credit. The job titles a student earns will be listed on the student's RMCTC certificate that is awarded at Senior Recognition Night.

GRADE REPORTING (continued)

CTC Letter Conversion Table Grade Letter

100 – 97 A+
96 – 93 A
92 – 90 A-
89 – 87 B+
86 – 83 B
82 – 80 B-
79 – 77 C+
76 – 73 C
72 – 70 C-
69 – 65 D
64 – under F

Final Grade average is based on the student's four (4) numerical marking period grades. The final average will directly align to the letter conversion table listed above.

If a student has three (3) marking period grades of "F" the teacher shall give appropriate consideration to that student not passing for the year. If a student is on an **upward trend** at the end of the school year, this **may** justify having the student pass for the year. If the opposite is true, and the student is on a **downward trend**, the student **should** receive a failing grade.

The individual teacher must evaluate each student's achievement in terms of the expected goals for their program area.

Failure to complete assignments, frequent lateness or absence, and demonstrated indifference to school are major contributors to student failure. **Blatant refusal** to attempt or to complete a significant number of course requirements may, by itself, justify a final course grade of "F".

The following divisions are given as a guide to recording and interpreting the grading system. It remains for each teacher to objectively and fairly rate each student, not based upon personality, but performance.

Determination of Grades: Teachers will give thorough consideration using all grading components in determining students' grades to both class work and test results.

A = Excellent

1. This grade represents **superior work** and is distinctly an honor grade.
2. The excellent student **has reached all course objectives** with high quality achievement.
3. The excellent student displays unusual effort and works willingly and effectively in reaching required objectives.

GRADE REPORTING (continued)

B = Good

1. This grade represents **above average** quality achievements.
2. The good student **has reached a large majority of course objectives.**
3. The good student is industrious and willing to follow directions.

C = Average

1. This grade represents **acceptable** quality achievements.
2. The average student **has reached a majority of course objectives.**
3. The average student is cooperative and follows directions, yet extra effort and improvement are needed for more complete mastering of the material.

D = Passing

1. This grade represents a **minimum acceptable** quality achievement.
2. The student is performing below-average work and **has not reached a majority of course objectives.**
3. This achievement level indicates there is a great need for improvement, daily preparation and improved dedication and attendance.

F = Failure

1. This grade represents **unacceptable** quality achievements.
2. The failing student **has not reached necessary course objectives.**
3. The failing student has not attempted to complete assignments, is constantly late or absent, and generally has failed to accomplish the fundamental minimum essentials necessary in the program area.
4. It may be noted that generally a student does not fail because of a lack of ability; failure may be caused by laziness, non-dedication, or a general disregard to directions of the teacher and the unwillingness to use whatever ability he/she possesses.

Incomplete Grades: Incomplete grades must be updated no later than ten (10) days from the close of the marking period. As soon as the work is completed and the grade is available, it must be reported to the appropriate person.

Failures: Students who receive a failing final grade in a program area are permitted to repeat that program, but are urged not to do so for obvious reasons. If this situation presents itself, students and parents are advised to consider an alternative program which is probably more suited to the student's true interests and aptitudes and not merely satisfying a short-term or unrealistic desire.

Attendance and its Impact upon Grades: The importance of regular school attendance and its positive impact upon a student's performance grade cannot be overstated. If a student is absent, he or she does not have the opportunity to keep pace with their classmates and must work independently to acquire the information missed during any absence. Regardless of how well a student performs when he/she is present, habitual absenteeism usually results in a failing performance grade. This situation is not unlike the conditions of the business or industry for which the student is being trained.

GRADE REPORTING (continued)

Make up Work for Absences: Students have the opportunity to make-up school work due to an illness/being absent from school. **PROVIDED** their absence is excused. Students must submit make-up work within the following timelines:

1. One (1) to three (3) days excused absences – five (5) school days to complete assigned work.
2. Four (4) or more days excused absence – ten (10) school days to complete assigned work.

All work missed through unexcused absences will be graded as a zero

Report Cards (See Progress Reports): Students will receive a report card from the sending school district which will reflect the student's grade from their Career & Technology program. Students will also receive a report card from RMCTC reflecting their program grade and Social Studies grade, where applicable. In addition, grades are available on the parent portal.

Senior Recognition Night: Reading Muhlenberg Career & Technology Center hosts an annual Senior Recognition Night, which honors our senior students. During this event, all senior students in attendance are recognized and may also receive awards that they have earned relevant to their accomplishments while attending Reading Muhlenberg CTC.

PARENT PORTAL: The Parent Portal is available for parents/guardians to view your child's progress by accessing the RMCTC District Portal on the School's web-site; www.rmctc.org. This will give you up to date information related to your child's attendance, grades (work ethic and knowledge), discipline referrals and schedule. In order to use this resource, you must provide the CTC with a current email address and register online.

Log onto www.rmctc.org, click on "**Parents**", then click on "**parent portal**" which will navigate you to the link where you will log into the portal. You will have to "**create an account**" on your first visit to the portal by using your email address (you need to use the email address you provided us on your child's application) and setting up a password. Once registered you may return at any time to view your child's information.

Please utilize our website, to track your child's progress by viewing their grades and attendance, along with any discipline action. In addition you will be able to review your child's report cards & progress reports as soon as they are available. You also have the ability to select the option to receive email notifications for specific instances that you choose. You can choose to receive an email automatically if your child is absent/tardy or both, if your child receives a discipline referral or suspension and if your child receives a specific grade.

CAREER & TECHNICAL STUDENT ORGANIZATIONS (CTSO)

All students enrolled in Reading Muhlenberg Career & Technology Center have the opportunity to participate in at least one Career & Technical Student Organization (CTSO) while enrolled at the CTC. Students who become members in these co-curricular organizations have the opportunity to participate in team building, leadership, community service and social events.

Students also have the opportunity to attend skill competitions where the skills they have learned are "put to the test" against other competitors. These competitions include testing of knowledge and hands-on skills in a variety of trade and leadership events. Students who are fortunate enough to win their events at a district or state competition are able to compete at the national level and travel to locations such as Louisville, KY, Kansas City, MO, San Diego, CA, Orlando, FL, and Cleveland, OH.

Health Occupation Students of America (HOSA)



www.hosa.org

HOSA, a co-curricular club, is a health career organization of which all Health Science Technology and Public Safety & Security students may become a member. Our students become members of the state and national organizations that "promote careers in healthcare", while allowing them to practice leadership and interpersonal skills through competition. Our local chapters, HOSA Pioneer, HOSA Heritage, HOSA Pride, HOSA Freedom, and HOSA Heros are very involved in service to the school and community. Two officer teams, one a.m. and one p.m., head the local chapters under the direction and guidance of their respective advisor.

SkillsUSA



<http://skillsusa.org>

SkillsUSA is a national organization of students, teachers and industry representatives who are working together to prepare students for careers in technical, skilled and service occupations. SkillsUSA provides quality education experiences for students in leadership, teamwork, citizenship and character development. It builds and reinforces self-confidence, work attitudes and communications skills. It emphasizes total quality at work, high ethical standards, superior work skills, life-long education, and pride in the dignity of work. SkillsUSA also promotes understanding of the free-enterprise system and involvement in community service.

National Technical Honor Society (NTHS)



www.nths.org

NTHS is the acknowledged leader in the recognition of outstanding student achievement in career and technical education. Over 2000 schools and colleges throughout the U.S. and its territories are affiliated with the NTHS. Member schools agree that NTHS encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today's highly competitive workplace. NTHS members receive: the NTHS membership certificate, pin, card, window decal, white tassel, official NTHS diploma seal, and three personal letters of recommendation for employment, college admission, or scholarships. Students will have access to our online career center including these valuable services: MonsterTRAK, Wells Fargo, Career Safe, and Career Key.

READING-MUHLENBERG CAREER & TECHNOLOGY CENTER

WORK BASED LEARNING Cooperative Education & Internships RULES / GUIDELINES

1. All Work Based Learning (WBL) students must have school WBL forms completed before starting the job/internship, and any student less than 18 years of age must also have a transferable work permit.
2. **ABSENT FROM SCHOOL????? – NO WORK!!!!!!!**
 - If you are absent from school in the morning, you may **NOT** go to work in the afternoon. **YOUR JOB IS PART OF YOUR SCHOOL DAY.** If you are at a **medical, social service, or court appointment** in the AM, you **may** go to work that day. However, you must bring a note **from the agency where you were**, to your attendance secretary, the next school day.
 - If you are ill, **YOU** must call your employer to inform him/her that you will not be reporting for work.
 - **IMPORTANT:** If your name is going to appear, for any reason, on your sending school absentee list, you must also **report off to Mrs. Albarran @ 610-921-7301. Failure to report off will result in removal from WBL.**
 - If **school is closed** for a holiday, in-service day, or a snow day, you **DO** go to work on those days, if you are scheduled.
 - If you are suspended **out of school** you may not work at your WBL job. This includes jobs that are scheduled with after school hours.
 - **REPETITIVE ABSENCES** at school or work will result in your removal from Work Based Learning.
3. All WBL students are required to **report to the CTC every Monday.** Any additional classroom time is at the discretion of your program area teacher. You are responsible for communicating this to your employer. On the **first Monday of each month**, immediately upon arrival, report directly to **Student Services**, where you will sign in with Mrs. Baller. Co-op students will record hours and earnings, and then return to your program area for the remainder of the school day. **Don't forget to bring your check stubs to record your hours and earnings!** Internship students will record hours. **If you miss two Monday meetings, you will be removed from WBL.**
 - Any violations of these rules will result in the following **discipline action:**
 - 1ST violation – VERBAL WARNING**
 - 2nd violation – REMOVAL FROM WORK BASED LEARNING**
4. When at work you are guided by and are responsible to your employer. Be sure to follow all of the Employers' rules and regulations because you will be terminated for the same reasons as any other employee.
5. If your work experience is terminated for any reason, you must return to school the next day, and inform your CTC teacher and the Work Based Learning Coordinator.
6. If you wish to terminate your employment, you must discuss this with your teacher and the Work Based Learning Coordinator, and leave the job properly by giving the employer a two-week notice and a letter of resignation.
7. If you have any questions concerning the rules and guidelines of Work Based Learning, please contact the WBL coordinator at 610-921-7337.

STUDENT SIGNATURE

PARENT/GUARDIAN SIGNATURE