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## **The Health Nursing Careers Program**

**CIP 51.0899**

Instructors: Alice Bowers & Daneen White

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Have Questions?  
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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

Dear Students and Parents/Guardians:

Welcome to Health Nursing Careers! We 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 – Future Health Professionals and will have the opportunity to develop leadership skills and professionalism.

You will have the opportunity to participate in off-site 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 we will share with you any concerns or achievements we 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, MSN, RN  
RMCTC Instructor

Daneen White, 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, applying personal protective equipment, and taking vital signs.
- Explore the topics of anatomy and physiology, medical terminology, communication skills, and work ethics skills.



## Student Certifications

NOCTI – National Occupational Competency Testing  
Institute Certification  
\* Health Assisting  
AHA - BLS CPR/AED  
Heartsaver First Aid  
OSH-Healthcare Certification  
OSHA-Bloodborne Pathogens  
OSHA-Personal Protective Equipment  
OSHA-Health Insurance Portability & Accountability Act

## 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

## **Instructor – Mrs. Alice K. Bowers**

### **Biography**

I am a United States Air Force Veteran – having served for five years. I am a graduate of Alvernia University with a Master's of Science in Nursing Education. I have been teaching Health Careers to students at RMCTC for 22 years, and I enjoy working with the students and sharing my knowledge of nursing practice.

### **Education**

Masters of Nursing Education, Alvernia University  
Bachelors of Science in Nursing, Alvernia University  
Associates Degree in Nursing, Reading Area Community College  
Vocational Education II Teaching Certification, Temple University  
Vocational Education I 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  
American Heart Association Basic Life Support (BLS) Instructor

### **Work Experience**

Family practice RN 1996-1997  
Berks Heim 1997–2004

### **Hire Date**

August 2004

### **Community Service**

CTSO Advisor, HOSA–Future Health Professionals, Pioneer Chapter  
Competitive Events Coordinator – Competitive Events Leadership Committee (CELC)- HOSA  
Advisory Member, RACC – LPN & RN programs  
Strategies: Educational Excellence for HealthCare Providers & Educators - Committee member



## **Instructor – Ms. Daneen White**

### **Biography**

I was born and raised in Berks County, PA. I also lived in Las Vegas, Nevada a couple of years ago. I have been a nurse for over 25 years with experience in geriatrics, school nursing, psychiatry and home health care.

### **Education**

Reading Area Community College LPN/ASN  
Reading Area Community College ASN  
Temple University Vocational Education I Teaching Certificate

### **Certifications and Awards**

RN licensure, Pennsylvania State Board of Nursing  
American Heart Association CPR/AED  
American Heart Association BLS Instructor  
MDS 3.0 RAI-CT 2022

### **Work Experience**

I started out as a LPN working in LTC facilities. I continued on working as a home health care nurse and ran a smoking cessation program and a blood pressure clinic. I returned to school and completed my RN. As an RN, I worked in LTC, a psychiatric facility, was a Health Care Coordinator for Medicare/Medicaid and I worked as a school nurse.

### **Hire Date**

2023

### **Community Service**

CTSO Advisor, HOSA Pride  
ACTE and SkillsUSA



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 full time 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 12<sup>th</sup>, 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, online research assignments and writing assignments.
- Purchase appropriate work and safety attire, tools, and equipment. Following is an estimated breakdown of costs:
  - UNIFORM: \$30-\$40 Maroon/Wine or Dark Grey/Charcoal Scrub Uniform, \$20 and up – White Duty Shoes or sneakers

CTE Requirements	Present Educational Ability/Level	Support Needs
<b>Program Completion</b> – 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.		
<b>Reading &amp; Language Arts Level-</b> Text and manuals written on a 12 <sup>th</sup> grade reading level. Proficient on the 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 proficiency in English language skills.		
<b>Math Level</b> - 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).		
<b>Aptitude</b> – 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.		
<b>Safety &amp; Physical</b> – 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.		
<b>Interpersonal/ Social</b> – Assisting and caring for others, providing emotional support, ability to work independently and in a team, communication with supervisors, peers and patients, establishing and maintaining interpersonal relationships.		
<b>Other Occupational/Program Considerations</b> – 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 follow 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. .		



# Scope and Sequence Health Nursing Careers 51.0899

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
Technical		Orientation, HOSA, Occupational & Awareness	Infection Control, Safety & Bedside Skills	Medical Terminology, Diagnostics	BIO 115 Human Anatomy and Physiology 1	BIO 125 Human Anatomy and Physiology II	BIO 201 Microbiology	
		Infection Control, Med Terminology & Human Anatomy	Clerical, Employability, Human Growth & Gerontology	Health Insurance Programs				
		Bedside Skills	Anatomy, Physiology & Special Procedures	Office Procedures				
		Employability Skills & Human Growth	Nurse Aid & Nursing Skills	Finances & Accounting				
		Gerontology	Restorative Care & Mental Health/Social Services	Billing				
		Special Procedures	Special Procedures & Integrative Medicine	Medical Transcription				
		Job Seeking/Keeping Skills	Medical Math, Coding, Records	Medical Office Procedures				
			Job Seeking/Keeping Skills					
English	College Prep English 9	College Prep English 10	College Prep English 11	College Prep English 12				
Math	Algebra I	Algebra II	Geometry	Trigonometry				
Science	Accelerated Integrated Science	Biology	Chemistry	Physics				
Humanities	Citizenship	World Cultures	American History I	American Government	PSY 111 Psychology	PSY 203 Developmental Psychology		Soc 111 Intro to Sociology
Other	Physical Education	Physical Education	Physical Education	Physical Education			FIT Elective, Fitness	
	Health	Health	Health	Health			NUR 219 Adult Medical – Surgical Nursing II	NUR 280 Childbearing, Nursing

**Competency Task List – Secondary Component**  
**Health/Medical Assisting Services, Other CIP 51.0899**  
**High School Graduation Years 2026, 2027, 2028**

**100 Safety**

Item	Task
101	Practice safety measures that prevent accidents.
102	RESERVED
103	Demonstrate OSHA standards which promote a safe work environment for employees.
104	Follow the Right to Know law and locate the information provided on a SDS form.
105	Perform body mechanics used by a health care worker when moving, lifting objects, or clients.
106	Transfer client from bed to chair, chair to bed, bed to stretcher, and stretcher to bed.
107	Assist client with dangling, standing, and walking.
108	Turn and/or position client in bed, in a chair, and/or an exam table.
109	Assist with client ambulation and use of ambulation and safety devices, such as a gait/transfer belt, walkers, crutches, canes, etc..
110	Describe the use of a mechanical lift adhering to the current governmental regulations.

**200 Professionalism, Legal, and Ethical Issues**

Item	Task
201	Define the role, functions, and responsibilities of the health care team members.
202	Define the chain of command within the scope of practice of the health care team members.
	RESERVED (203-204)
205	Maintain personal hygiene and exhibit professional dress practices.
206	Identify the legal responsibilities and demonstrate ethical behaviors of a health care provider.
	RESERVED (207-208)
209	Practice leadership and citizenship skills through participation in Career and Technical Student Organizations (CTSOs).
210	Modify personal behavior in response to client attitude and behaviors.
211	Perform documentation procedures, including charting client information.
212	Apply standards of confidentiality as required by HIPAA.
213	Identify, report, and document possible abuse and/or neglect in all health care settings.

**300 Communication**

Item	Task
301	Use abuse-free verbal and non-verbal communication with the health care team and clients.
	RESERVED (302)
303	Communicate in a respectful, professional manner according to the client's stage of development and cultural background.
304	Identify physical and psychological indicators of stress in self and others.
305	Identify and use interpersonal conflict management skills.
	RESERVED (306-308)
309	Practice stress reduction techniques.

**400 Infection Control**

Item	Task
401	Explain the chain of infection.
402	Demonstrate proper hand hygiene techniques.
403	Implement the practice of standard precautions and transmission-based precautions with correct use of Personal Protective Equipment (PPE).
404	Practice OSHA blood borne pathogens standards pertaining to the health care industry.
405	Differentiate between medical and surgical asepsis.
	RESERVED (406)

**500 Emergency Care and Disaster Preparedness**

Item	Task
501	Demonstrate CPR skills and the proper use of an AED, including assisting a choking victim.
502	Perform basic first aid skills.
503	Describe emergency response/crisis plan procedures when life threatening situations occur.
504	Identify potential fire hazards and procedures to use in a fire emergency.
505	Recognize and report emergencies immediately.

**600 Human Needs and Human Development**

Item	Task
601	Identify growth and developmental stages across the human life span.

- |     |   |
|-----|---|
| 602 | Describe how illness and disability impacts the individual across their life span.                                    |
| 603 | Select and implement techniques to deal with the cognitively impaired, e.g., validation, reminiscence, music therapy. |
| 604 | Demonstrate techniques to support gender identity and sexual identity choices of clients.                             |

## 700 Reserved

### 800 Health Care Provider Skills

Item	Task
801	Provide the client with personal privacy.
	RESERVED (802)
803	Demonstrate unoccupied bed making techniques according to setting.
804	Demonstrate occupied bed making techniques.
805	Measure and record height and weight.
	RESERVED (806)
807	Assist with client bathing, peri-care, and personal grooming while encouraging independence with ADLs.
	RESERVED (808)
809	Assist client with dressing and undressing.
810	Observe and report conditions of the skin, including measures to prevent decubitus ulcers, pressure sores, pressure ulcers, and bed sores.
	RESERVED (811)
812	Assist and/or administer denture and oral care for conscious and unconscious clients.
	RESERVED (813-814)
815	Assist client with use of the bathroom, bedside commode (BSC), bedpan, urinal, and other devices.
816	Demonstrate catheter care and emptying of urinary drainage bag.
	RESERVED (817)
818	Measure and record body temperature using various thermometers placed on specific body sites.
819	Measure and record various pulses.
820	Measure and record respirations.
821	Measure and record blood pressure.
822	Identify parameters of blood glucose monitoring.
823	Report client's pain, including type, location, and degree of pain.
	RESERVED (824)
825	Apply therapeutic compression devices (i.e. anti-embolism stockings).
826	Perform range of motion exercises with a client.
	RESERVED (827)
828	Identify basic medical coding, billing, insurance, filing, and appointment scheduling procedures in a physical and virtual environment.
	RESERVED (829-832)
833	Perform methods of collection, special handling, and labeling of specimens.
834	Describe medication administration to a client utilizing proper medical math.
835	Describe how an EKG/ECG is performed and how it is used diagnostically.
836	Identify proper oxygen delivery methods, hazards involved with oxygen, use of a pulse oximeter, including reporting results.
	RESERVED (837)
838	Determine when the use of telemedicine/telehealth office visits is indicated.
839	Perform techniques for positioning a client, e.g., supine, sims, lateral, prone, fowlers.

### 900 Nutrition and Hydration

Item	Task
901	List general principles of basic nutrition.
902	Identify therapeutic diets including cultural variations.
903	Prepare and serve meal trays to clients, including fluids.
904	Provide assistance with safe positioning and feeding techniques for dependent and sensory deprived clients.
905	Measure and record intake and output (I&O).
906	Measure and record meal percentages.

### 1000 Basic Structures and Functions of the Human Body and Related Diseases with Associated Terminology

Item	Task
1001	Identify the basic structure and explain the function and disease processes for the integumentary system.
1002	Identify the basic structure and explain the function and disease processes for the respiratory system.
1003	Identify the basic structure and explain the function and disease processes for the cardiovascular system.
1004	Identify the basic structure and explain the function and disease processes for the lymphatic/immune system.
1005	Identify the basic structure and explain the function and disease processes for the muscular system.

1006	Identify the basic structure and explain the function and disease processes for the skeletal system.
1007	Identify the basic structure and explain the function and disease processes for the nervous system, including the sensory organs.
1008	Identify the basic structure and explain the function and disease processes for the digestive system.
1009	Identify the basic structure and explain the function and disease processes for the urinary system.
1010	Identify the basic structure and explain the function and disease processes for the reproductive system.
1011	Identify the basic structure and explain the function and disease processes for the endocrine system.
	RESERVED (1012)
1013	Distinguish the various directional terms, planes, and regions of the human body.

## 1100 Death and Dying

Item	Task
1101	Identify feelings and attitudes concerning death.
1102	Research how culture and religion influence attitudes toward death.
1103	Identify the stages of grief.
1104	Identify and report the common signs of a client approaching death.
1105	Identify goals of hospice care.
1106	Identify various practices of postmortem care.

## 1200 Medical Terminology

Item	Task
1201	Define and differentiate between root words, prefixes, and suffixes.
1202	Identify the meaning of medical abbreviations.
1203	Differentiate the various medical specialties in health care settings.
1204	Communicate orally, electronically, and in writing using proper medical terms and abbreviations.

## 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 [collegecredits.net](http://collegecredits.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

### 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 when in the laboratory.
- B. **NO WEARING OF ARTIFICIAL NAILS AT ANY TIME DURING THE SCHOOL YEAR!** Fingernails must be of a professional appearing length and may only be lightly polished.
- C. Makeup should be moderately applied and be consistent with a professional nursing image.
- D. There should be no dangling jewelry when in the laboratory.

#### CLASSROOM UNIFORM:

- A. Students must wear scrubs.
- B. Students must wear closed toe sneakers/white nursing shoes.
- C. Students must wear a photo ID at all times.

#### OFF CAMPUS UNIFORM:

- A. Scrubs (tops and bottoms)
- B. Closed toe sneakers/white nursing 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 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%
Knowledge	<u>60%</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 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.

### **Health Occupation Students of America (HOSA)**



[www.hosa.org](http://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](http://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 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 RMTC 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:**
    - 1<sup>st</sup> violation – VERBAL WARNING**
    - 2<sup>nd</sup> 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