



DMACC

CAREER **ADVANTAGE**

College Credit for High School Juniors and Seniors

DMACC Career Academy—Hunziker Center

DMACC.EDU/CAREERADVANTAGE

DMACC
DES MOINES AREA
COMMUNITY COLLEGE
Life's Calling™

PURPOSE

The purpose of this handbook is to provide background information and address the specific rules, policies, and procedures pertinent to high school students enrolled in the Career Advantage program and the DMACC Career Academy—Hunziker Center in Ames.

WHAT IS CAREER ADVANTAGE?

Career Advantage is a partnership between Des Moines Area Community College and area high schools that enables students to complete college-level courses while still enrolled in high school. Career Advantage programming is authorized by Iowa Code 282.26.

- ▶ Career Advantage courses supplement high school courses.
- ▶ DMACC course competencies, course materials, and textbooks are used in the classroom.
- ▶ Courses are the same content and quality as courses taught on the college campus.
- ▶ All instructors meet DMACC instructor qualifications.

WHAT IS A CAREER ACADEMY?

Career Academy programs are specific programs that introduce high school students to career/vocational program opportunities. College credits earned can lead toward a specific program completion certificate or license, college diploma, or two-year Associate's Degree.



AUTO COLLISION REPAIR

Students will gain experience in the areas of basic shop operations and procedures, welding, painting, and shop safety. Twenty-seven DMACC credits are available upon completion of all DMACC Career Academy course offerings.

CULINARY ARTS Through hands-on experience, students are introduced to the scientific principles used in food preparation, the hospitality industry, and the fundamentals of dining and sanitation. In the Culinary Arts Academy, 12 credits are available upon completion of all culinary course offerings.



DMACC CAREER ADVANTAGE OFFERS THREE OPTIONS FOR HIGH SCHOOL STUDENTS:

- ▶ Classes at DMACC—Located on our campuses and attendance centers, DMACC Career Academies offers career and options and get a head start on college.
- ▶ Classes at your high school — DMACC offers a variety of courses within area high schools. These courses are taught by high school instructors who have been approved and certified by DMACC. DMACC course offerings vary at each high school.
- ▶ Classes online — The DMACC Online Career Academy (OLCA) provides high school students the opportunity to take a college class at DMACC through an online environment. DMACC provides a variety of course options.

STUDENT ELIGIBILITY REQUIREMENTS FOR CONCURRENT ENROLLMENT COURSES

To be eligible for a concurrent enrollment course, students must be a high school junior or senior in good academic standing. They must also be on track to graduate on time and demonstrate a level of proficiency in Reading, Math, and Science as determined by their performance on the Iowa Assessments. Local districts may approve student participation for students who fall short of proficiency in these three areas through the use of an alternate assessment criterion.

WHY CONSIDER CAREER ADVANTAGE?

- ▶ High school students earn college credit and college experience at no cost.
- ▶ Programs and courses lead directly to degrees, diplomas, certificates, and apprenticeships.
- ▶ Students gain hands-on training in an area of personal interest.
- ▶ Career and technical programs give students excellent opportunities to explore career options before they leave high school, without requiring an investment in postsecondary programs they may ultimately not pursue.
- ▶ The college credits earned apply toward a two-year degree at DMACC.
- ▶ Career and technical programs are equipped with state-of-the-art technology.
- ▶ Students enter the workforce with marketable skills.
- ▶ Students save time and money with an early start on college.

ADDITIONAL INFORMATION

Tuition: Tuition for students enrolled in Career Advantage programs is paid by the local school district. On average, a student enrolled in a Career Academy program completes 12 credits in a school year, resulting in a savings of more than \$1,750 in tuition costs. High schools are billed each semester for Career Advantage courses in which their students are enrolled.

Course Textbooks and Materials: All textbooks, classroom materials, and tools required for the respective programs/courses are provided, on loan, by DMACC to the student.

College Credit: Students may use their college credit toward a two-year degree at DMACC, or may transfer that credit to another postsecondary institution. DMACC has articulation agreements with Drake, Grand View, Iowa State, Iowa, and Northern Iowa. Other institutions may also honor DMACC credit. It is the responsibility of the student to communicate with the receiving college to decide if and how credit will be accepted. The receiving institution makes all

decisions regarding transferability of course credits.

Cancellation of Career Advantage Courses:

DMACC reserves the right to decline and/or cancel any contractual agreements with secondary school systems regarding Career Advantage courses for reasons that include, but are not limited to, the following:

- Limitations on available and qualified staff
- Limitations on equipment
- Financial reasons
- Course found to not meet Iowa Department of Education requirements
- Course does not meet DMACC content, time requirements, or rigor
- Any other reason as determined by DMACC to not be in the best interest of the College

DMACC Career Academy Programs Provided at the Hunziker Center

To learn more about these Career Academy program opportunities, visit www.dmacc.edu/careeradvantage

Program	Year 1 Credits	Year 2 Credits	Total Program Credits	Additional College Semesters Required to Complete College Diploma Program	College Semesters Required for Diploma Without CA Program Completion
Auto Collision*	15			2—Diploma 4—Associate of Applied Science	3—Diploma 5—Associate of Applied Science
Automotive Technology*	12	11	23	Upon successful completion of year 1 & 2, students may be eligible to earn a college-level certificate in Automotive Minor Repair and Vehicle Maintenance	
Building Trades*	12	9	21	2	3
Criminal Justice	16		16	3	4
Culinary Arts*	14		14		
Health Occupations	14		14	Receive Certification as Certified Nurse Aide upon successful completion of state exam. Successful completion satisfies two program entry requirements for several health programs	
Teacher Academy	8		8	Courses fulfill Level I Field Experience Requirement at many four-year colleges.	
Welding	10		10	Upon successful completion of this program, students may be eligible to earn college-level certificates in Blueprint Reading and Production Mig Welding	

* The college credits earned automatically qualify students for program continuation on the DMACC campus—no waiting list for students to be enrolled in some of these programs.

To learn more about these Career Academy program opportunities, visit www.dmacc.edu/careeradvantage

Additional information about the Programs of Study, career opportunities, potential pay rates, and other topics can be found at www.dmacc.edu/programs

Hunziker Career Academy Policies and Procedures

ATTENDANCE/TARDY POLICY

Student attendance is very important. Classes meet each day for two hours and missing one or more classes can easily cause a student to fall behind. Students who are going to be absent from class must contact the instructor directly (instructors will provide contact information) to let them know of the impending absence. Attendance records are maintained daily and the local high school is contacted with a daily attendance report. It is the student's responsibility to meet with the instructor to learn about classroom assignments and content information that was missed during the absence.

STUDENT RESPONSIBILITIES

Students enrolled in Career Academy programs are expected to:

- ▶ Assume responsibility for their learning and achievement.
- ▶ Demonstrate respect for fellow classmates, instructors, and school property and equipment.
- ▶ Make a commitment to attend classes and give their best effort each day.
- ▶ Communicate with their instructors if they are absent from class.
- ▶ Assume responsibility for completing any makeup work required as a result of an absence from class.

WEATHER-RELATED POSTPONEMENTS/CANCELLATIONS

Poor weather conditions may require postponement or cancellation of classes. Depending on the nature of the weather conditions, classes may be postponed for the morning session only or may be cancelled for the entire day. Every effort will be made to make a decision by 6:00 a.m. All instructors have organized either a phone tree or a text message list and will communicate any postponement or cancellation directly with students. A voice message will also be posted on the Hunziker Center answering machine, (515) 663-6700. In the event that DMACC is in session, but the local high school is not in session due to weather conditions, the parent and student will make a decision about attendance on that day. On occasions when weather deteriorates during the school day, school principals can make the decision not to have their students attend the Academy if they feel it is unsafe for them to travel. The local schools will contact the Academy if their students will not be attending.

ACADEMIC CALENDAR DATES

The academic calendar for Career Academy programs is established by DMACC and can be found online at www.dmacc.edu/students. Students are expected to attend classes when they are in session. On days when DMACC is not in session, but the student's high school is, students are expected to attend their regularly scheduled high school classes. The Career Academy staff will work with local high school administrators when special schedules occur that may require students to miss part of the school day at either the Career Academy or at the local high school.

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PROCEDURES FOR PARENTS SEEKING INFORMATION

DMACC will comply with the Family Educational Rights and Privacy Act (FERPA) mandated by the U.S. Congress as it pertains to student records. Parents who seek specific information about student work/achievement from an instructor should direct their questions to a Career Academy administrator, who will communicate with the instructor, gather the requested information (e.g., information about student progress, grades, work habits, work completion, attitude in class, etc.), and forward this information to the high school counselor. The Career Academy has a signed agreement with all local high schools to share student information in this manner.

GRADES

Grading scales and criteria for coursework should be specified in the course syllabus and will be reviewed with students by the individual program instructors. Some programs have specific performance standards that must be attained for students to demonstrate proficiency.

GRADE REPORTING

Progress Grade Reports are distributed to the high school counselor three times per semester. At least one of the progress reports is provided prior to mid-semester and the deadline for dropping classes. This report notifies students who have quit attending or are not progressing satisfactorily (receiving grades of C- or lower) of services available to help them improve their academic performance.

Official Final Grade Reports are issued from the DMACC Office of Academic Records in mid-February and in late June. Upon completion of Career Advantage courses, students earn permanent grades that appear on an official college transcript. Final grade reports are available to Career Advantage Students by signing into their MyDMACC account. A copy of the final grade report is also filed with the local high school counselor.

TRANSPORTATION AND PARKING

Students enrolled in Career Academy programs at the Hunziker Center are responsible for their own transportation to and from the Center. Many students from the same district car-pool together. Students enrolled in the Building Trades program and Certified Nurse Aide program are responsible for their own transportation to and from their job site or clinical experiences. Adequate parking is available at the Hunziker Center for students attending classes. Students are asked to park within the marked parking stalls.

ADD/DROP POLICY

Students may change their schedule by contacting a Career Advantage Academic Advisor. Students may drop/withdraw from courses up until the official Drop Deadline date (set by the DMACC Registrar's Office). In order to drop a class, students must complete an official add/drop form.

NOTE: High school students should be aware that if they are taking a college course for concurrent credit and decide to drop the class, they must also drop the high school credit. This could have an impact on the number of credits a student will need for high school graduation. Prior to being approved for dropping a program/course, students must communicate with both their local high school counselor and the DMACC academic advisor. Students must also consult with their high school counselor to review high school graduation requirements and verify their high school credit status.

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ACADEMIC ADVISOR SERVICES

An Academic Advisor is available on-site to assist students in planning their educational programs, monitoring their academic progress, developing their academic skills, using college resources to meet their educational needs, and meeting graduation requirements. The Advisor will also visit local high schools to provide support and information regarding DMACC programs, credit and transfer procedures, and any other student educational needs.

IEP SERVICES

DMACC will provide reasonable accommodations to support students with disabilities. Modifications that alter the curriculum or the academic expectations for students are not permitted. In the Career Academy setting, DMACC and the home high school will collaborate to ensure proper services are provided. The following list represents common or frequent accommodations used by students with disabilities in DMACC programs. It is not intended to be a comprehensive list of possible options.

TYPES OF ACCOMMODATIONS:

1. Taped/Scanned Textbooks
2. Testing Accommodations
3. Readers and Scribes
4. Software
5. Sign Language Interpreters, as arranged by the district.
6. Alternate Formats (Braille, Large Print, Closed Captioning)
7. Notetakers
8. Digital Recorders and Assistive Listening Devices

If a student enrolled in programs requires specific one-on-one instructional support, the local school district assumes responsibility for providing this support.

ACADEMIC INTEGRITY

Academic Integrity (doing one's own work in course assignments and on tests) is one of the most important values in higher education. Receiving credit for plagiarizing or cheating diminishes the value of all degrees conferred. It is unacceptable for students to submit another person's work as their own. If students quote, summarize, paraphrase, or use an author's idea, they must acknowledge the source; otherwise they are plagiarizing. Allowing others to accept credit for work not their own is also cheating. Students who plagiarize or cheat will be held accountable by their instructor and are subject to the sanctions outlined in the Academic Misconduct Procedure (ES 4670).

Hunziker Career Academy Policies and Procedures

CONFIDENTIALITY REQUIREMENTS

Due to their placement in a work environment with potential access to a wide variety of information, students enrolled in the Health Occupations program are required to complete confidentiality agreements for their respective worksites and clinical experiences. These agreements will be provided to the student and must be completed before placement in a work or clinical experience can begin.

IMPACT OF LOW GRADES/DROPS/WITHDRAWALS ON FUTURE FINANCIAL AID

A student's college transcripts become a part of each student's permanent record. As such, it is important to give your very best effort at all times and keep the doors of opportunity open and available to you. Low grades, drops, and withdrawal from programs can affect your eligibility for future financial aid.

TRANSFER OF CREDITS

Students considering transfer to another college or university should contact an admissions or transfer counselor at that institution early in the planning process. The following outline provides tips for a successful transfer:

- ▶ Research and visit four-year colleges as soon as possible to decide on a transfer college. DMACC offers many partnership programs with four-year colleges and universities. For more information, visit www.dmacc.edu/transfer/Pages/partnershipprograms.aspx
- ▶ Schedule a campus visit as soon as possible with any institutions you may be considering. When scheduling a visit, ask for an appointment with an advisor. Write down the names of contact people at the transfer college.
- ▶ Complete an application for admission to the selected college or colleges. Complete financial aid, scholarship and housing applications. Watch for deadlines and complete all materials as early as possible.
- ▶ Request to have all college transcripts sent to the transfer college. Students must contact each college attended and request that they release all academic transcripts to the selected transfer college.
- ▶ Attend a registration/orientation day at the transfer college. Some colleges allow students to preregister for classes. Be alert to any registration/orientation procedures and stay in touch with the transfer college.

TRANSCRIPT REQUESTS

Students can mail or fax requests to the DMACC Office of Academic Records. Transcript request forms are available at each campus, from a Career Advantage advisor, or at this website: www.dmacc.edu/careeradvantage. Career Academy transcripts are sent at the end of February and end of June. There is no fee for transcripts. Copies of transcripts issued to students are stamped with the words "Issued to Student."

Once grades are posted at DMACC, transcripts can be sent electronically through the National Student Clearinghouse. Please see the DMACC Academic Records webpage for more information.

Hunziker Career Academy Policies and Procedures

LOST AND FOUND

Lost or misplaced items are turned in to the building administrative assistant and can be claimed at this desk.

TOBACCO-FREE CAMPUS

All DMACC campuses are tobacco-free. Tobacco is defined to include any lit cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product; and smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form. Engaging in smoking tobacco products or using smokeless tobacco products while on DMACC property is prohibited. This policy applies to:

- a) All DMACC campuses, attendance centers, and anywhere that DMACC provides a service (e.g., rental facilities).
- b) Housing owned by DMACC or situated within the boundaries of a DMACC campus.
- c) No DMACC location is exempt. This includes personal vehicles located on DMACC property, DMACC vehicles, walking trails, and outdoor athletic complexes.

Sanctions for violation of this policy may include a letter of reprimand, disciplinary conference with administration, and a monetary fine.

DRUG-FREE SCHOOLS AND CAMPUSES ACT

DMACC strives to provide an educational environment that promotes the health and safety of students, faculty, and staff. Accordingly, DMACC complies with the Drug-Free Schools and Campuses Act. The following behaviors are prohibited:

- ▶ Using, possessing, misusing, or being under the influence of any alcoholic beverage or other intoxicating beverage on College property or at College-sponsored functions, except as authorized by College regulations or College authority.
- ▶ Manufacturing, processing, selling, delivering, providing, using, purchasing, or misusing or possessing any narcotic drug, marijuana, or other addictive, dangerous, or controlled substance on College property or at College-sponsored functions. Drug paraphernalia is also prohibited.
- ▶ The use of tobacco products, which include smokeless or smoking tobacco, is prohibited on all campuses and all attendance facilities in compliance with state law.

The unlawful possession, use, distribution, or misuse of illicit drugs or alcohol by students may result in sanctions including suspension from DMACC. More information about the DMACC Student Conduct Code and possible sanctions can be found at: www.dmacc.edu/studentconduct.

Notes

HEALTH OCCUPATIONS

This year-long program will provide students the opportunity to explore careers in healthcare and work toward CNA training.





WELDING

In addition to a welding skill base, students will explore the greater career field of advanced manufacturing through workplace experience.

Ten credits are available upon completion of all DMACC Career Academy course offerings.

CONTACT INFORMATION

CAREER ACADEMY

JEFF KELLY

DIRECTOR

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800-362-2127, ext. 6708
email: jjkelly@dmacc.edu

MEGAN WICKS

ACADEMIC ADVISOR

Office: 515-663-6707
800-362-2127, ext. 6707
email: mewicks@dmacc.edu

ADMISSIONS

515-965-7337 or
800-362-2127, ext. 7337

TESTING CENTER (Ames)

515-663-6700 or
800-362-2127, ext. 6700

INFORMATION CENTER (Ames)

515-663-6700
800-362-2127, ext. 6700

TRANSCRIPT REQUESTS

515-964-6396 or
800-362-2127, ext. 6396



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Des Moines Area Community College (DMACC) shall not engage in nor allow discrimination covered by law against any person, group or organization. This includes in its programs, activities, employment practices, hiring practices or the provision of services. The full DMACC Nondiscrimination policy is available online at nd.dmacc.edu.