



**CC Southeast
community college**

BEATRICE CAMPUS

CAREER ACADEMY

**INFORMATION
GUIDE
2009-2010**

PARTNERSHIPS

EQUAL

OPPORTUNITIES

Participating School Districts

Beatrice
Bruning-Davenport
Deshler
Diller-Odell
Fairbury
Freeman
Meridian
Southern
Thayer Central
Tri County

Career Academies Office

SCC-Beatrice
4771 W. Scott Road
Beatrice, NE 68310

(402) 228-3468 ext. 1286
800-233-5027 ext. 1286

www.southeast.edu

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Welcome to Southeast Community College's Career Academies

If you are a student who is interested in exploring a career field and earning college credit while still in high school, then a career academy is an excellent option to consider.

In your career academy, you will not only take college-level courses and get a head start on your degree, but you will visit various worksites, job-shadow different career areas, and learn skills that will help you be successful in pursuing the career field of your choice.

You will have the opportunity to meet and interact with other students, college instructors, businessmen and women, and/or a wide variety of health care providers from the three-county region and beyond.

Southeast Community College's Career Academies are a partnership between SCC, ESU 5 area school districts, health care providers, and business and industry in Gage, Jefferson and Thayer counties.

Career Academies provide opportunities for all high school juniors and seniors to be college- and career-ready for 21st-century high-wage, high-skill, and high-growth occupational areas.

Career Academies provide:

- * Real-World Learning Experiences
- * Dual Credit Classes (college and high school credit)
- * Participation in Student Organizations
- * Comprehensive Programs of Study

Southeast Community College's Career Academies support the Nebraska Department of Education's Career Education Model. For more information on careers in Nebraska, go to www.nebraskacareerconnections.org.

Thank you for considering a Career Academy!



FREQUENTLY ASKED QUESTIONS

WHAT is a Career Academy?

It is an opportunity for students to be both college- and career-ready. This means that . . . 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.

WHAT academies will be offered?

Starting in fall 2009, academies will be offered in Health Sciences and in Business, Marketing and Management. More academies will be added in later years.

WHAT will it cost me?

Southeast Community College tuition and fees are \$48 per quarter credit hour (2008-2009 school year). Check with your school counselor or administrator regarding possible tuition assistance. Textbooks for academy classes will be the student's responsibility.

WHAT classes will I take?

Each semester, students will take at least one career academy class. Each high school will have a complete listing of classes and course descriptions.

WHERE/WHEN will I take classes?

Classes will be offered in a variety of ways. Some may be face-to-face at a central location. Some may be in a student's own school, either through distance learning or an online class.

Career Academy classes will be offered during the regular school day. They will be scheduled like normal high school classes.

WILL these classes transfer?

Almost all of the courses will count toward a degree at Southeast Community College, and many of them will transfer to a four-year institution.

HOW will I register?

Students will complete an Academy application and register through their local school's spring registration process. School counselors will assist students in registering for academy classes.

WHERE will I learn more about jobs and the career I am interested in?

As part of the academy experience, part of the time will be spent "on-site" at a local business or health care provider. These activities will be coordinated by the school district and the career academy office.

WHY should I consider a Career Academy?

Career Academy programs are geared for preparing students for high-skill, high-wage and high-demand careers. In order to compete for jobs in today's world, students will need to be both college- and career-ready. An academy will combine rigorous classes with relevant experiences that will make that possible.

General Information

Eligibility Requirements

- Must be a high school junior or senior when Academy classes start.
- Must be at least 16 years old.
- Must have transportation to and from classes and the work-based learning experiences.
- Must complete an application, including a student and a parent essay, and be selected.

Curriculum

Specific courses are determined by SCC faculty, secondary school officials and business partners. Based on classes taken, students may complete between 5-20 credit hours of college-level coursework per year.

Calendar

Students are expected to abide by the Career Academy calendar. (If class is not in session at the high school, students are still expected to attend SCC classes.)

Course Capacity

Course capacities range from 8 to 25 students per class. Space may be limited due to the number of workstations, room size and equipment available.

Registration

Students will begin registering for academy classes at their local high school during the school's normal registration process. In March, students selected for the Career Academy will receive an acceptance letter and information about registration and payment procedures.

College and High School Credit

Southeast Community College credit is granted for the college courses students take in the Career Academy. Each high school/district determines whether high school credit also is awarded for the Career Academy course work. For information about transferring course credit to other higher education institutions (such as four-year colleges), it is best to contact the institution that will be receiving the credit. For local area transfer agreements, please visit the following Web site: <http://my.southeast.edu/mystudent.html>.

Grades

Grades for each college course are derived using the criteria identified in the course syllabus developed by the faculty. Students receive a course syllabus at the beginning of each class. Grades for the high school credit portion of the class will be the responsibility of the home school district.

FERPA

Signature of both the Student and the Parent are required on the Application if the student is under 18 years of age. Student information such as academic progress and attendance may be released to the student's parent(s)/guardian(s) and to the high school (see Page 15 for complete Family Educational Rights and Privacy Act statement). **NOTE:** Students under the age of 18 who submit a form without parent/guardian signature will NOT be registered.

Inclement Weather

If SCC is closed, Career Academy classes and activities will be cancelled. If your school district is closed, you DO NOT have to attend academy classes or activities for that day. Check the Southeast Community College Web site (<http://my.southeast.edu/mystudent.html>) or call the Career Academy office (800-233-5027, ext. 1286) for cancellation updates.

Instructor Absences

In the event of an instructor's absence, SCC will attempt to hire a substitute instructor. If a substitute instructor is not available, then class will be cancelled. An attempt will be made to notify each individual student, either through the school or home, advising of the class cancellation.

Work-Based Learning Component

A key part of the Career Academy program will be work-based learning experiences. The Career Academy Office will establish contacts in the business community, and will help to set up job shadowing experiences, tours, field trips, speakers, and Big Event Days (special programs held once a semester).

Students will complete a portfolio of their work-based learning experiences. This will be graded and will include summaries of the experiences as well as resumes, assignments and career and college research activities. Students in the Career Academy program are required to complete the career research activities and the career portfolio in order to receive high school credit.

Student Responsibilities

Attendance - Class attendance is taken. All absences or tardies are reported to the student's home school. Class attendance is mandatory.

Confidentiality - A level of privacy exists in each career field. What students see in a place of business or health care facility should remain confidential. HIPAA regulations in local hospitals and other health care providers will be strictly enforced.

Dress Code - Students must follow the dress code as stated by the instructor as well as what is dictated by professional safety standards. Individual classes and/or business sites may have dress codes by which students must abide.

Transportation - Transportation to the appropriate SCC campus/center and/or internship/apprenticeship site is the responsibility of either the student or the local school district.

To Apply - An application is available in the back of this guide, from your high school guidance counselor, or you may call the Career Academy Office at 800-233-5027, ext. 1286, to have a copy mailed to your home. Please submit the application to the address listed on the application.

Application Deadline: March 27, 2009

Questions - If you have questions about SCC's Career Academy, please contact:

Career Academies Office
Southeast Community College-Beatrice
4771 W. Scott Road
Beatrice, NE 68310

Rod Rhodes, Project Director
(402) 228-3468, ext. 1286
800-233-5027, ext. 1286
rrhodes@southeast.edu

OR Your high school guidance counselor

ACADEMY COURSE SEQUENCES

Health

Year One:

Semester 1: Intro to Health (non-credit) *AND*
MEDA 1204 First Aid (2 credits)

Semester 2: MEDA 1101 Medical Terminology I (2 credits) *AND*
MEDA 1201 Medical Terminology II (3 credits)

Year Two:

Semester 1: Biology Elective (see below) *OR* NURA
1401 Basic Nursing Assistant I

Semester 2: MEDA 1406 Basic Pharmacy (2 credits)
AND MEDT 1100 Procedures in
Phlebotomy (2.5 credits) *OR* NURA 1401 Basic
Nursing Assistant II (Note: BNA I and II equal 6.5 credits)



Biology Electives: BIOS 1000 Structure & Function (6.0 cr); BIOS 1210
Human Anatomy & Physiology (6.0 cr); BIOS 1220 Human Anatomy &
Physiology (6.0 cr)

Business

Year One:

Semester 1: BSAD 1050 Introduction to Business (4.5 credits)

Semester 2: BSAD 1020 Microsoft Applications II
(4.5 credits) *OR*
ECON 1200 Personal Finance (4.5 credits)



Year Two:

Semester 1: ACCT 1200 Principles of Accounting I
(4.5 credits)

Semester 2: BSAD 2540 Principles of Management (4.5 credits) *AND/OR*
ENTR 1050 Introduction to Entrepreneurship (4.5 credits)

Note: 4.5 quarter hours at SCC = 3.0 semester hours at a four-year institution.

Business, Marketing and Management Career Academy Outline

SCC PROGRAM	<u>BSAD 1020</u> Microsoft II	ECON 1200 Pers. Fin. (T)	BSAD 1050 Intro. Bus. (T)	BSAD 2540 Mgmt. (T)	ENTR 1050 Intro. Entr. (T)	<u>ACCT 1200</u> Acct. I (T)
AGRI-BUSINESS+	Meets Gen. Ed. Requirement	Meets Gen. Ed. Requirement				
BUSINESS ADMIN.+	X	Elective/ Gen. Ed.	X	Elective	Elective	X
BUS. INFO. TECH. +	X		Elective			Elective
COMPUTER PROGRAM		Meets Gen. Ed. Requirement				
EARLY CHILDHOOD	Elective/ Gen. Ed.	Meets Gen. Ed. Requirement				
FOOD SERV./ HOSPITALITY	Meets Gen. Ed. Requirement	Meets Gen. Ed. Requirement	X	Elective	Elective	Elective (Lodging)
GRAPHIC DESIGN	Meets Gen. Ed. Requirement	Meets Gen. Ed. Requirement				
MICROCOMP. TECHNOLOGY			Elective	Elective		
PARTS MKTG./ MGMT.	Elective	X		X		Elective
VISUAL PUBLICATIONS	X	Meets Gen. Ed. Requirement				

Business Academy Course Sequence

Year One:

Semester 1: BSAD 1050 Introduction to Business (4.5 credits)

Semester 2: BSAD 1020 Microsoft Applications II (4.5 credits) *OR*
ECON 1200 Personal Finance (4.5 credits)

Year Two:

Semester 1: ACCT 1200 Principles of Accounting (4.5 credits)

Semester 2: BSAD 2540 Principles of Management (4.5 credits) *AND/OR*
ENTR 1050 Introduction to Entrepreneurship (4.5 credits)

X Required class for this program

(T) Course transfers to many Nebraska four-year schools

+ Program offered on SCC's Beatrice Campus

BSAD If underlined, check prerequisites

Business, Marketing and Management Career Academy Course Descriptions



ACCT1200 - Principles of Accounting I (4.5 credits)

Prerequisite: Accounting competency recommended. Example: One year of high school accounting. This course is designed to provide introductory knowledge of accounting principles, concepts and practices. Included topics are the balance sheet, the income statement, the statement of owner's equity, the statement of cash flows, worksheets, journals, ledgers, accruals, adjusting and closing entries, internal controls, inventories, fixed and intangible assets, liabilities, equity, and financial statement analysis. This course provides a foundation for more advanced work in the fields of accounting and business.

BSAD1020 - Microsoft Applications II (4.5 credits)

Prerequisite: BSAD1010 or high school equivalent.

Continues efficient use of Windows Explorer. Use of Microsoft Office software suite to continue integration, to learn basic/intermediate features of the MS PowerPoint presentation application and the MS Access database application, and to learn intermediate/advanced features of the MS Excel spreadsheet application.

BSAD 1050 - Introduction to Business (4.5 credits)

An introductory study and overview of the role of business in society as well as a discussion of the various disciplines of business, including an overview of business organization, management, marketing, human resource management, and finance. Also, a study and discussion of various strategies for success of specific public and private firms as well as small business. Business vocabulary used to understand and interpret business news and information.

BSAD 2540 - Principles of Management (4.5 credits)

Introduction to management theory and practice for supervisors of employees or managers of organizations. Functions of planning, organizing, directing, controlling and supervising. New and rapidly developing areas of management.

ECON 1200 - Personal Finance (4.5 credits)

Prerequisite: Math competency recommended.

Survey of principles and methods of managing personal finance resources. An introduction to how economic concepts and functions impact personal financial decisions. Topics include: economic concepts, banking, saving and investment, credit, major purchases (home/auto), risk management (home, life, health, auto), tax strategies, retirement and estate planning.

ENTR 1050 - Introduction to Entrepreneurship (4.5 credits)

The student will evaluate the business skills and commitment necessary to successfully operate an entrepreneurial venture and review the challenges and rewards of entrepreneurship. The student will understand the role of entrepreneurial businesses in the United States and the impact on our national and global economy.

Health Sciences Career Academy Outline

SCC PROGRAM	MEDA 1101 (T)	MEDA 1201 (T)	MEDA 1204	MEDA 1406 (T)	MEDT 1100	NURA 1401	BIOS 1000	BIOS 1210 (T)	BIOS 1220 (T)
ASSOCIATE DEG. NURSING	Elective	Elective		X		X	X or	X	X
DENTAL ASSISTING	X								
EMS/ PARAMEDIC	X								
HEALTH INFORMATION	X	X					X		
HUMAN SERVICES							X		
LAB SCIENCE TECHNOLOGY							X		
MEDICAL ASSISTING	X	X	X	X			X		
MED. LAB TECHNOLOGY					X				
PHARMACY TECHNICIAN+	X						X		
PHYSICAL THERAPIST ASST.	NEW PROGRAM								
POLYSOMNOG. TECHNICIAN									
PRACTICAL NURSING+	Elective	Elective	Elective			X	X		
RADIOLOGY TECHNOLOGY	X			X				X	X
RESPIRATORY CARE	X							X	
SURGICAL TECHNOLOGY	X							X	X

Health Academy Course Sequence

Year One:

Semester 1: Introduction to Health (non-credit) AND MEDA 1204 First Aid (2 credits)

Semester 2: MEDA 1101 Medical Terminology I (2 credits) AND MEDA 1201 Medical Terminology II (3 credits)

Year Two:

Semester 1: Biology Elective

Semester 2: MEDA 1406 Basic Pharmacy (2 credits) AND MEDT 1100 Procedures in Phlebotomy (2.5 credits OR NURA 1401 Basic Nursing Assistant II (Note: BNA 1 and II equal 6.5 credits)

X Required class for this program

+ Program offered on SCC's Beatrice Campus

(T) Course transfers to many Nebraska four-year schools

MEDA If underlined, check prerequisites

Health Sciences Career Academy Course Descriptions



NONCR - Introduction to Health Careers

This class will be offered for high school credit only. The purpose of the class is to introduce students to the broad range of career opportunities in the health care field.

BIOS1000 - Structure & Function of Human Body (6.0 credits)

Overview of the normal structure and function of the human body systems and their interrelationships.

BIOS1210 - Human Anatomy & Physiology I (6.0 credits)

Introduction to anatomy and physiology for students in biological, medical and health-related programs. Relationships between structure and function. Chemical, cellular and tissue levels of organization. Introduction to principle systems of the human body. Structure and function of the integumentary skeletal, muscular and nervous systems of the body. Important physiology experiments and structural identification experiments.

BIOS1220 - Human Anatomy & Physiology II (6.0 credits)

Prerequisite: BIOS1210

Continuation of the study of BIOS1210. Relationships between structure and function. Detailed study of the major systems of the human body, including cardiovascular, respiratory, digestive, urinary, reproductive, endocrine, and lymphatic. Special senses, immunity, fluid, electrolyte and acid-base dynamics. Important physiology experiments and structural identification experiments.

MEDA1101 - Medical Terminology I (2.0 credits)

Introduction to medical terms. System for building a basic structure of medical terms. Pronouncing, spelling, defining terms and common medical abbreviations included.

MEDA1201 - Medical Terminology II (3.0 credits)

Prerequisite: MEDA1101

Continuation of MEDA1101. Terminology relating to body systems and disorders. Intended to increase medical vocabulary. Continuing system for building a medical vocabulary with emphasis on anatomy, physiology and diseases. Divided into "Basic Understanding and Greater Comprehension."

MEDA1204 - First Aid (2.0 credits)

First aid and emergency care developed by the American College of Emergency Physicians.

MEDA1406 - Basic Pharmacology (2.0 credits)

Prerequisite: BIOS1000 or 1210 or 1140

Introduction to legal aspects and government regulations, medication resource material, types of medication, route of administration, actions and effects of drugs and drugs used on various systems.

Health Sciences Career Academy Course Descriptions



MEDT1100 - Procedures in Phlebotomy (2.5 credits)

Introduction to the principles and skills needed to safely perform venipuncture and capillary blood collection techniques and special collection procedures. Quality assurance procedures pertaining to collection and transport of specimens, laboratory safety, ethical and legal issues pertaining to phlebotomy, and anatomy and physiology of cardiovascular system included. Supervised instruction and experience in collection techniques in lab.

NURA1401 - Basic Nursing Assistant (6.5 credits)

Completion of the class meets the Nebraska Department of Health requirements for employment as a Nursing Assistant. The course includes classroom, nursing lab and clinical experience in a health care facility. (NOTE: In the Career Academy, this class will be taught in two semesters: BNA I and BNA II.)



SCC Career Academy Transfer and Tuition Guide

SCC Academy Course	UNL Course	Transfers to these UNL Colleges	Tuition Savings
BSAD 1050 Intro. to Business	100 Level Business Elective	College of Business	\$216-\$539.25
BSAD 1020 Microsoft Applications II		BSAD 1020 meets the computer competency requirements for all business majors at UNL	\$216-\$539.25
ECON 1200 Personal Finance	FINA 260 Personal Finance	Meets Essential Studies requirement in Ag Sciences, Arts & Sciences, Fine and Performing Arts, Human Resources and Family Sciences, Journalism and Mass Communications, All Teacher Programs (except Ele)	\$216-\$539.25
BSAD 2540 Principles of Management	MNGT 320 Principles of Management	Agricultural Sciences (Animal Science), Business, Education, Engineering (General Business minor)	\$216-\$539.25
ACCT 1200 Principles of Accounting I	ACCT 201 Introductory Accounting I	Agricultural Sciences (including Agribusiness, Ag Economics, Agronomy, Animal Science), Business, Education, Engineering (General Business minor)	\$216-\$539.25
ENTR 1050 Intro. to Entrepreneurship	ENTR 121 Intro. to Entr. Management	College of Business	\$216-\$539.25
BIOS 1210 Human Anatomy & Physiology I	Note: This is a 6.0 credit class at SCC	BIOS *** (4 credits) Note: Meets UNL Nursing requirement	\$178-\$719
BIOS 1220 Human Anatomy & Physiology II	Note: This is a 6.0 credit class at SCC	BIOS *** (4 credits) Note: Meets UNL Nursing requirement	\$178-\$719
MEDA 1101 Medical Terminology I	MEDA 1201 Medical Terminology II	CLAS 116 (2 credits), Scientific Greek & Latin; GNCR *** (course transfers as UNL general hours) Note: Must take Medical Terminology I and II	\$119.50- \$359.50

TUITION INFORMATION

SCC tuition and fees are \$48 per quarter credit hour in 2008-2009. All SCC courses in the Business Academy are 4.5 credits (\$216).

Classes in the Health Academy range from 2.0 credits to 6.5 credits (\$96 to \$312).

Tuition at four-year public universities in Nebraska ranges from \$116.50 to \$179.75 per credit hour (2008-2009 rates). Classes are typically 3.0 semester credits (equivalent to 4.5 quarter hours).

Cost per class: \$349.50 to \$539.25 (not including fees).

Career Academy classes can potentially save a student tuition by (a) the lower SCC tuition rate (\$216 per class); or (b) if your school participates in the SCC tuition partnership, the school district and SCC pay the tuition for the academy class - not the student **(a savings of up to \$539.25 per class at a four-year institution)**.

Career Academy Application

INSTRUCTIONS:

Complete and sign the following pages:

- Student/Parent Information
- School Contact Information
- Student Essay
- Honor Statement **(must be signed)**
- Teacher/Counselor Recommendation Form **(place in a sealed envelope)**
- High School transcripts **(signature not 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???

If you have any questions about this program and/or application, please contact:

Rod Rhodes at (402) 228-3468, ext. 1286, 800-233-5027, ext. 1286, OR your high school counselor.

**RETURN YOUR COMPLETED APPLICATION PACKET TO YOUR HIGH SCHOOL COUNSELOR
DEADLINE: MARCH 27, 2009.**

STUDENT INFORMATION

(Please type or print neatly in black ink)

Name _____ Address/City/Zip _____

Phone # _____ E-mail _____ Birthdate _____

SSN # _____ High School _____ Current Grade _____

PARENT INFORMATION

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:

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. Southeast Community College may provide directory lists of graduates to senior institutions that have an articulation agreement with Southeast Community College.

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

- * Student Name
- * Major field of study
- * Dates of attendance
- * Enrollment status
- * 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 and auto license number
- * Photograph*

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 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.

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