

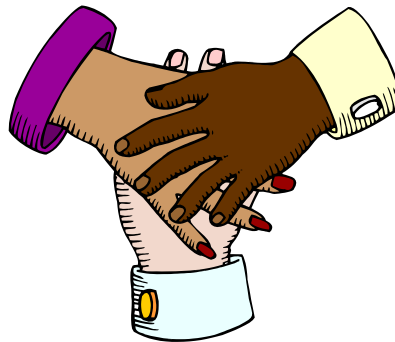
MID-PLAINS COMMUNITY COLLEGE & **BROKEN BOW HIGH SCHOOL** Career Academy Application

Instructions: Complete and sign the following pages:

1. Student/Parent Information
2. School Contact information
3. Honor Statement (must be signed)

Selection: The selection process will be conducted by the Career Academy Selection Committee. Selection and notification for the 2011-2012 academic year will occur no later than August 20, 2011.

Questions: If you have any questions about this program and/or application, please contact: Mr. Schaaf at Broken Bow HS at 872-2475 or Mid-Plains Community College at (308) 535- 3618.



BROKEN BOW SCHOOLS
EACH CHILD MATTERS. EVERY DAY COUNTS.

Return completed application packet to Mr. Schaaf by August 26, 2011.

Student Information – please type.

Name: _____ Current Grade: _____

Address: _____ City: _____

Zip: _____ Phone: _____ Date of Birth: _____

GPA: _____ SS#: _____ High School: _____

Which Career Academy are you interested in:

Health Science

Business

Education

Parent Information

Parent(s) or Guardian names with which student resides: _____

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

Cell Phone: _____ Email: _____

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

Cell Phone: _____ Email: _____

Student/Parent Certification:

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if selected for the Career Academy, falsified statements may be ground 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: _____ Date: _____

Parent Signature: _____ Date: _____

School Contact Information:

Please provide the name of your high counselor who will serve as a contact for the Career Academy.

Name: Ed Schaaf Title: BBHS Guidance Counselor

Phone: 308-872-2475 Email: eschaaf@bbps.org

Signature _____

**PLEASE RETURN YOUR COMPLETED APPLICATION PACKET
TO YOUR HIGH SCHOOL COUNSELOR**

HONOR STATEMENT

Participation in this academy requires a high level of commitment from Mid-Plains Community College, your high school, yourself and your parents. This agreement acknowledges that you (the student) and your parents are entering into a relationship built on honesty, ethical behavior, open communication and trust. Students should be a junior or senior to participate in the Career Academy.

All participants must adhere to the following list of guidelines:

- The student is required to attend all courses. Excessive absences may affect your grade.
- The student has access to an appeal process to review extenuating circumstances of absences and tardiness. During the appeal process, the student will continue to attend class.
- The student is expected to follow the high school class schedule as well as the Career Academy's calendar. In addition, the student is expected to follow MPCC's inclement weather policies.
- The student is required to arrive in the classroom on time. At Mid-Pains CC, each program has its own standards, which students are to abide by. Arrangements will need to be made prior to an absence.
- The student is to behave in an ethical and professional manner at all times and represent his/her high school and MPCC 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 Career Academy office, and high school counselor of problems and concerns while attending MPCC or with job shadowing experiences.
- The student is required to be drug and alcohol free while attending MPCC. Appropriate action will be taken in accordance with MPCC policies and procedures if substance use/abuse is suspected. Job shadowing 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 that the student is expected to follow.
- Equipment provide by the Career Academy must be treated with respect and returned to MPCC at the end of the course in good condition. Lost or damaged books or equipment will result in replacement fines to be paid by the student.

Job Shadowing Expectations

- Students will be expected to job shadow a minimum of **five** hours per semester. It is recommended that each experience be at least two to three hours in length.
- Your job shadow experience cannot be at any school you have attended and should not be directly with family members.
- Your class attendance must be in good standing at both MPCC and your high school to be able to job shadow.
- Students will be expected to make the contact with the job shadowing site/sponsor at least one week in advance of the date requesting to job shadowing. This date will need to be cleared with your high school.
- Students and parents will need to read and sign the Request for Job Shadow form.
- Students and parents will need to read and sign the confidentiality and ethical & legal behavior form.
- Parents and students will need to read and sign the Parental Permission and Release of Liability for Job Shadow form one week prior to the date.
- Students will need to follow up with a job shadow report and evaluation form within one week of job shadowing.

Student Signature: _____

School _____

Parent Signature: _____

Date: _____