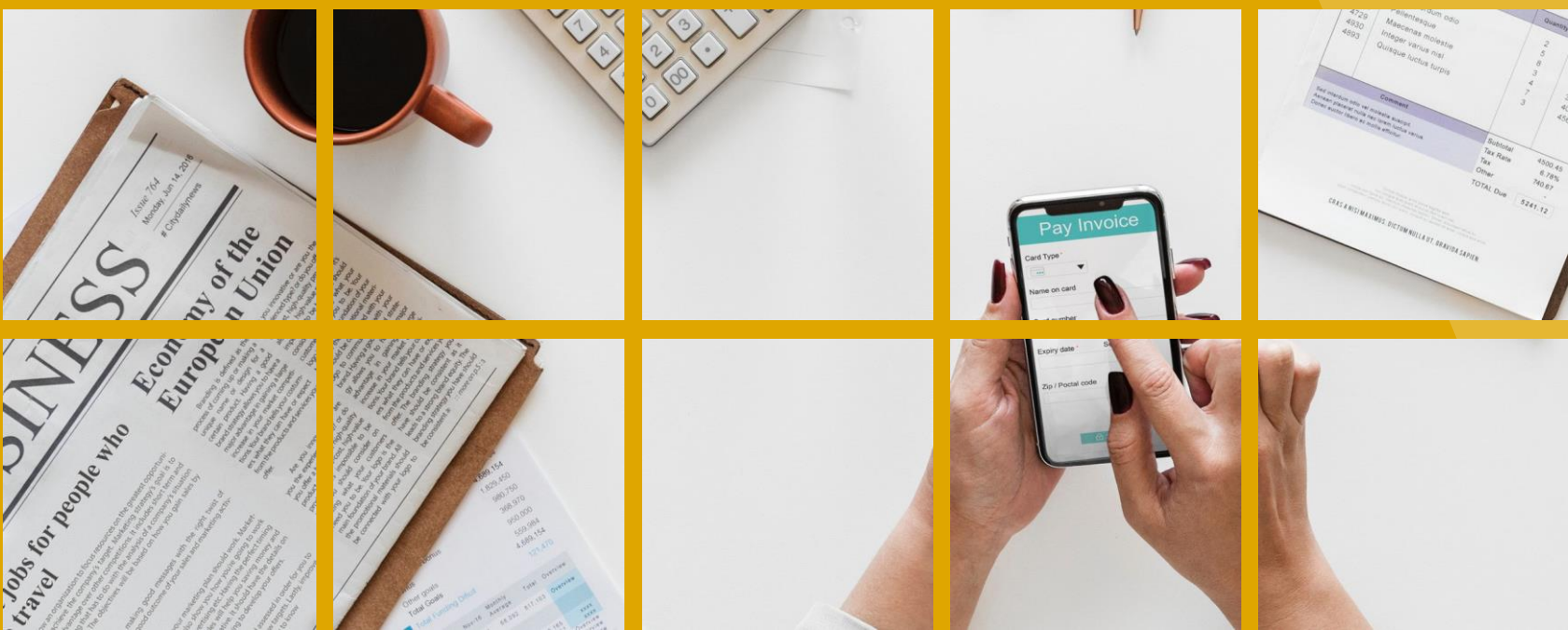




INNOVATION & ENTREPRENEURIAL DEVELOPMENT

POLICY GUIDE





WELCOME

Mrs. Heidi Grinnell

Mercer County Career Center
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PROGRAM DESCRIPTION

Get prepared for both the workforce and to continue post-secondary education. Learn how to use common business software applications to design and maintain a business's image. Show your innovation and creativity by using state-of-the-art graphic technology including a vinyl printer and laser engraver, where you can create graphics and design marketing. Use on-line design and business simulation both in the classroom and virtually. Put your knowledge to work while running the MCCC school store and an ecommerce store, where you will sell items fabricated within the school. Work with local companies to create new ideas, designs and products.

CORE CURRICULUM

- Graphic Design
- Business Planning
- Business Operations
- Marketing
- Business Management

Industry Certifications:

- A*S*K Certification
- OSHA/CareerSafe 10-Hour Certification
- Microsoft Specialist Certification
- Virtual Enterprise International



Pennsylvania Skills Certificate/College Credit:

Students who successfully complete their program of study have the opportunity to earn college credits to post-secondary institutions where we have current articulation agreements. Students who meet a 70% benchmark on the written portion of the NOCTI end-of-program assessment, may also earn 3 credits at over 60 colleges and universities in Pennsylvania.

A sample listing of post-secondary articulation agreements include: Butler County Community College, Laurel Technical Institute, Pittsburgh Technical College and Precision Manufacturing Institute. For more information about articulation agreements and college credit, please see the MCCC Guidance Counselor.

Graduates that complete the program are equipped with the knowledge, understanding and the skills essential for entry-level employment in the following:

- Marketing Specialist
- Business Management
- Retail Manager
- Sales Representative
- Business Owner
- Accountant Assistant

PARENT CONTACT INFORMATION

Parent/Guardian/Student: Please read the following policies. These cover what each student is responsible for to complete the Innovation and Entrepreneurial Development program. Please complete and sign **both front and back** and return this page to verify that you have read, understand and agree to abide by these policies. Please keep the rest of the pages, they are for your reference.

If you have any questions, please contact Mrs. Grinnell at 724-662-3000 ext. 1166 or hgrinnell@mercerccc.org.

Parent/Guardian Signature: _____

Parent/Guardian Print Name: _____

Contact Phone Number: _____

Contact Email: _____

Student Signature: _____

Student Print Name: _____



WELCOME

INNOVATION AND ENTREPRENEURIAL DEVELOPMENT STUDENT CONTRACT

As I prepare for a career in the Innovation and Entrepreneurial Development field I realize rules, policies and specific procedures must be followed to ensure a safe and productive environment.

I have read and understand all shop policies. I understand any infractions will result in immediate reprimand, such as a verbal warning, loss of STRIVE points, writing assignment, office referral, a call home or in severe cases removal from the Innovation and Entrepreneurial Development program.

I also understand to succeed in a rewarding Innovation and Entrepreneurial Development career I must meet specific classroom expectations, this includes: being respectful to others, completing all of the required assignments on my own and participating in class discussions.

I further understand that my actions may affect future job recommendations in the Innovation and Entrepreneurial Development field.

YES

I can follow all procedures and rules and meet all expectations and will remain in the Innovation and Entrepreneurial Development program.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

NO

I realize this class demands a high level of maturity and hard work. I would like to be removed from the Innovation and Entrepreneurial Development program.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

PROGRAM OUTLINE

A Orientation & Safety	20 hours	L Sales & Marketing II	50 hours
B Business-Related Mathematics I	85 hours	M Economics II	20 hours
C Advertising & Promotion I	20 hours	N Advertising & Promotion II	30 hours
D Sales & Marketing I	35 hours	O Administration	40 hours
E Technology in Business	50 hours	P Entrepreneurship II	45 hours
F Human Resources	25 hours		
G Economics I	45 hours		
H Entrepreneurship I	80 hours		
I Career Seeking Skills	35 hours		
J Business-Related Mathematics II	60 hours		
K Business Plan	80 hours		

Advanced

Marketing Management	90 hours
Operations Management	90 hours
Information Management	90 hours
Strategic Management	90 hours

PROPOSED 9 WEEK UNIT PLANS

	1ST 9 WEEKS	2ND 9 WEEKS	3RD 9 WEEKS	4TH 9 WEEKS
YEAR 1	Orientation & Safety Business-Related Mathematics I Advertising & Promotion I Technology in Business Economics I Entrepreneurship I	Business-Related Mathematics I Advertising & Promotion I Technology in Business Human Resources Economics I Entrepreneurship I Orientation & Safety	Business-Related Mathematics I Advertising & Promotion I Sales & Marketing I Technology in Business Economics I Entrepreneurship I	Business-Related Mathematics I Advertising & Promotion I Technology in Business Sales & Marketing I Entrepreneurship I
YEAR 2	Career Seeking Skills Business-Related Mathematics II Sales & Marketing II Economics II Advertising & Promotion II Administration	Career Seeking Skills Business-Related Mathematics II Business Plan Sales & Marketing II Economics II Advertising & Promotion II Administration Entrepreneurship II	Business-Related Mathematics II Business Plan Sales & Marketing II Advertising & Promotion II Administration Entrepreneurship II	Business-Related Mathematics II Business Plan Sales & Marketing II Advertising & Promotion II Entrepreneurship II
YEAR 3	Marketing Management Operations Management Information Management Strategic Management	Marketing Management Operations Management Information Management Strategic Management	Marketing Management Operations Management Information Management Strategic Management	Marketing Management Operations Management Information Management Strategic Management



MCCC POLICIES

GRADING POLICY

Grading will be broken into three categories.

Theory Grade:

- Worksheets
- Quizzes
- Tests

Lab Grade:

- Job Sheet
- Competency Guide
- Learning Guide
- Projects

STRIVE Grade:

(Each letter is assigned 1 point per day)

S

SAFETY

Wear safety glasses
Follow dress regulations
Operate equipment appropriately

T

TEAMWORK

Completes assigned job
Cares for tools & equipment
Keeps shop and work area clean

R

RESPECT

Respects others
Uses proper language
Uses technology correctly

I

INSPIRED

On-Time
Dressed
Cell Phone is put away

V

VISION

Positive Attitude
On-Task
Obeys class and school rules
Obeys safety guidelines

E

EXCELLENCE

Completes work on time
Do your best work possible

GRADE REPORTING

A student grade report will be given to a student whose grade drops below 70%.

A parent/guardian will receive notification if a student's grade drops below 70%. (Phone call, Grade Report Sent Home)

A referral to the Student Support Team will be made if a student's grade drops below 70%.

REPORT CARDS

Grades are reported to the home schools at the end of MCCC's quarters. Home schools report the MCCC program grade on their report card. MCCC does not issue a report card.

PASSING AND CREDIT

Students must follow their home school's grading scale to ensure they receive credit. MCCC does not issue credit towards student graduation. Credit is issued by the home school.

MCCC PASSING

To stay enrolled in a MCCC program and to earn a MCCC Certificate, MCCC recognizes 65% as passing.

MAKE-UP WORK

IF A STUDENT IS ABSENT AN EXCUSE MUST BE GIVEN TO THE OFFICE WITHIN 3 DAYS OF YOUR RETURN TO SCHOOL (Please see the Student Handbook for attendance policies). If a student is absent he/she will receive a "0" for a STRIVE grade. The procedures for making up work include:

- Upon return to school it is the students' responsibility to ask the instructor for make-up work. This is to be done between 8:00 a.m. and 8:45 a.m. or 12:00 p.m. and 12:45 p.m.
- The student must complete the assignment and hand it in to the instructor on or before the due date. The student is allowed 1 day to make up assignments.
- The student will then be given credit for the assignment. Unexcused absences cannot be made up.

GRADE SCALE

Mercer County Career Center only issues a percentage grade to the home school.

%	GPA	%	GPA	%	GPA	%	GPA	%	GPA
100	4.0	80	2.3	60	0.3	40	0.0	20	0.0
99	4.0	79	2.2	59	0.2	39	0.0	19	0.0
98	3.9	78	2.1	58	0.1	38	0.0	18	0.0
97	3.9	77	2.0	57	0.0	37	0.0	17	0.0
96	3.8	76	1.9	56	0.0	36	0.0	16	0.0
95	3.8	75	1.8	55	0.0	35	0.0	15	0.0
94	3.7	74	1.7	54	0.0	34	0.0	14	0.0
93	3.6	73	1.6	53	0.0	33	0.0	13	0.0
92	3.5	72	1.5	52	0.0	32	0.0	12	0.0
91	3.4	71	1.4	51	0.0	31	0.0	11	0.0
90	3.3	70	1.3	50	0.0	30	0.0	10	0.0
89	3.2	69	1.2	49	0.0	29	0.0	9	0.0
88	3.1	68	1.1	48	0.0	28	0.0	8	0.0
87	3.0	67	1.0	47	0.0	27	0.0	7	0.0
86	2.9	66	0.9	46	0.0	26	0.0	6	0.0
85	2.8	65	0.8	45	0.0	25	0.0	5	0.0
84	2.7	64	0.7	44	0.0	24	0.0	4	0.0
83	2.6	63	0.6	43	0.0	23	0.0	3	0.0
82	2.5	62	0.5	42	0.0	22	0.0	2	0.0
81	2.4	61	0.4	41	0.0	21	0.0	1	0.0

“OUR MISSION IS TO EQUIP STUDENTS WITH MARKETABLE SKILLS THROUGH EFFECTIVE CAREER AND TECHNICAL EDUCATION”





MCCC POLICIES

DAILY HOUSEKEEPING

To fulfill Innovation and Entrepreneurial Development requirements, students will be assigned a daily housekeeping job. The student will be responsible for completing their duties correctly. Their performance will be evaluated as a weekly STRIVE grade as well as overall task completion credit.

FOLLOWING INSTRUCTIONS

Throughout the semester students will receive various verbal and written instructions. To fulfill Innovation and Entrepreneurial Development requirements the student will be evaluated on their ability to follow these instructions. This will be graded as part of their STRIVE grade.

STUDENT OF THE SEMESTER

The criterion for selecting the "Student of the Semester" is as follows:

- Attendance
- Attitude
- Grades
- Work Ethic
- STRIVE

SCHOOL LOCKERS

School lockers are the property of the school and not the student. Students shall have no expectation of privacy in their lockers. Lockers should be locked at all times. All students will be issued a school lock for use at the Career Center, locks are to be returned at the end of the school year. The instructor will be given a master key that will open all student locks. This system will provide access to lockers in an emergency situation quickly and easily without having to cut the lock and incur cost to the student. Students shall assume responsibility for maintaining the security of their lockers. The Mercer County Career Center is not responsible for the personal property of pupils. At the conclusion of the school year students should clean out their locker completely. Any remaining items will be discarded.

Lockers are the property of the school and remain under the direct control of the Mercer County Career Center at all times. In order to maintain a safe and healthy educational environment, lockers may be subject to search by school personnel without student permission at any time the Principal or Safety Coordinator has reasonable suspicion to believe that anything stored in the locker may be a threat to the health, safety, and welfare of other students or school personnel. The Mercer County Career Center reserves the right to enlist the services of trained dogs to search for drugs or weapons anywhere on school property including the parking lots and adjacent outdoor areas.

CELL PHONES/HEADPHONES

Cell phones are NOT permitted in the classroom or the shop area. They must be kept locked in lockers until dismissal.

1st Offense – Referral to the Office

FOOD AND DRINKS

As per the school policy, food and drinks will only be allowed in the classroom. There will be no food or drinks allowed in the shop area.

SAFETY RULES AND REGULATIONS

Safety is a vital part of our educational programs. Safety regulations are strictly enforced in all areas of the school. To ensure the safety of every student, all students are required to successfully complete a safety program. Students are not permitted to work in their technical program without an Emergency Card on file. It is imperative that students realize these rules are to protect them and their classmates. Safety must be taken very seriously.

- All students must arrive on time and be prepared to work. A written excuse must be presented for all cases of tardiness and absenteeism.
- Everyone must wear appropriate shoes, flip flops are NOT permitted to be worn in the program.
- All work clothing shall NOT have any holes, tears, or defects that the Instructor would believe to be unsafe.



- All bags are to be left in your assigned locker. (back packs, purses, etc.)
- No horseplay of any kind is permitted. No running in the shop, no throwing of any object, no touching of each other, etc.
- No one is permitted out of the Innovation and Entrepreneurial Development shop area without the Instructor's permission.
- No radios, CD /MPs, headphones, electronic games, or any other electronic entertainment device is permitted in the shop area at any time.
- No student shall lie or sit on any bench or desk at any time.
- Every student will clean-up their work area at the end of each session. The clean-up task must be completed to the Instructor's satisfaction.
- No one is permitted to use a tool or operate a piece of equipment unless he/she has received safety instructions and has permission from the Instructor.
- Sunglasses are NOT permitted to be worn in the shop area during class time.
- It is the student's responsibility to complete all assignments and turn them in to the Instructor when due. This includes all shop and classroom assignments.
- Cell phones are NOT permitted for any reason.

- All students will participate in classroom assignments and shop assignments.
- Every student will use proper language. (No Swearing)
- No food or drinks are permitted in the Innovation and Entrepreneurial Development shop area.

STUDENT EXPECTATIONS

Students who participate in the Innovation and Entrepreneurial Development Program at the Mercer County Career Center are expected to:

- Participate as a team member
- Work independently
- Demonstrate punctuality
- Demonstrate personal hygiene and grooming
- Show respect for property and others
- Follow all safety rules
- Demonstrate effective oral communication
- Adhere to attendance guidelines
- Demonstrate leadership qualities
- Display a positive work attitude

