

Teacher/Counselor Recommendation Form

Student Name: _____ Grade: _____

School: _____

The following checklist is provided for those who know the student well enough to accurately assess him/her.

| No Basis for Judgment | | Below Average | Average | Above Average | Excellent (Top 10%) |
|-----------------------|----------------------------|---------------|---------|---------------|---------------------|
| | Responsibility | | | | |
| | Attitude | | | | |
| | Effort | | | | |
| | Interpersonal Skills | | | | |
| | Personal Values and Ethics | | | | |
| | High School Attendance | | | | |

If you wish to give reasons for any of your ratings, please do so here. Often, an explanation for the significance of ratings is helpful during the selection process.

Feel free to make other comments that will indicate your estimation of this student's qualifications for the program:

PLEASE CIRCLE ONE: I DO / DO NOT recommend the above student be accepted into the SCC Career Academy.

Printed Name _____

Signature _____ Phone _____ Date _____

Please return this form in a **SEALED ENVELOPE** to the school counselor OR to:

Rod Rhodes
 Director, Career Academies
 Southeast Community College-Beatrice
 4771 W. Scott Rd.
 Beatrice, NE 68310

Career Academy Application

Southeast community college Beatrice Campus

Thank you for your interest in SCC's Career Academies. They are opportunities for students to be both college- and career-ready. Students will explore a career field and get a first-hand look at what goes on in the "real world." Students will participate in tours and job shadows, hear speakers and experience other career exploration activities, many of them in their own communities.

| Participating School Districts | | | | |
|--------------------------------|-------------------------|---------------------|----------------------|------------------------------|
| Beatrice Bruning-Davenport | Deshler Diller-Odell | Fairbury Freeman | Meridian Southern | Thayer Central Tri County |

WHICH ACADEMY ARE YOU INTERESTED? (please check) Business, Marketing & Management Health Sciences

WHAT GRADE WILL YOU BE IN FALL 2009? (please check) Senior Junior

TUITION: Tuition must be paid for prior to the start of classes. SCC's tuition and fees are \$48 per quarter credit hour (2008-2009 school year). Tuition assistance may be provided. Check with your school counselor.

INSTRUCTIONS:

Please complete and sign the following pages:

- Student/Parent Information
- School Contact Information
- Student Essay
- Honor Statement
- Teacher/Counselor Recommendation Form **(place in a sealed envelope)**

*Also, please include a copy of your high school transcripts **(no signature required)**

REFERENCES: Please select one teacher or counselor from your school to complete the Teacher/Counselor Recommendation Form. To be considered for participation, this completed recommendation must be included with your application.

SELECTION: The selection process will be conducted by the SCC Career Academy Selection Committee. Selection and notification for the 2009-2010 academic year will occur in March 2009.

QUESTIONS ABOUT THE PROGRAM AND/OR THIS APPLICATION: Contact: Rod Rhodes at (402) 228-3468, ext. 1286, 800-233-5027, ext. 1286, OR your high school counselor.

Return this completed and signed four-page application form to your high school counselor by March 27, 2009

STUDENT/PARENT INFORMATION

(Please type or print neatly in black ink)

Name _____ Address/City/Zip _____

Phone # _____ E-mail _____ Birthdate _____

SSN # _____ High School _____ Current Year in School _____

Name(s) of parent/guardian the student lives with: _____

Guardian/Father's Name: _____ Daytime phone: _____

Cell phone: _____ E-mail _____

Guardian/Mother's Name: _____ Daytime phone: _____

Cell phone: _____ E-mail _____

PARENT ESSAY: Briefly explain why your student would be a good candidate for the Academy:

Go to www.southeast.edu
 for more information about SCC's Career Academies!

STUDENT/PARENT CERTIFICATION:

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that if selected for the SCC Career Academy, falsified statements may be grounds for dismissal. I understand that as part of the Career Academy, employers may require a drug test, insurance approval, and/or background checks. I have read the attached Honor Statement and understand the level of commitment required, if selected.

Student Signature _____ Parent Signature _____

SCHOOL CONTACT INFORMATION

Please provide the name of your high school administrator or counselor who will serve as contact for issues such as grading and attendance.

Name _____

Title _____ Phone _____ E-mail _____

**STUDENT ESSAY
(On a separate piece of paper
along with your name and school name)**

Please answer the following questions. Typed essays are preferred (neatly printed in black ink is acceptable). Remember to use your best grammar and punctuation skills.

1. GOALS: Briefly describe your future career and educational goals. Also, explain how the Career Academy Program will help you achieve your goals.

2. ATTENDANCE: Attendance in Career Academy classes is mandatory. All absences and tardies will be reported to your high school. Describe your school attendance/tardies record for the last two (2) years. If you have had more than three (3) absences per semester, give a brief explanation of why those absences occurred. (Example: illness or injury.)

3. WHY: Briefly explain why you feel you should be selected to participate in the SCC Career Academy Program.

4. Please enclose a resume or, in the blanks below, list any additional activities you have participated in that will help the selection committee evaluate your qualifications for an academy. (Examples: school, church, civic, or community activities; part-time jobs; volunteer work; honors received; offices held.)

**PLEASE RETURN YOUR COMPLETED APPLICATION PACKET
TO YOUR HIGH SCHOOL COUNSELOR
DEADLINE: March 27, 2009**

Career Academy Project Honor Statement

Participation in SCC’s Career Academy’s program requires a high level of commitment from the College, high school, students and parents. This agreement acknowledges that students and their parents are entering into a relationship with the College built on honesty, ethical behavior, open communication and trust. All participants must adhere to the following list of guidelines:

- The student is required to attend all courses.
- The student has access to an appeal process to review extenuating circumstances of absences and tardies at the College. During an appeal process, the student will continue to attend class.
- The student is expected to follow the high school class schedule as well as Career Academy’s calendar. In addition, the student is expected to follow SCC’s inclement weather policies.
- The student is required to arrive in the classroom on time. At the College, each program has its own standards which students are to abide by. Leaving early results in a tardy or an absence.
- The student is to behave in an ethical and professional manner at all times and represent his/her high school and SCC in a way that denotes dignity and respect.
- The student must politely accept feedback from instructors, advisors, college administrators and employers and treat each situation as a positive learning experience.
- The student is required to immediately notify instructors, the Academy office, and high school counselors of problems and concerns while attending the College and/or internship.
- The student is required to be drug and alcohol free while attending the College. Appropriate action will be taken in accordance with SCC policies and procedures if substance use/abuse is suspected. Internship sites may require a drug test.
- The student is required to follow the dress code of his/her specific program area, including protective clothing if necessary. Furthermore, individual classes and/or business sites may have a dress code which the student is expected to adhere to.
- Equipment provided by the Academy must be treated with respect and returned to the College at the end of the year in good condition. Lost or damaged books and equipment will result in replacement fines to be paid by the student.

Student Name (please print/signature) _____

Parent Name (please print/signature) _____

School Name _____ Date _____

Family Educational Rights & Privacy Act statement

Southeast Community College has developed policies and procedures in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974. The rights accorded students shall apply to all students 18 years of age or older, or no longer dependent upon their parents; students in a postsecondary education program, regardless of their age; and parents of eligible dependent students.

Generally, students have the following rights: to inspect and review their educational records; to a hearing to challenge the contents of their records; and to receive copies of all or part of their educational records upon request.

All requests for student records and information must be in writing and directed to the campus Student Services Office. Questions relating to the release of records and information should be directed to the campus Student Services Office. SCC may provide directory lists of graduates to senior institutions that have an articulation agreement with the College.

Directory information consisting of the items listed below may be released:

- * Student Name
- * Dates of attendance
- * Most recent school attended
- * Degrees and awards received
- * Honors and awards received, including Dean's List and other academic honors
- * Participation in officially recognized co-curricular activities (e.g. music, sports)
- * Weight/height of athletic team members
- * Parking permit number & auto license number
- * Photograph (see below)

When available, the student's physical address, e-mail address and/or telephone number will be released at the discretion of the Student Services Office.

***Use of Photographs:**

Photographers employed or contracted by SCC regularly take photographs of people, either individually or in a group, to illustrate or describe various aspects of the College and campus life. These photographs will be taken at public venues such as athletic events and concerts, or they may be taken in organized campus photo shoots where the subjects will

have given verbal consent to be photographed. Individuals who are photographed while attending a public event or who verbally agree to participate in a photo shoot will be understood to have authorized SCC to use their likeness in print and electronic materials to promote the College. The College will retain the usage rights to the photographs in perpetuity.

To avoid having this information released, the student must submit a written request (below) to the campus Student Services Office within 10 classroom days, not including Saturdays, Sundays and holidays, after initial enrollment in the College. After the initial 10-day period, any new request for withholding of directory information shall require a 10-classroom-day, not including Saturdays, Sundays and holidays, written notice to the campus Student Services Office to become effective.

Questions regarding the Family Educational Rights and Privacy Act (FERPA) should be directed to the campus Registration and Records Office.

Release of Information

I, _____ (SCC ID# _____), give permission (or request) _____ (print name)

that Southeast Community College release the following information (list or describe): _____

_____ This information is to be released to the following individuals or organizations:

| | | | |
|-------|-------------------|-------|------------------------|
| _____ | Name | _____ | Address |
| _____ | Name | _____ | Address |
| _____ | Student Signature | _____ | Social Security Number |
| _____ | | _____ | Today's Date |