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The Sewing & Clothing Manufacturing Program

CIP 19.0905

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Have Questions?
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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:

Thank you for enrolling your son/daughter in Sewing and Clothing Manufacturing at Reading Muhlenberg Career & Technology Center. I hope he/she is looking forward to exploring the world of sewing and fashion this year in class.

In addition to learning new skills and concepts, field trips to various locations are among our many goals during the school year as well as participation in FCCLA (Family, Career and Community Leaders of America) and the FCCLA state competition in the spring. Important in achieving the goals in this program is attendance as well as displaying appropriate behaviors. In addition, there are various awards given for the good deeds displayed by students in our school.

A requirement for this program is the uniform jacket that all students must wear. Each student will be supplied with this jacket. Additionally, there are a few small items that each student is required to purchase, which should be purchased on your own. The items are: a small sewing kit or pencil box, hand sewing needles, dressmaking pins, and a seam ripper, all of which need to be purchased by September 15th.

In the lab, there is always a need for fabric for the students to practice sewing his/her tasks. RMCTC will provide fabric for required tasks; however, students will be responsible for providing fabric for their individual/personal sewing projects. Fabric is not supplied by RMCTC for the students' personal needs and must be purchased by the students at a local fabric store.

In closing, I hope you will work with me as I provide the best education possible for your child. I will contact you regularly and please do not hesitate to visit the program and keep our lines of communication open. I can be reached at (610) 921-7421, or you may email me at trubin@rmctc.org.

Thank you,

Instructor



Sewing & Clothing Manufacturing

- Explore the world of fashion, sewing, and textiles.
- Create your own personal garments choosing from a wide variety of fabrics, patterns, and trims.
- Experience the apparel industry using a wide variety of industrial equipment.
- Utilize this course for entry into the apparel industry directly from high school or as a stepping stone into college.



Job Titles – Career Pathways

- 13-1022 Retail Buyer
- 41-2031 Retail Salespersons
- 41-9011 Demonstrators and Product Promoters
- 51-6021 Pressers, Textile, Garment, and Related Materials
- 51-6031 Sewing Machine Operators
- 51-6052 Tailors, Dressmakers, and Custom Sewers
- LOCAL Merchandise Manager & Fashion Coordinator

Student Certifications

NOCTI – National Occupational Competency Testing Institute Certification

* Apparel and Textile Production and Merchandising
OSHA Safety Certification



Program Planning Tool

Program Title: CIP 19.0905 SEWING & CLOTHING MANUFACTURING

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: OSHA.
- 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. The laboratory experiences for students in this program include the basics of the fashion industry where students will mark, cut and sew a wide variety of fashions and clothing. Students will be required to use a possess originality, creativity, manual dexterity and ambition.
- Participate in classroom theory and laboratory applications for generally 2 ½ hours each day; students will spend 40% of their time in classroom theory and 60% of their time doing laboratory applications and live work.
- Participate in Career & Technical Student Organizations including FCCLA, 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 10th to 11th 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. Following is an estimated breakdown of costs:

- UNIFORM: Smock \$25.00*

*Price may be subject to change

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 10-11th grade reading level. Proficient on end-of-course exam (Keystone). Must have ability to read and comprehend work related documents and textbooks. 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 also needed to estimate and measure sizes, distances and quantities; and determine time, costs, resources, and materials needed to perform a work activity.</p>		
<p>Aptitude – Problem solving/diagnostic skills. Mechanical aptitude. Oral comprehension and expression, active listening, analytical thinking, and attention to detail. Artistic ability, critical thinking, time management, rate control and information ordering.</p>		
<p>Safety & Physical – Manual dexterity, fine motor skills; hand-eye-body coordination; frequent standing bending and lifting required. Multi-limb coordination, arm-hand steadiness, and extent flexibility (the ability to bend, stretch, twist or reach with body, arms and /or legs.) Trunk strength. Color discrimination. Finger Dexterity. Near Vision.</p>		
<p>Interpersonal/ Social – Ability to relate well to customers and coworkers; ability to work independently and as a team member; self-discipline a must due to safety issues; listening to what people are saying and understanding the points being made.</p>		
<p>Other Occupational/Program Considerations – Stamina needed for working at workstation for long periods of time. Creativity.</p>		

19.0905 Apparel and Textile Marketing Management

Orientation

Interpret shop safety procedures.

Complete safety permission slips.

Inspect safety of shop layout.

Identify safety guidelines for the sewing machines.

Prepare to take the OSHA certification.

Demonstrate the Proper Use of the Pressing / Laundering Equipment

Demonstrate safe operation of the hand held steam iron.

Identify garment care methods and procedures.

Demonstrate the proper use of hand pressing tools.

Explain the proper use of automatic washing machine.

Explain the proper use of automatic dryer.

Safely Operate Industrial Sewing Machines

Demonstrate thread top of sewing machine.

Demonstrate wind bobbin, insert into bobbin case and into machine.

Demonstrate change needle on the sewing machine.

Demonstrate control machine stitching on fabric with machine threaded.

Demonstrate threading of special machines (merrow, buttonhole, blind hem).

Demonstrate use of special machines.

Constructing Basic Seams

Compare basic seams using seam allowances of 1/2" and 5/8".

Interpret sew reinforcement / backtacking.

Demonstrate sew topstitch seams with square edges.

Demonstrate sew edgestitch seams with curved edges.

Demonstrate sew a garment with hems of 1/2" x 1/2" and 1" x 1".

Demonstrate various seams: French, Flat-felled, turned and stitched, merrowed)

Tool Use and Measurements

Explain and demonstrate use of small sewing tools.

Apply ability to read measuring devices.

Identify an understanding of the location of specific body measurements.

Make use of basic sewing calculations.

Hand Sewing Techniques

Show sewing samples of various basic hand stitches.

Demonstrate attach hook and eye.

Demonstrate make chain loop thread.

Show ability of sewing flat and shank buttons.

Sew hem by hand.

Textile Science

Identify characteristics of natural fibers.

Identify characteristics of man made fibers.

Identify characteristics of weaving or knitting processes.

Identify and define relationship of colors in the color wheel.

Analyze and classify finishes used in fabric construction process.

Construction Techniques

Demonstrate mark and sew of straight and fisheye darts.

Demonstrate gathers, tucks and pleats.

Construct fold down casing for elastic.

Construct and attach sleeves.

Demonstrate various zipper applications.

Apply facings and interfacings to garments.

Sew and apply collars to garments.

Construct and attach waistbands, yokes and cuffs to garments.

Demonstrate ability to apply lining/underlining to garments.

Pattern Interpretations

Interpret pattern symbols.

Interpret pattern envelopes.

Interpret guide sheet instructions.

Interpret pattern layouts on multi-fabrics (stripes, plaids, etc.).

Finished Garment Alterations

Demonstrate alter hem length on various garments.

Analyze and mark garment fit.

Explain procedure of adjusting crotch of trousers.

Explain procedures of decreasing and increasing garments.

Repair clothing.

Clothing Construction

Construct women's pants/shorts.

Construct women's dress.

Construct women's evening wear.

Construct women's jacket, blazer or coat.

Construct women's skirt.

Construct men's button down shirt and neck tie.

Construct children's garment.

Construct accessory (bag, hat, apron, etc.)

Construct women's shirt.

Fashion Show

Plan and produce fashion show.

Demonstrate ability to prepare garments.

Participate / model in fashion show.

Describe garments.

Exhibit leadership skills (qualities and dress).

Apparel and Textile Merchandising

Identify apparel and textile manufacturing terminology.

Differentiate market segmentation.

Develop market research strategies.

Identify techniques for inventory management.

Identify and analyze multichannel (e-commerce) merchandising techniques.

Compare and contrast customer service and selling techniques.

Home Soft Goods Construction

Identify Home Decor fabrics and supplies.

Identify and analyze types of pillows and drapery styles.

Construct various types of pillows.

Construct various drapery types in a $\frac{1}{4}$ scale.

Design/Patternmaking and Apparel Technology

Identify styles of garments and garment features.

Analyze and adjust patterns for various figure types.

Demonstrate basic pattern-making techniques.

Identify various techniques to develop design details.

Identify computer terminology related to the apparel and textile industry.

Demonstrate knowledge of computers in the apparel and textile industry.

Identify uses of computer-aided design technology (CAD/CAM)

Value Added

80.1 - Establish Career Goals.

80.2 - Complete Job Application.

80.3 - Compose Resume.

80.4 - Prepare for Job Interview.

80.5 - Compose Employment Letters.

80.6 - Participate in Online Job Search.

80.7 - Prepare Career Portfolio.

Identify employment opportunities in the fashion industry.

SEWING & CLOTHING MANUFACTURING

POLICIES – PROCEDURES – SAFETY

Staff (student) Protocol

As a student of SCM, you are considered a staff member. Conduct of all staff members is expected to be:

Professional – In the manner expected for an individual in a technologically advanced atmosphere.

Courteous – Civil, polite, refined, with respect towards the feelings of others.

Mature – Act as you would if you were working in a shop with other professional adults.

Procedures

Restricted Areas – Staff members are not allowed to enter the storage closet at any time.

Teachers' computers and desk are also off limits to staff members.

Pass Policy – No staff member will be permitted to leave the instructional area without specific reason to do so.

Food – there will be no food, drinks or chewing gum permitted in the instructional shop at any time.

Cellular Phones – If you absolutely must carry a cell phone, keep it in your locker and TURNED OFF while in school.

Valuables – Staff members are urged not to bring anything of value to school with them. Lockers are provided for each staff member. It is advised that each staff member lock their belongings in their locker upon arriving at school. This will greatly reduce the chance of valuables being lost or stolen. The school or its employees will not be held responsible for stolen or misplaced valuables.

Personal Hygiene – Staff members should practice acceptable standards of personal hygiene at all times. Not only does personal hygiene prevent an individual from being offensive, but greatly reduces the risk of disease and illness from being spread.

Staff Attitude – All staff members are expected to display an attitude that reflects:

Positive thinking – show confidence in your abilities

Personal pride – self-respect for quality and accomplishments

Desire to Achieve – Eagerness to reach new levels of knowledge and skill

Team player – since much of our work is done in groups, staff members are expected to work for the good of the team and not criticize the works of others.

Staff Skills – Federal, State and Local regulations require each staff member to meet standards of excellence in their chosen vocation. Failure to do so will result in denying certification or graduation.

Skill requirements for graduation as competent are as follows:

Satisfactory completion of a job title, completed senior project, basic performance on the NOCTI exam

Ability to follow rules and procedures

Ability to work and cooperate with peers and supervisors

Ability to communicate both verbally and written

Ability to solve problems

Safety Rules for the Sewing Lab

1. No “**Horse playing**” allowed in the sewing lab.
2. Put pins and needles in a **pincushion**. Do NOT leave them on the table and do NOT put them in your mouth as you sew.
3. Keep scissors **closed** when you are not using them.
4. **Pass** scissors and other sharp objects with the handle toward the other person.
5. Keep **fingers** away from the path of the sewing machine needles.
6. Do not **lean** your face too close to the sewing machine when stitching.
7. **Pick up** and **put away** any supplies or fabric from your sewing machine.
8. **Pick up** or **sweep** anything on the floor around your machine and desk.
9. Keep **hands** away from the hot area of the iron.
10. **Properly** use all the equipment in the Sewing Lab.
11. **Long** hair must be tied back to operate machine.
12. **Footwear** should cover the foot – no sandals or flip flops in the sewing lab.



FASHION LAB SAFETY

- Students must not use any equipment unless a teacher is present.
- Never operate any piece of equipment until you have personally been given instruction in its safe use.
- Report any damaged or defective equipment or safety hazards to the teacher immediately.
- Keep your sewing area neat and tidy. Keep all backpacks, purses, and books away from the sewing area.
- Keep floor area clear to prevent accidents.
- Long hair, loose clothing, and jewelry must be tied back or removed.
- Do not unplug equipment by pulling on the cord. To unplug, grasp the plug, not the cord.
- Never operate any equipment if it has a damaged cord or plug.
- Place all electrical cords out of the way to avoid a tripping hazard.
- Your sewing area **MUST** be cleaned up at the end of each class.
- Ensure that all equipment is turned off before you leave the classroom.
- Report **ALL** accidents to the teacher immediately.

PARENT PERMISSION SLIP

Dear Parent/Guardian:

As part of our program, your child will have the opportunity to participate in hands-on projects in Sewing & Clothing Manufacturing. Your child may be working with basic hand tools, power sewing machines, and power operated equipment such as electric cutting knives.

Safety education is an integral part of our program. We will demonstrate the equipment and take all necessary precautions for your child's safety. You may also help by talking with your child about safety in the use of tools.

In order for us to be sure that you know of these activities, we must have your consent before allowing your child to use any equipment. Therefore, the attached permission slip below must be signed, detached and returned to us before your child is allowed to participate in the activities.

You are welcome to visit our classroom at any time during these activities.

Please feel free to ask any questions concerning this program.

Thank you,

Ms. Von Bergen
Instructor

I give my permission for _____ to use the equipment and tools in the Sewing and Clothing Manufacturing instructional program.

Parent/Guardian 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 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.

Family, Community and Career Leaders of America (FCCLA)



www.fclainc.org

Family, Career, and Community Leaders of America (FCCLA) is a dynamic and effective national student organization that helps young men and women build healthy families, have successful careers, and strengthen communities through family and consumer sciences education. It involves approximately 230,000 students in all 50 states, the District of Columbia, Puerto Rico, and the Virgin Islands. Family and Consumer Sciences teachers serve as local FCCLA advisers. Members are students through grade 12 who are taking or have taken family and consumer sciences courses. Working through nearly 10,000 local chapters, FCCLA members develop and lead projects that address important personal, family, career, and societal issues related to family and consumer sciences education. FCCLA is a non-profit national career and technical student organization for young men and women.

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.

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