



www.rmctc.org

The Electrical Technology Program

CIP 46.0399

Instructor: Dylan Dohn

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Have Questions?
Reading Muhlenberg Career & Technology Center
2615 Warren Rd
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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 Parent/Guardian,

In order to participate safely in the Electrical Technology Program, your son/daughter will be required to have the following items:

1. **Work boots with rubber soles** – These will be required to do the hands-on projects in the shop area. Sandals tennis shoes, and open toed shoes are prohibited in the shop area.
2. **Proper work attire** – Students in each program area at RMCTC are required to wear a uniform throughout the school day. The uniform in Electrical Technology consists of a T-shirt with the RMCTC logo and cotton pants. Students will be supplied with two T-shirts. If a student loses a shirt or wishes to have more than two, they can be purchased through the RMCTC website. A change of clothes can be kept in your child's locker in the shop.
3. **A pencil** is required every day for theory lessons.
4. **Tools**-We are starting a tool program in the electrical shop planning for 25-26 school year. The details are not 100% certain yet but the general plan is the school will purchase all of the hand tools for the students and each student will need to pay a 50\$ deposit on the tools. Each tool will be engraved with a number which would be assigned to each student. I will be checking tools once a week to see if students are missing tools. If a student loses a tool or breaks the tool after using it for its unintended use the student will need to replace said tool and if not replaced the deposit will be held. Each student will be able to store the tools in their locker each day. At the end of their stay at RMCTC they will be able to keep the tools as it would give them a little jumpstart into a lifetime of tool collection for the field.

Your son/daughter will be required to operate various hand and power tools in the electrical shop. Each student will be given instruction on the proper operation and safety requirements for each tool. The student will then have to perform and demonstrate the correct operation while under the instructor's supervision. Until the instruction and safe operation of a tool is complete, the student will not be permitted to operate that particular piece of equipment.

The Electrical Technologies Program is an area of potential hazard if the students do not adhere to the safety guidelines that have been put in place. For the safety of all students, any student who violates school or classroom rules/regulations may not be allowed to participate in hands-on projects. Instead, he/she will be assigned bookwork activities in addition to any other penalties which may apply.

Regarding safety, other than to test a student's hands-on project, there is absolutely no reason your son/daughter should be exposed to energized circuits while in the electrical shop. The student's projects will be energized and verified only while under the instructor's direct supervision. Failure to adhere to this policy will result in the appropriate disciplinary action.

Each student's safety is my number one priority in the electrical shop. I have included a list of shop rules for you to go over with your child. This list will also be posted in the shop. To ensure that you have read and understand the safety guidelines and shop rules, please sign and return these two forms to the school.

Sincerely,

Dylan Dohn
Electrical Technologies Instructor
Reading Muhlenberg Career and Technology
Center

Parent's Signature

Date

Student's Signature

Date



Electrical Technology

- Design and construct electrical systems in homes and businesses.
- Develop the skills and knowledge needed to build electrical systems.
- Successfully transition into a first career job and/or related post-secondary training.
- Interact with local electrical industry experts.

Job Titles –Career Pathways

- 41-2031 Retail Salespersons
- 47-2111 Electricians
- 47-3013 Helpers — Electricians
- 49-9098 Helpers — Installation, Maintenance, and Repair Workers



CTC knowledge transfers to college credit at:

Harrisburg Area Community College
Keystone Technical Institute
Lincoln Technical
Institute Orleans
Technical Institute
Pennsylvania College of
Technology Rosedale Technical
Institute Triangle Technology

Student Certifications

NOCTI – National Occupational
Competency Testing Institute Certification
* Electrical Power & Transmission Installers
OSHA Safety Certification
PBA – Pennsylvania Builders Association

Accreditations

PBA – Pennsylvania Builders Association



Instructor –Dylan Dohn

Biography

Education

Governor Mifflin High School

Berks Career and Technology Center- Electrical Occupations

Work Experience

Berks Career and Technology Center-Teacher for Electrical Apprentice Program

MGK Industries-Worked on wastewater pump stations and wastewater treatment plants

Wiring by Wall-Integrated older conveyor lines to modern day technology, switchgears, and plc's.

BJ Baldwin Electric-Located supplies for electricians; in charge of shipments

Hire Date

2023

Program Planning Tool

Program Title: CIP 46.0399 ELECTRICAL TECHNOLOGY

Student Name: _____

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: Pennsylvania Builders Association and OSHA Certifications.
- 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 fulltime 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 use tools such as cable reels, screwdrivers, conduit benders, crimping tools, power drills, stripping tools, voltage and current meters, wire and cable cutters.
- Students will be required to climb ladders and work from scaffolding. Working in the laboratory, students will also be required to learn the safe installation of switches, conduit, controls, circuit breakers, wires, lights, signal devices and other electrical parts. Due to the risk of electrical shock and fire hazard, using this equipment requires self-discipline and strict adherence to rules to ensure safety of self and others. The laboratory simulates a real working environment therefore students will be exposed to the noise levels, dust, debris, and fumes associated with the electrical occupations profession.
- Participate in classroom theory and laboratory applications for generally 2 ½ hours each day; students will spend 50% of their time in classroom theory and 50% of their time doing laboratory applications and live work.
- Participate in Career & Technical Student Organizations including HBA, 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 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 11th to 12th grade reading level and most technical manuals are written at a higher level and are accessed on line.
- Complete homework on time. Homework typically involves chapter or workbook assignments, on line research assignments and writing assignments.
- Purchase appropriate work and safety attire, tools, and equipment. Glasses - \$8; Start-up tools - \$150.

Program Planning Tool

CTE Requirements	Present Educational Ability/Level	Support Needs
<p>Program Completion – 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.</p>		
<p>Reading & Language Arts Level- Text and manuals written on a 11th-12th grade reading level. Proficient on end-of-course exam (Keystone). Understanding written sentences and paragraphs in work related documents. Ability to read and comprehend blueprints, technical drawings, and measuring instruments. NOCTI assessment and industry certification exams require a proficiency in English language skills.</p>		
<p>Math Level - At grade level and proficient on end-of-course exam (Keystone). Knowledge of arithmetic, algebra, geometry and their applications. Ability to estimate and measure sizes, distances, and quantities; and determine time, costs, resources, or materials needed to perform a work activity. Ability to calculate and use electrical mathematical concepts and properties.</p>		
<p>Aptitude – Mechanical, critical thinking, active listening, complex problem solving, troubleshooting, deductive reasoning, inductive reasoning, selective attention (ability to concentrate on a task over a period of time without being distracted), visual color discrimination and spatial relations.</p>		
<p>Safety & Physical – Manual dexterity, multi-limb coordination while standing, sitting or lying down, arm-hand steadiness and finger dexterity. General body coordination and stamina that requires considerable use of arms, legs and whole body. High degree of self-discipline and focus needed for safety around moving equipment, hand tools, power tools and other equipment found in the industry. Physical strength and stamina with the ability to lift 50 lbs. overhead. Ability to work in all weather conditions, work independently, have good eye/hand coordination, color discrimination, no fear of heights or working in closed spaces.</p>		
<p>Interpersonal/ Social – Dependability, cooperation, integrity, initiative, independence, stress tolerance. Ability to work independently and in a team.</p>		
<p>Other Occupational/Program Considerations - Teamwork, excellent measuring skills, Dust, dirt and debris, loud and sometime startling noises, ongoing background noise, moving people and construction equipment, small spaces, interior or exterior work factors/environmental factors, scaffolding and ladders. Due to the risk of electrical shock and fire hazards, using this equipment requires self-discipline and strict adherence to rules to ensure safety of self and others.</p>		

46.0399 - Electrical Technology

100 - BASIC SAFETY
101 - Inspect and use personal protective equipment.
102 - Identify causes of job site accidents.
105 - Properly don fall protection.
106 - Identify four classes of fire extinguishers.
107 - Confirm circuits are de-energized before working on them.
108 - Perform lockout/tagout.
109 - Inspect and use ladders.
110 - Complete jobsite hazard analysis form.
111 - Identify arc-flash hazards and protection (NFPA70E).
200 - HAND TOOLS
201 - Use screwdrivers.
202 - Use pliers.
203 - Use a keyhole/drywall saw.
204 - Use a hydraulic knockout/punch tool.
205 - Use a tape measure.
206 - Use wire strippers.
207 - Use wire cutters.
208 - Use a utility knife.
209 - Use a torpedo level.
210 - Use a hammer.
211 - Use a conduit reamer.
212 - Use a hacksaw.
213 - Use an MC Cable splitter (roto-split).
214 - Use an adjustable or non-adjustable wrenches.
215 - Use a ratchet and sockets.
216 - Use nut drivers.
300 - POWER TOOLS
302 - Use a hammer drill.
303 - Use a reciprocating saw.
304 - Use a portable hand-held band saw.
306 - Use a drill.
310 - Use an oscillating multipurpose tool.
311 - Use impact driver.
400 - BLUEPRINT READING
401 - Identify types of blueprint plans.
402 - Identify blueprint symbols.
403 - Interpret blueprint plans.
405 - Develop electrical details on a blueprint.
406 - Use a measuring tool to scale.
500 - ANCHORS AND SUPPORTS
501 - Identify, select, and install various types of anchors and supports.
600 - RESIDENTIAL CABLING TECHNOLOGY
601 - Install non-metallic (NM) Cable.
602 - Install metal-clad cable (MC).
605 - Terminate a coaxial cable.
609 - Identify telecommunications cable types.
610 - Terminate a RJ45 connector.
611 - Install SE cable.
612 - Terminate and splice conductors.

700 - SWITCHES AND RECEPTACLES CIRCUITS
701 - Install a duplex receptacle.
702 - Install a single pole switch.
703 - Install a 3-way switch.
704 - Install a 4-way switch.
705 - Install a split-wired duplex receptacle.
706 - Install a Ground Fault Circuit Interrupter (GFCI) receptacle.
707 - Install an Arc-Fault Circuit Interrupter (AFCI).
708 - Install a time control switch.
709 - Install a range receptacle.
710 - Install a dryer receptacle.
711 - Install various branch circuits.
712 - Install connected/ smart devices.
800 - FIXTURES
801 - Install surface-mounted lighting fixture.
802 - Install recessed lighting fixtures.
803 - Install a ceiling fan.
804 - Install special purpose lighting.
805 - Identify IC and non-IC recessed lighting fixtures.
900 - RACEWAYS
901 - Install Electrical Metallic Tubing (EMT).
903 - Design a surface raceways system (wiremold).
904 - Install flexible raceway.
908 - Bend a stub 90°.
909 - Bend an offset.
910 - Bend a back to back 90°.
911 - Cut, ream, and deburr raceway systems.
912 - Install conductors in a raceway system.
1000 - WIRED DEVICES
1001 - Install a hard-wired smoke detector.
1002 - Install door-bell system.
1003 - Trim out electrical devices.
1004 - Install an occupancy sensor.
1005 - Install a photocell.
1100 - TESTING EQUIPMENT
1101 - Use a multimeter to test a circuit.
1103 - Use a plug-in circuit tester.
1104 - Use a clamp-on ammeter.
1106 - Use a circuit tracer.
1107 - Use a network cable tester.
1108 - Apply Ohm's/Watt's law calculations to electrical applications.
1200 - ELECTRICAL SERVICE
1201 - Install an overhead service.
1202 - Identify parts of an underground service.
1209 - Identify types of safety disconnect switches.
1210 - Terminate a service panel/load center/sub-panel.
1300 - NATIONAL ELECTRICAL CODE
1301 - Identify the purpose of the NEC.
1302 - Use Chapter 9 Tables.
1303 - Use the NEC as a reference to questions and competencies that students perform for all electrical installations.
1304 - Identify the publisher of the NEC.

1305 - Identify the code cycle of the NEC.
1400 - GREEN TECHNOLOGY
1401 - Identify renewable energy sources.
1402 - Identify procedures for installing a wind turbine system.
1404 - Identify procedures for installing a solar energy system.
1407 - Evaluate the demand and consumption of electrical energy.
2500* - EMPLOYABILITY SKILLS
2501* - Establish Career Goals.
2502* - Complete Job Application.
2503* - Compose Resume.
2504* - Prepare for Job Interview.
2505* - Compose Employment Letters.
2506* - Participate in Online Job Search.
2507* - Prepare Career Portfolio.
2508* - Identify program rules, goals, and procedures.
2509* - Identify & describe electrical occupations.
2510* - Demonstrate the use of a portable power conduit threading machine.
2511* - Identify various boxes and brackets.
2512* - Identify types and sizes of cable.
2513* - Demonstrate how to thread and install RMC/IMC.
2514* - Comprehend series, parallel, and combination circuits.
2515* - Demonstrate the application of construction math problems.
2516* - Interpret basic motor control schematic and ladder diagrams.
2517* - Draw a diagram and wire a basic control circuit.
2518* - Draw a diagram and wire single and multiple start-stop stations.
2519* - Prepare to obtain OSHA certification.

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 collegetransfer.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.*

Electrical Technologies Shop Rules

1. No horseplay.
2. Do not throw anything.
3. Do not leave the shop without permission.
4. Be respectful to others.
5. Cleaning up your area everyday(will lose 4 points for not cleaning)
6. Electronic devices must be kept in lockers.
7. No food allowed in the shop
8. Personal Protective Equipment (PPE) must be worn in the shop all times.
9. Uniform everyday
10. No
misuse of tools, only use the tool for its intended purpose.

Parent Signature

Date

Student Signature

Date

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.

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.

Home Builders of America (HBA)



<http://www.pabuilders.org/>

The purpose of the HBA Student Chapter Program is to give students first hand exposure to the "real world" of the building industry and an invaluable complement to their academic studies.

National Technical Honor Society (NTHS)



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 with 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:**
 - 1st violation – VERBAL WARNING**
 - 2nd 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