



www.rmctc.org

Precision Machining Technology

CIP 48.0501

Instructor: Daryl Davis
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Have Questions?
Reading Muhlenberg Career & Technology Center
2615 Warren Rd
Reading, PA 19604
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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

Precision Machining Technology

Dear Parent or Guardian,

Welcome to the Reading Muhlenberg Career & Technology Center, I am pleased to have your son / daughter as a student in the Precision Machining Technology Program.

The 3D manufacturing program has full size industrial equipment to prepare students for a career in the machining industry. Safety is the first and most important subject covered in the Precision Machining program. Students are required to take and pass safety tests before they permitted to use the equipment. Students are also required to have the proper clothes for working in the shop. Students are required to wear steel toed work shoes, long pants, (No Shorts), a short sleeve shop uniform shirt which can be purchased at the school, and wear safety glasses at all times in the shop.

The student will be graded daily on work ethic, this 40% of their grade.
The work ethic grade is based on attendance, safety, amount of work done, shop skills, and care and clean up of shop and equipment.

The student will also be graded on knowledge; this is 60% of their grade.
On a daily basis lessons on machine shop theory, blueprint reading, shop math and skills are covered to prepare students for a career in the machining industry.
Students will have written assignments, tests, and quizzes in order to measure the student knowledge level.

I am looking forward to working with and helping your son / daughter to be successful in the Precision Machining Technology program.

If you have any questions or concerns, please feel free to contact me.

I can be contacted by email at ddavis@rmctc.org and by phone at (610) 921-7300 ext.7428.

Thank you I look forward to meeting you, and working together to help your son /daughter to be successful.

Sincerely,
Daryl
Davis
Precision Machining Technology Teacher



Precision Machining Technology

- Machine parts on equipment found in the industry, such as engine lathes, milling machines, and state-of-the-art (CNC) Computer Numerical Control machines.
- Receive industry-recognized certifications from (NIMS) National Institute for Metalworking Skills.
- Acquire the knowledge needed to enter into employment, apprenticeship programs, and/or post-secondary education.
- Position yourself to work in an in-demand, highly skilled, high-paying machining career.



Job Titles – Career Pathways

- 51-4011 Computer-Controlled Machine Tool Operators, Metal and Plastic
- 51-4012 Numerical Tool and Process Control Programmers
- 51-4034 Lathe and Turning Machine Tool Setters, Operators, and Tenders, Metal and Plastic
- 51-4035 Milling and Planing Machine Setters, Operators, and Tenders, Metal and Plastic
- 51-4041 Machinists
- 51-4111 Tool and Die Makers
- 51-4199 Metal Workers and Plastic Workers, All Other
- 51-9061 Inspectors, Testers, Sorters, Samplers, and Weighers

CTC knowledge transfers to college credits at:

- Butler County Community College
- Clarion University of Pennsylvania
- Luzerne County Community College
- Pennsylvania College of Technology
- Reading Area Community College
- Thaddeus Stevens College of Technology
- Welder Training and Testing Institute
- Westmoreland County Community College

Student Certifications National Institute for Metalworking Skills (NIMS) Level I

- * Measurement, Materials & Safety
 - * Job Planning, Benchwork & Layout
 - * Drill Press
 - * Manual Milling
 - * Manual Turning Between Centers
 - * Manual Turning with Chucking
 - * Turning Operations: Turning Chucking Skills
 - * CNC Turning: Programming Setup and Operation
 - * CNC Milling: Programming Setup and Operation
- OSHA Safety Certification

Accreditations

National Institute for Metalworking Skills



Instructor – Mr. Daryl Davis

Biography

I have always been interested in how things work, which directed me towards how to make things and into the machinist trade. My goal as an RMCTC teacher is to pass along as many of the skills that I have learned to the next generations of machinists. I am married and have two children. In my free time, I enjoy ice hockey, boating, motorcycling, and building & flying remote control airplanes.

Education

1980 Graduate of Boyertown High School

1980 Graduate of Berks East Vocational School – Machinist/Toolmaker

Business courses at RACC

Currently enrolled at Temple University to obtain my teaching certification

Certifications & Awards

PA State Certified Journeyman Machinist

Work Experience

40 years of experience in the machining trade, from entry-level to shop manager for various companies.

Hire Date

2020



Program Planning Tool

Program Title: CIP 48.0501 Precision Machining Technology

Student Name: _____

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 (NIMS).
- Complete an Occupational Competency Assessment (i.e. NIMS 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 four 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: National Institute for Metal Working Skills (NIMS): Level I Machining, Level II Machining, Job Planning, Benchwork & Layout, Manual Milling Skills, Drill Press Skills, Grinding Skills, Turning Operations: Turning Between Centers, Turning Operations: Turning Chucking Skills, CNC Milling: Programming Setup & Operations, CNC Milling: Programming Setup & Operations and Wire EDM II.
- 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 through using learning guides in a self-directed manner.
- In lab, students will be required to use precision measuring tools, operate grinders, lathes, milling machines, drill presses, hand tools, band saws, surface grinders, CNC milling machines, CNC lathes, CNC wire electrical discharge machines, machinist microscopes, CAD/CAM milling and turning programs. Students will work with chemicals including cutting oils, solvents, and coolants. Using equipment requires self-discipline and strict adherence to rules to ensure safety of self and others. The lab simulates a real working environment and students will be exposed to the noise levels, dust, debris, and fumes associated with a modern precision machining environment.
- Participate in classroom theory and laboratory applications for generally 2 ½ hours each day; students will spend 20% of their time in classroom theory and 80% of their time doing laboratory applications and live work.
- Participate in Career & Technical Student Organizations including 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 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 11th to 13th grade reading level and most technical manuals are written at a higher level.
- 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.

Program Planning Tool

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 11th-13th grade reading level. Proficient on end- of-course exam (Keystone). Understanding written sentences and paragraphs in work related documents. Must have ability to read blueprints, wiring diagrams, schematic drawings, and engineering instructions. NIMS assessments and 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. Ability to make calculations relating to dimensions, tooling, feeds and speeds of machinery. Ability to calculate dimensions and tolerances using knowledge of mathematics and instrumentation. Ability to use Cartesian coordinates.</p>		
<p>Aptitude – Mechanical, design skills, problem solving and trouble shooting skills, attention to detail, thinking creatively, critical thinking.</p>		
<p>Safety & Physical – Arm / hand steadiness, hand-eye coordination, fine motor skills, quick reaction time, near vision, multi-limb coordination, trunk strength, oral comprehension and expression. Ability to stand for long periods of time. High degree of self-discipline and focus needed for safety around moving equipment, hand tools, power tools and other equipment found in the industry. Physical strength and stamina with the ability to lift 50 lbs. overhead. Good eye/hand coordination, stamina to stand for long periods of time.</p>		
<p>Interpersonal/ Social – Active listening, general communication skills, ability to work independently and in a team.</p>		
<p>Other Occupational/Program Considerations - Self-discipline a must due to safety issues. Learning and work environment includes various chemical, odors, dust, dirt and debris, loud and sometime startling noises, and ongoing background noise.</p>		

Scope and Sequence Precision Machining Technology 48.0501



Academic Subjects – Career success and postsecondary education success require the same level of college prep coursework. The Pennsylvania Department of Education’s (PDE) focus is to ensure that every student is prepared for college and a career. Academic courses such as applied math or general science cannot be listed on the program’s scope and sequence. PDE’s goal is to have all students perform at the competent or advanced level on the PSSA, and earn the Pennsylvania Skills Certificate on the end-of-program assessment.

Secondary School					Postsecondary Institution			
Subject (Hours)	Grade 9 (Hours)	Grade 10 (Hours)	Grade 11 (Hours)	Grade 12 (Hours)	First Semester	Second Semester	Third Semester	Fourth Semester

48.0501 - 3D Manufacturing Technology

100 - ORIENTATION / SAFETY

101 - Follow Occupational Safety and Health Administration (OSHA) regulations.

103 - Apply general shop safety procedures.

106 - Follow Safety Data Sheets (SDS).

200 - PERFORMING LAYOUT WORK

201 - Perform layout work.

300 - PART INSPECTION

301 - Use precision measuring instruments.

302 - Calibrate precision measuring instruments.

303 - Create quality control procedures.

400 - BENCH WORK

401 - Apply bench work safety procedures.

402 - Cut material with a hand hacksaw.

403 - File work to specifications.

404 - Cut threads with hand taps and dies.

406 - Select and use hand tools.

407 - Use a hand arbor and hydraulic press.

500 - DRILL PRESSES

501 - Apply drill press safety procedures.

502 - Operate drill press work holding devices.

505 - Select correct drill sizes for drill press application.

507 - Demonstrate counterboring, spotfacing, reaming, and countersinking.

600 - GRINDING MACHINES

601 - Apply pedestal and surface grinding safety procedures.

602 - Identify parts of pedestal grinder.

603 - Test, mount, and dress grinding wheels.

604 - Grind and sharpen tools.

608 - Identify parts of surface grinder.

609 - Grind surfaces flat and parallel using a magnetic chuck.

610 - Grind work surfaces square with a vise or angle plate.
611 - Grind precision angles using a sine plate or sine bar.
700 - LATHES
701 - Apply lathe safety procedures.
702 - Indicate work piece in a 4-jaw chuck.
703 - Align centers.
704 - Face workpiece.
706 - Turn inside and outside diameters to shoulders.
707 - Turn tapers.
708 - Demonstrate knurling.
709 - Part off and groove workpiece.
710 - Cut internal and external threads.
712 - File and polish workpiece.
714 - Perform boring operations.
715 - Install and remove tool holders.
716 - Select and apply work holding devices.
719 - Select gears for lathe operations.
720 - Perform drilling operations.
800 - MILLING MACHINES
801 - Apply milling machine safety procedures.
802 - Tram a mill head.

803 - Mount and indicate vise.
804 - Mill angles.
805 - Mill keyways.
809 - Use an edge finder.
810 - Differentiate between climb milling and conventional milling.
811 - Use an adjustable boring head.
813 - Install and remove cutting tool holders.
814 - Select cutting tool for milling operations.

815 - Square part.
816 - Select cutting tool for drilling operations.
900 - POWER SAW
901 - Apply power saw safety procedures.
904 - Follow the 3 tooth rule.
905 - Saw work piece.
1000 - MACHINES AND TOOLS
1001 - Lubricate and maintain machinery.
1002 - Clean and store equipment.
1003 - Inspect machine guards.
1100 - METALLURGY
1101 - Identify metals classifications.
1102 - Identify metal property applications.
1103 - Identify heat-treating and annealing processes.
1200 - CHARTS AND REFERENCES
1201 - Use the decimal equivalent chart.
1202 - Calculate speeds and feeds.
1203 - Use tap and drill charts.
1204 - Use Machinery handbook and/or shop references to locate information.
1300 - BLUEPRINT READING
1301 - Identify orthographic views and projections.
1303 - Identify the alphabet of lines and symbols.
1305 - Calculate material sizes.
1306 - Differentiate angle projections.
1308 - Interpret title block information.
1400 - CNC PROGRAMMING
1401 - Apply CNC safety procedures.
1402 - Interpret G and M codes.
1404 - Use Cartesian coordinate systems.
1406 - Prove a CNC program.
1409 - Set part zero and tool offsets.

1410 - Transfer data files to and from a CNC machine.

1411 - Use CNC control functions.

1413 - Select and use workholding devices.

2500* - EMPLOYABILITY SKILLS

2501* - Establish Career Goals.

2502* - Complete Job Application.

2503* - Compose Resume.

2504* - Prepare for Job Interview.

2505* - Compose Employment Letters.

2506* - Participate in Online Job Search.

2507* - Prepare Career Portfolio.

2508* - Identify machine trade careers and occupational outlooks.

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.*

Reading Muhlenberg Career and Technology Center

Precision Machining Technology

Classroom Expectations

Contact Information

Teacher: Daryl Davis

Phone: 610-921-7300 ext. 7428

Email: ddavis@rmctc.org

Expectations

- All students are expected to:
- Show respect
- Be aware of and obey all safety rules
- Learn and work in safe and efficient manner
- Be punctual
- Manage their time in class effectively
- Work on task and only on their assigned projects
- Accept responsibility
- Come to class prepared to learn, and with the necessary materials
- Participate in lectures, demonstrations, and learning activities
- Follow all rules stated in the student handbook

A brief note about RESPECT.....

Students are to respect everything in the classroom. This includes: the teacher, your peers, desks, books, tools, equipment, machines.....EVERYTHING!

Students will respect other people's feelings and the opinions of others.

Inappropriate language/behavior will not be tolerated!

Negative Behavior Consequences

1st Occurrence: Verbal warning

2nd Occurrence: Teacher-student meeting with rule review & related assignment

3rd Occurrence: Phone call to parent or guardian

4th Occurrence: Discipline referral

Homework

Homework will be assigned weekly and checked frequently. These assignments will count toward each marking period grade. Late homework will not be accepted and will be graded as a zero.

Absences

If a student is absent they will be responsible for the work they miss. It is the **student's** responsibility to obtain and complete any missed assignments.

1. If an assignment, quiz, test or project was announced prior to an absence, you will be expected to turn the assignment in or take the test or quiz the day you return.
2. If you have an **excused** absence the day an assignment is given, you will have 3 days to complete the work upon your return.

Extra Help

Take advantage of this opportunity whenever possible. If you are having trouble, PLEASE ASK for additional help. Extra help is available through our Learning Resource Center, instructional assistants, and online resources.

Required Materials

1. Work boots – All students are required to wear work boots when in the Machine Shop Technology Lab.
2. Pencils with eraser

All other materials are supplied by the school.

****** Please read over these rules and sign at the bottom acknowledging that both the student and parent/guardian have read and understand the expectations and rules of the Precision Machining Technology program. By signing this form, you both understand that if any of the shop rules are broken, appropriate disciplinary action will follow. Please understand that the rules and regulations followed at our schools are in place to allow the students to have a positive learning experience and to stay as safe as possible while under our supervision. We are all looking forward to a wonderful school year!**

I have read and reviewed the Precision Machining Technology Expectations with my parent/guardian.

Student: Name (Please Print) _____ Date _____

Signature _____

Parent/Guardian: Name (Please Print) _____ Date _____

Signature _____

Parents: So I can effectively communicate your child's progress in class, please provide me with a current email address and a phone number. If you have any questions or concerns, please contact me at your convenience.

Email Address _____

Phone Number _____

Daily Work Ethic Grade

Reading Muhlenberg Career & Technology Center
Precision Machining Technology

Week _____
Session _____
Date _____

NAME _____

	M	T	W	T H	F	TOTAL	COMMENTS
<u>Work Boots</u> Hard leather or steel toe work boots.							
<u>Safety Glasses</u> Safety glasses MUST be worn at all times.							
<u>Safe & Proper Operation of Machines</u> Machines, tools, and equipment must be used for their intended purpose.							
<u>Correct Operation of Machines</u> Use proper feeds, speeds and tooling.							

<p align="center"><u>Proper Shop Attire</u></p> <p>Shop coats, long pants, short sleeves, all jewelry removed.</p>							
<p align="center"><u>Behavior & Work Ethic</u></p> <p>Begin work in a timely fashion and stay on task for the duration of the allotted learning time. Horseplay will not be tolerated!</p>							
<p align="center"><u>Language</u></p> <p>Refrain from inappropriate language. Respect everyone at all times.</p>							
<p align="center"><u>Tools Returned to Proper Location</u></p> <p>All tools must be returned to their proper place at the end of class. No tools or supplies should be left at machines or on work benches.</p>							
<p align="center"><u>Machine and Floor Clean</u></p> <p>Proper housekeeping is required. Machines and surrounding floor must be cleaned properly at the end of shop time.</p>							
<p align="center"><u>Proper Use and Care of Computers</u></p> <p>Computers will only be used with permission. Computers will only be used for their assigned purpose.</p>							
<p align="center">Total 10 Items = 1 pt. each = 10 possible points</p>							

Reading Muhlenberg Career Technology Center
Precision Machining Technology
Equipment Loan Agreement

The following is a list of tools, and replacement costs, loaned to me by the Reading Muhlenberg Career & Technology Center Precision Machining Technology Program.

These tools are for my use for the current school year. I am responsible to pay restitution for any broken and/or missing tools assigned to me.

Plastic Tool Box #	\$ 20.00
Safety Glasses	4.66
Scriber	4.00
Centering Gage (Fish Tail)	11.65
Dividers	11.00
6" Rule	11.70
3" Rule	10.10
1" Micrometer	89.00
Allen Wrench Set	5.39
#4 Center Drill	5.00
1-1 /2" Paint Brush	1.00
Shop Coveralls	<u>40.00</u>
TOTAL	\$ 213.50

Name: _____

Signature: _____

Date Loaned: _____

Signature When Returned: _____

Date Returned: _____

Teacher's Signature: _____

GRADE REPORTING

Purpose: The intent of this grading procedure is to provide a student grade that accurately reflects student achievement. Progress is measured in the areas of work ethics, knowledge and the practical skills aligned to the program area learning guides. Student performance for learning guide activities and assignments are reflected in the knowledge grade. Students will be evaluated according to established program standards on an individual basis. The student information system automatically calculates student grades using the following formula:

Work Ethic	40 %
Knowled ge	<u>60</u> <u>%</u>
	100 %

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

Interpreting a Grade:

Work Ethics Grade (40%): Each school day, every student receives a Work Ethics or daily grade. Criteria that compromise these grades are safety, student behavior, preparation/participation, productivity or time on 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 criteria they satisfactorily meet.

NOTE: Impact of Absenteeism, Tardiness/Early Dismissals – The direct effect of absenteeism on a student's 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 can reflect a deduction in points earned for that class period. 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.

Skill (Learning Guide): A task list guides every RMCTC program. Tasks are evaluated on a scale with a 4 or 5 considered proficient. Learning guides are normally aligned to lab assignments or shop projects where a student will physically perform a task. The student and teacher will discuss, at the beginning of each quarter, student expectations and the required tasks that must be completed or "contracted" by the end of the marking period. This allows a student to work productively with the expectation to make constant progress during the marking period. All assignments, activities and rubrics associated with learning guides are documented in the "knowledge" grading component. It is important to note that poor productivity will have a negative impact on a student's grade.

NOTE: For the purpose of students earning a job title associated with their program area, 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.

Student grades will be reflected as a percentage, and will be reported directly to the student's sending school to be added to the report cards.

Final Grade average is based on the student's four (4) numerical marking period grades.

If a student has three (3) marking period grades of "F" consideration will be given 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 may be

asked to select a new program or return to the sending school on a full-time basis.

The individual teacher must evaluate each student's achievements 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 failures. **Blatant refusal** to attempt or to complete a significant number of course requirements may lead to poor performance and possible removal.

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.

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 **satisfactory** achievement.
2. The average student **has reached a majority of course objectives.**
3. The average student is cooperative and follows direction, yet extra effort and improvement are needed for more complete mastering of the material.

D = Passing

1. This grade represents a **minimally satisfactory** achievement.
2. The failing student **has not reached necessary 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 **unsatisfactory** achievement.
2. The failing student has **not reached necessary course objectives.**

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. 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 are 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 students' 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.

Makeup Work for Absences: Students have the opportunity to make-up schoolwork due to an illness/being absent from school. Students must submit make-up work within the following timelines:

1. One (1) to three (3) days excused absence – five (5) school days to complete assigned work.
2. Four (4) or more days excused – ten (10) school days to complete assigned work. All work missed through unexcused absences will be graded zero (0).

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 classes. 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.

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

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.

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 and sign up for the school Remind App before starting the job/internship. Any student who is 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 may 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 not scheduled, you can work additional hours if your employer allows you to work. Labor Laws need to be followed.
 - 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 or the first day, you are at RMTTC for the month**, you must report to the **Work Based Learning Office**, where you will sign in with Mrs. Hughes. Co-op students will record hours and earnings, and then return to your program area for the remainder of the school day. **Do not forget to bring your check stubs to record your hours and earnings!** Internship students will record hours. **If you miss two monthly 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. Upon your first week of work, obtain a contact number in case you need to call your supervisor.
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