



2017-2018

# COURSE CATALOG



**Southeastern Technical Institute**

250 Foundry Street

South Easton, MA 02375

508.230.1297

[www.stitech.edu](http://www.stitech.edu)

## ***Welcome Letter from the Director***

Dear Prospective Student:

It is with great pleasure that I invite you to explore Southeastern Technical Institute. For 50 years, STI has provided an authentic student centered education environment in all of our programs. If you are looking for a solid education experience where skilled faculty are completely invested in the successful outcome of each and every student, please consider STI.

As a Southeastern student, you will be exposed to many different learning experiences throughout the school year within the classroom, laboratory setting, and during clinical/externship experiences. We provide support services that include peer tutoring, counseling, and financial aid to help you reach your goals.

Whether you are a new high school graduate or have been out of school for many years, we look forward to you visiting our school, and are happy to help you select a program that meets your needs. To learn more about our programs and begin the application process, please call us today at (508) 230-1297 or visit our website at [www.stitech.edu](http://www.stitech.edu).

I hope that this program information is helpful to you. Thank you for your interest in Southeastern Technical Institute.

Sincerely,

Patricia Illsley, Director  
Southeastern Technical Institute



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# SOUTHEASTERN REGIONAL SCHOOL DISTRICT MEMBERS

## School Committee

Stephen Udden, *Chairperson*

Colleen Maloney, *Vice-Chairperson*

William Flannery, *Secretary*

Tony Branch

Mark Linde

Joseph Dutcher

Michael Pietrowski

Mindy M. Kempner

Robin Zoll

Foxborough

West Bridgewater

Mansfield

Brockton

Brockton

East Bridgewater

Easton

Sharon

Stoughton

## Administration

Luis G. Lopes, Ed.S.

Patricia M. Illsley, M.Ed.

Marybeth Pepin, M.S., R.N.

Superintendent

Director

Director, Practical Nurse Program



# SOUTHEASTERN TECHNICAL INSTITUTE FACULTY

## **Full-Time Administration**

Patricia Illsley, M.Ed, Bridgewater State University  
Marybeth Pepin, MS, RN, Regis College

Technical Institute Director  
Practical Nurse Director

## **Full-Time Faculty**

Jill Ferris, CDA, RDH, AS, Cape Cod Community College  
Tammi Hassan, DMD, CDA, Boston College, Univ. of Connecticut  
Susan Beer, M.Ed, CMA (AAMA), Fitchburg State University  
Carol Miller, MS, RN, University of Massachusetts Amherst  
Betty Tangney, M.Ed, MS, RN, Salem State University  
Jillian Waugh, BSN, RN, Curry College  
Donna Becker, BA, University of Massachusetts Amherst

Dental Assisting Instructor  
Dental Assisting Director  
Medical Assisting Director  
Practical Nurse Instructor  
Practical Nurse Instructor  
Practical Nurse Instructor  
Technology Instructor

## **Part-Time Faculty**

Kara Babbitt, Rhode Island Beauty School  
Debra Lapworth, Taunton Academy of Beauty Culture  
Corinne Pestana, Southeastern Regional Voc. Tech. HS  
Heather Irber, AS, Sullivan County Community College  
Lisa Maiden, AS, Newbury College  
John Perry, AS, Culinary Institute of America  
Caryn Peterson, AS, Baystate College  
Audrey Beaudoin, M.Ed, CDA, RDH, Bridgewater State University  
Stacey Morris, AS, RDH, Bristol Community College  
David Fisler, Blue Hills Regional Technical School  
Lance Madden, Wentworth Institute of Technology  
Michael Zucco, Northeastern University  
Glen Bredberg, AS, NE Institute of Technology  
Jenni-Ann Enos, AS, Bristol Community College  
Derek Knudsen, South Shore Voc. Tech. HS  
Jacqueline McGuire, MA  
Ilene Williams, ASN, Laboure College  
Bradley Piesco  
Phillip Stanley  
Courtney Barbetto, BSN, RN, Boston College  
Barbara Brown, BSN, RN, UMASS Boston  
Judith Carlson, BSN, RN, Boston College  
Darlene DiBona, MSN, RN, Curry College  
Joanne Earner, MSN, RN, University of Phoenix  
Kimberly King, MSN, RN, Curry College  
Carol LaSalle D'Errico, MSN, RN, Salem State University  
Bonnie McCarthy, BSN, RN, Saint Anselm College  
Marcia Miller, BSN, RN, Boston University  
Carol Prone, BSN, RN, Northeastern University  
Breanne Ragusa, BSN, RN, University of Rhode Island  
Jeanne Savage, BSN, RN, Emmanuel College  
Beverly Trenholm, RN, MHA, MSN, UMASS Worcester

Cosmetology Instructor  
Cosmetology Instructor  
Cosmetology Instructor  
Culinary Arts Instructor  
Culinary Arts Instructor  
Culinary Arts Instructor  
Culinary Arts Instructor  
Dental Assisting Instructor  
Dental Assisting Instructor  
Electricity Instructor  
Electricity Instructor  
Electricity Instructor  
HVAC Instructor  
HVAC Instructor  
HVAC Instructor  
Medical Assisting Aide  
Medical Assisting Instructor  
Plumbing Instructor  
Plumbing Instructor  
Practical Nurse Instructor  
Practical Nurse Instructor  
Practical Nurse Instructor  
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Practical Nurse Instructor

## **Support Staff**

Cristina Barros, MBA, University of Phoenix  
Rhonda Jermyn, BA, Boston College  
Dabney Laroche, M.Ed, BS, Bridgewater State University  
Amy Thomson, BA, Stonehill College  
Melissa Wilcox, BS, Johnson and Wales University

Student Services Advisor  
Admissions Advisor  
Financial Aid Consultant  
Evening Secretary  
Secretary





# SOUTHEASTERN TECHNICAL INSTITUTE

## 2017-2018 SCHOOL CALENDAR

AUGUST				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

28 - DN Teachers Report  
 29 - Day Nurse 1<sup>st</sup> Day of School

SEPTEMBER				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

1 - Day Nurse No School  
 4 - Labor Day  
 5 - Teachers Report  
 6 - First Day of School

OCTOBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

9 - Columbus Day  
 13 - Day Nurse Only - No School Staff PD  
 18 - Half Day - Staff PD afternoon

NOVEMBER				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

10 - Veterans' Day observed  
 13 - No School - Staff PD  
 18 - Open House 11:00 - 3:00 PM  
 22 - No School - Staff PD Half Day  
 23 - 24 Thanksgiving Recess

DECEMBER				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

14 - Half Day - Staff PD afternoon  
 25 - Jan 1 Christmas Recess

JANUARY				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

1 - New Year's Day  
 10 - Graduation - Evening Nurse '18  
 15 - Martin Luther King Jr. Day  
 16 - Evening Nurse '20 - 1<sup>st</sup> Day of School

FEBRUARY				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

19 - Presidents' Day  
 19 - 23 February Recess

MARCH				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

6 - Open House 4:00 - 6:00 PM  
 30 - Good Friday

APRIL				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

10 - Taste of STI  
 16 - 20 Spring Recess

MAY				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

10 - Open House 4:00 - 6:00 PM  
 28 - Memorial Day  
 31 - STI Graduation

JUNE				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

6 - High School Graduation  
 28 - Day Nurse Graduation

## Mission Statement

***The Mission of Southeastern Technical Institute is to transform students into lifelong learners and transition graduates into entry-level positions within their career field.***

*The Mission and Goals are organized around four core philosophies: The Mastery of Foundation Skills, the Development of Interpersonal Skills, Proactive Student Engagement, and a commitment to Stretch Learning Initiatives.*

### **Mastery of Foundation Skills:**

- To provide high quality and educationally sound programs that meet state, federal, and industry proficiency standards
- To provide active learning opportunities in classroom, laboratory, and workplace settings
- To demonstrate the effectiveness of comprehensive programs by providing graduates with work ready skills and knowledge

### **Development of Interpersonal Skills:**

- To prepare students to use proper communication skills within business or educational settings
- To develop active listening, problem solving, and proper workplace etiquette
- To provide an understanding and expectation of professional ethical behavior
- To establish and maintain employer, industry, and community relationships to ensure contacts necessary for student success

### **Proactive Student Engagement:**

- To provide effective student services that recognize individual differences and ensure successful student retention, graduation, and employability
- To provide a school community that appreciates the strengths and contributions of all
- To create a safe learning environment that allows individuals to take risks, express viewpoints, and experience the day to day challenges that build resilience

### **Commitment to Stretch Learning Initiatives:**

- To expose students to current and emerging technologies for the purpose of personal and professional growth
- To expose students to the rigors and relevance of their course of studies through tiered clinical and externships experiences
- To prepare graduates for industry credentialing through a multitude of preparation options and opportunities

## **History**

In 1967, construction of Southeastern Regional Vocational School was completed to support the vocational needs of students from Brockton, East Bridgewater, Easton, Foxboro, Mansfield, Norton, Sharon, Stoughton, and West Bridgewater. In that same year the Practical Nurse Program of the Brockton Vocational School was transferred to this new vocational high school. The Practical Nurse Program became the first program at the post-secondary Southeastern Technical Institute.

Over the years, Southeastern Technical Institute has provided training in several vocational areas, constantly striving to meet the training needs of our students and area businesses. At present STI houses programs in the following areas; Cosmetology, Culinary Arts, Dental Assisting, Electricity, Heating, Air Conditioning and Refrigeration (HVAC), Medical Assisting, Plumbing, and Practical Nurse. In addition, there are several evening, part-time courses designed to meet the training needs of our community.

## **Statement of Ownership**

Southeastern Technical Institute (STI) is a non-profit post-secondary technical institute providing students with education and training that will prepare them for careers in business and industry. Southeastern Technical Institute is part of the Southeastern Regional Technical School District that supports the City of Brockton, and the towns of East Bridgewater, Easton, Foxborough, Mansfield, Norton, Sharon, Stoughton, and West Bridgewater. STI operates under the jurisdiction of the Massachusetts Department of Elementary and Secondary Education and is legally authorized to award diplomas.

## **Physical Facilities**

Southeastern Technical Institute is located at 250 Foundry Street, South Easton, MA 02375. The school contains general purpose classrooms, clinical laboratories, shop classrooms, computer laboratories, a student lounge area, and administrative offices. Labs are furnished with modern equipment representative of industry standards. Students have access to the Southeastern Regional School District library. STI's facilities and equipment fully comply with all federal, state, and local ordinances and regulations, including requirements pertaining to fire safety, building safety, and handicapped accessibility.

## **Anti-Discrimination Law**

Southeastern Technical Institute hereby provides notice that it does not discriminate in admission or employment in any of its educational programs or activities on the basis of race, color, sex, religion, national origin, age, sexual orientation, gender identity, disability, or housing status.

## **Catalog Disclaimer**

The policies and procedures described in this catalog apply equally to all students.

## **Catalog Revisions and Supplement**

The Southeastern Technical Institute reserves the right to change this catalog when necessary without previous notice. The catalog will be revised annually. Information on class schedules, tuition, and fees may be included in a supplement to the catalog and will be available on the STI website and in the STI office.

# ADMISSIONS PROCESS

## Admissions Criteria

For specific program admissions information, please see the individual program section of this catalog. Students requiring accommodations during the application process should discuss their needs with the admission office.

*Practical Nurse candidates refer to Practical Nurse Program Section for specific admissions process.*

## Eligibility

- Candidates from in-district communities and out-of-district communities are eligible to apply to all of our programs. This information is available on the Southeastern Technical Institute website at [www.stitech.edu](http://www.stitech.edu).
- Applicants must be a U.S. citizen or a permanent resident.
- Proof of high school graduation with an official transcript, or official GED (scores included) or Official HiSET® (scores needed). Certified translations must be provided for transcripts supplied in a language other than English and equivalency to U.S. education must be provided. An average of C or better in high school is preferred with consideration for trends demonstrating improvement and motivation.

## Application Process

1. Candidates interested in applying for admissions must complete the following:
  - a. Obtain an application by downloading the package from the website at [www.stitech.edu](http://www.stitech.edu) or by contacting the STI Office at 508.230.1297.
  - b. Submit the completed application form and the \$20.00 testing fee (non-refundable).
2. Upon receipt of the application and testing fee the candidate will be contacted to schedule an Accuplacer® Admissions Examination. Accuplacer® Admissions Examinations are a computer based examination. At the beginning of the testing process, candidates will be introduced to the Accuplacer® software, and they will be required to answer demographic questions before they begin the actual test.
  - a. Admissions examinations are given at Southeastern Technical Institute 250 Foundry Street, South Easton, MA 02375.
  - b. Please arrive 15 minutes prior to your exam time to check in and make sure that you have a picture ID with you.
  - c. Candidates should allow approximately 90 minutes for the testing process, but no more than 3 hours will be allowed to complete the exam.
  - d. Once a candidate has registered, they may not leave the building until testing has been completed.
  - e. Late arrivals will not be permitted to take the exam.
  - f. Applicants that are late or miss a scheduled exam forfeit the testing fee. Testing fees are non-refundable.
  - g. Test scores are acceptable for one academic year.
  - h. Candidates will only be allowed to test a maximum of three times in any one given section of the Accuplacer® Admissions Exam during an academic year.

3. The applicant must meet a minimum adjusted individual score in all three sections as identified below to continue with the selective admissions process on the Accuplacer® Admissions Exam.

Content Selection	Adjusted Individual Score
Reading Comprehension	60
Arithmetic	32
Sentence Structure	65

Information about the test and sample test questions can be found at <https://accuplacer.collegeboard.org/>. Alternative testing arrangements that are reasonable in the context of this examination and supported by documentation may be provided, upon request, to candidates that would not be able to take the test under standard conditions. Candidates that may be eligible for alternative testing arrangements are candidates with physical disabilities (e.g., visual impairments, motor disabilities, illness, or injury) or cognitive disabilities (e.g., learning disabilities).

You may make a request for alternative testing arrangements when you register for the STI admissions examination. The STI Director will review your request and determine on a case-by-case basis whether to grant requested alternative testing arrangements. In some cases, the supporting documentation may not be sufficient to make a determination or may not support the requested accommodation. In such cases, you will need to submit additional documentation.

4. All candidates will be contacted by phone regarding their testing scores;
  - a. Candidates passing all three (3) sections of the Accuplacer® Admissions Examination will go on to the next step of the application process.
  - b. Candidates that pass two (2) sections of the Accuplacer® Admissions Examination will be allowed to re-test in the section that they did not pass for free on the next available test date.
  - c. Candidates that passed less than two (2) sections of the Accuplacer® Admissions Examination will be allowed to re-test, but they will be required to pay \$20.00 to retake the examination.
  - d. Candidates will only be allowed to take the Accuplacer® Admissions Examination three times per year.
5. Candidates meeting the minimum adjusted score on all three (3) sections of the Accuplacer® Admissions Examination will be asked to:
  - a. Submit proof of high school graduation with an official transcript, or official GED (scores included) or Official HiSET® (scores needed). Certified translations must be provided for transcripts supplied in a language other than English and equivalency to U.S. education must be provided.
  - b. Candidates will also be asked to submit one (1) Confidential Reference Form.
6. Upon receiving above listed documentation, an interview with the Program Director or a designee will be scheduled.
7. Applications that remain incomplete for more than 60 days will not be reviewed and are no longer included in the admissions process.

## Selection Process

All applicants for the Southeastern Technical Institutes Post-Secondary Programs are evaluated using the selection criteria outlined in the admission policy. All completed applications are reviewed and receive a response.

Candidates are reviewed and evaluated using the following criteria:

- |   |                      |
|---|----------------------|
| • Accuplacer® Admissions Examination Scores | Maximum of 24 points |
| • Academic Records                          | Maximum of 4 points  |
| • Written Responses                         | Maximum of 6 points  |
| • Interview Responses                       | Maximum of 32 points |
| • One (1) Confidential Reference Form       | Required – 0 points  |
| • Work / Life Experience                    | Maximum of 4 points  |

All candidates will be notified of the admission decision by mail. Candidates may be accepted, not accepted, or deferred. Candidates whose applications are deferred will be reviewed on or about one month before the start of the program.

Once a program reaches capacity, a wait list will be established. The wait list will include any candidates that have not been accepted but have received deferred status. Once a program has reached capacity, applications will still be processed. Acceptable candidates, however, will be placed on the wait list. The wait list is valid for the current academic year.

## Acceptance Process

Upon receipt of the acceptance letter, the candidate must complete the following:

1. Signed enrollment agreement and pay a \$200 seat deposit within ten (10) business days for Cosmetology, Culinary Arts, Dental Assisting, Electricity, HVAC, Medical Assisting and Plumbing. Within one month of the start of school, candidates will have 5 business days to complete and sign their enrollment agreement and to pay their seat deposit. A candidate that fails to sign their enrollment agreement or pay their seat deposit within the allotted period may have their acceptance rescinded.
2. Satisfactory C.O.R.I. (Criminal Offense Record Information) all students entering and continuing in a program are subject to CORI review.
3. Health Criteria: Immunizations are required by the Department of Public Health. STI's immunization requirements are in accordance with College Immunization Chapter 76, Section 15C and clinical agency requirements. See individual program sections for specific health criteria for final acceptance into the program.
4. Proof of In-District Residence Form: Form must be completed, signed, and stamped by the school district member city or town by October 1. (Tuition is calculated based on the residence of the student on October 1 in the initial year of attendance).
5. Proof of Health Insurance Form (with copy of insurance card, front and back)
6. Educational Purpose form (with copy of license front and back)
7. Emergency Contact Form

Accepted students who choose not to complete the admissions process and wish to apply in the future, must begin the application process again. Applications are valid for the current academic year only.

## TUITION AND FEES

### **Application and Testing Fee**

An application/testing fee of \$20 is applicable for the following programs: Cosmetology, Culinary Arts, Dental Assisting, Electricity, HVAC, Medical Assisting and Plumbing. An application/testing fee of \$80 is applicable for all Practical Nurse applicants. All application/testing fees are non-refundable.

### **Seat Deposit**

When a student is accepted into any of the above listed programs, a seat deposit shall be paid by the student upon signing their Enrollment Agreement. Within ten days of acceptance, a seat deposit of \$200 will be required for all programs except the Practical Nurse Program, which requires a \$500 seat deposit.

### **Total Program Costs**

Total program costs include tuition, student fees, and books. The tuition and student fees can be found in this catalog by program. When necessary, STI reserves the right to change tuition, fees, books, and curriculum without prior notice. Any changes in tuition or fees will not affect students already enrolled.

### **Payment Policy and Payment Plans**

Students assume the responsibility for payment of tuition costs in full, either through direct payment or through a financial aid plan. Southeastern Technical Institute accepts online payments at [www.stitech.edu](http://www.stitech.edu), in the Student Services menu, click Pay Bill Online. You can also make payments in person to the STI Office or the District Office in the form of cash, personal checks, money order/bank checks, credit card (Visa, MasterCard and Discover), financial aid, and Trade, VA, and ITA vouchers. Contact Cristina Barros, Student Services Advisor, at 508.230.1275 with questions.

*Financial Aid:* Students who wish to apply for Financial Aid must complete the “Free Application for Federal Student Aid” (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov). The deadline to be eligible for Massachusetts State Grant is May 1st. For detailed information about Financial Aid, please see the Financial Aid section on page 19. Once you have applied for financial aid and your award has been finalized, a payment plan will be developed for any remaining balance. Contact Cristina Barros, Student Services Advisor, at 508.230.1275 with financial aid questions. All balances must be paid in full by the end of your program.

*Payment Plan:* If you are not applying for financial aid, one third of your total balance after the seat deposit must be paid before the program start date. The remainder of your balance will be paid in equal monthly payments throughout the length of your program. Monthly payments are due the first of the month. Students choosing this option will sign a Payment Agreement. All balances must be paid in full by the end of your program.

## REFUND POLICY AND BUYER'S RIGHT TO CANCEL

Southeastern Technical Institute will comply with the policy that applies at the time of the student's enrollment. The student has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within 30 days of cancellation. Notice of cancellation should be made in writing: Director, Southeastern Technical Institute at 250 Foundry Street, South Easton, MA 02375. Phone: 508.230.1374.

1. When a student gives notice of cancellation, the school shall charge the amount of at least the following for each semester:
  - a) The student will be refunded their seat deposit in full if they withdraw for any reason before the first day of class.
  - b) When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the first semester, the school may retain 10% of the tuition, and 10% of fees, and 100% of the cost of the Toolkit if applicable
  - c) When a student has completed in excess of 5% of the first semester the school may charge part of the tuition and other course fees in accordance with the following:
    - (1) During the first 20% of each semester, the school shall charge at least 30% of the tuition and fees for that semester and 100% of the cost of the cost of the toolkit.
    - (2) During the second 20% of each semester, the school shall charge at least 60% of the tuition and fees for that semester and 100% of the cost of the cost of the toolkit.
    - (3) During the third 20% of each semester, the school shall charge at least 90% of the tuition and fees for that semester and 100% of the cost of the cost of the toolkit.
    - (4) In cases of withdrawal after 60% of the semester, the school will charge tuition and other course fees in full for that semester and 100% of the cost of the cost of the toolkit.
2. Students who receive books through the book voucher program will be charged in full for all books they receive. Books are non-returnable and non-refundable.
3. Any case which hardship or where other circumstances beyond the control of the student exist, preventing them from completing the course, the school shall make a reasonable and fair settlement for both parties.
4. For withdrawn students, all refunds are calculated based on the date of withdrawal and will be paid within thirty days of the documented drop date (date of determination). The documented drop date is determined according to whichever of the following applies:
  - a) by the date of written notice from the student;
  - b) by the date of administrative/faculty withdrawal
  - c) the date the student exceeds the attendance policy if no notice is given.
5. Students entitled to a refund do not need to submit a written notice of cancellation in order to receive their refund. The unexplained absence of a student from school for more than 5% of program length shall constitute constructive notice of cancellation to the school. For purposes of cancellation, the date shall be the date the student exceeds the attendance policy.



6. The school shall refund all monies paid in any of the following circumstances:
  - a) the school did not provide the prospective student with a copy of the student's valid enrollment agreement and access to a current course catalog and student handbook;
  - b) the school cancels or discontinues the course of instruction in which the student has enrolled;
  - c) the school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

### **Notice of Student Rights**

1. You may cancel your contract for school as described in the refund policy and buyer's right to cancel that will be given to you upon enrollment, within the Enrollment Agreement. Read the cancellation information for an explanation of your cancellation rights and responsibilities. If you lose your Enrollment Agreement, ask the school for a copy.
2. You have the right to stop school at any time and you have the right to receive a prorated rate for the part of the program not completed. Your rights are described in the Enrollment Agreement. If you lose your Enrollment Agreement, ask the school for a copy.
3. If you have any complaints, questions, or problems with the school, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, call or write to: Massachusetts Department of Elementary and Secondary Education (ESE), Educator and School Development Division, Office for Career/Vocational Technical Education, 75 Pleasant Street, Malden, MA 02148-4906 Phone: 781.338.3955 / Fax 781.338.3950 or Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350 Telephone: 770.396.3898 / Fax: 770.396.3790 / [www.council.org](http://www.council.org)

## FINANCIAL ASSISTANCE

Financial Aid is available for those who qualify. Information on financial aid programs and all related consumer information is available by contacting the Financial Aid Office at 508.230.1275 or online here: <http://stitech.edu/index.php/financial-aid/>. The following is a description of the types of financial aid programs currently offered by STI.

### The Financial Aid Office

STI maintains a Financial Aid Office staffed with trained advisors. Individual tuition financing plans are specifically tailored to meet the needs of the applicant. The Financial Aid Office assists students in the completion of all documents applicable to various federal and local sources.

### Federal Financial Aid Program

STI has been approved by the United States Department of Education for the following programs for financial assistance. The programs listed below are available to eligible students to help meet the cost of their education. The term "Title IV" refers to the Federal Financial Aid programs authorized under the Higher Education Act of 1965 awarded on the basis of financial need and includes the following programs:

- Federal Pell Grant
- Subsidized Direct Loan

The Title IV programs that are not awarded on the basis of financial need are part of the Federal Family Education Loan program which includes:

- Unsubsidized Direct Loan
- Parent Loan for Undergraduate Students (Direct PLUS Program)

Grants are awards that do not have to be repaid. Grants are provided by the Federal Government and are based on financial need. When awarding policies and funds permit, a student's financial aid package might include the following grants:

1. **Federal Pell Grant** – Is offered to a student in financial need who has not yet earned a Bachelor's Degree. Amounts for 2017-2018 range up to \$5,960 and are pro-rated based on enrollment. Eligibility is determined by the U.S. Department of Education (DOE).
2. **Workforce Investment Act (WIA) Training Voucher** – Is a grant for unemployed or low-income students. State and local agencies determine eligibility and administer distribution of the funds. WIA training vouchers are capped at \$5,000.
3. **Trade Adjustment Assistance (TAA)** – Is a grant for workers who lost their jobs or whose work hours and wages are reduced due to a job being outsourced or lost due to increased imports. Workers who believe they have been unfavorably affected by foreign trade may petition the U.S. Department of Labor for a determination of eligibility of a TAA grant in the amount of up to \$17,000.
4. **Veteran's Administration** – STI is a participant in the Principles of Excellence program and has implemented the following guidelines:
  - provide students with a personalized form covering the total cost of an education program
  - provide educational plans for all military and Veteran education beneficiaries
  - end fraudulent and aggressive recruiting techniques and misrepresentations
  - accommodate Service members and Reservists absent due to service requirements

- designate a point of contact to provide academic and financial advice
- ensure accreditation of all new programs prior to enrolling students
- align institutional refund policies with those under Title IV, which governs the administration of federal student financial aid programs.

## **Student Loans**

Student loans are a form of financial aid that must be repaid. Southeastern Technical Institute participates in the following programs:

- Subsidized Direct Loan** – Is need based, independent or dependent students can qualify; at least half time enrollment is required; loan awards may be up to \$3,500; the Federal Government pays the interest during school; grace and deferment periods; repayment depends on loan amount and repayment plan; standard repayment is ten (10) years, and starts six (6) months after graduation or student withdrawal.
- Unsubsidized Direct Loan** – Is not need based, independent students or dependent students (can qualify) if their parents are not eligible for PLUS loan; at least half time enrollment is required; loan awards may be up to \$6,000; the government does not pay interest for the student during school, grace or deferment periods; repayment as above.
- PLUS (Parent Loans for Undergraduate Students)** - Parents must have an acceptable credit history; may borrow up to the cost of attendance less other aid; parents pay all interest; repayment starts 6 months after student's graduation/withdrawal.
- MASSGrant** - All full-time Massachusetts residents who complete a Free Application for Federal Student Aid (FAFSA) by May 1st of each year will be considered for a MASSGrant scholarship. Recipients of a MASSGrant must be a Massachusetts resident for at least 12 months prior to the start of the academic year and continue to be a Massachusetts resident throughout the school year. MASSGrant Deadline: Must be submitted by May 1st.

**The Hope Scholarship and Lifelong Learning Tax Credit are federal programs that reduce federal income tax liability. For more information see the IRS publication, Tax Benefit for Education.**

## **Federal Financial Aid**

A Student Services Advisor assists students in completing all the necessary paperwork to determine a student's eligibility for financial aid. The student is provided with a free booklet which explains all Federal Financial Aid procedures step-by-step. Proper documentation and income information must be provided by the student as part of this process. Students must make every effort to obtain the required information from outside sources. If a student does not comply with these requirements, financial aid may be denied.

**In order to be eligible for Federal Financial Aid:**

- A student must demonstrate financial need
- Be enrolled in an eligible program
- Be a citizen of the United States or an eligible non-citizen and provide a valid Social Security card. All students must submit:
  - High school diploma, GED or HiSET®
  - Proof of identity by valid driver's license or state ID Card.
- A valid Alien Registration ("Green") Card is required as proof for an eligible non-citizen.
- Not owe a Federal Pell or SEOG over-award or make satisfactory arrangements to repay it; not be in default on a Federal Direct Loan or make satisfactory arrangements to repay it
- Be registered with the selective service (males ages 18 – 26)
- Have not been convicted of a drug conviction

In addition, once students are enrolled, they must:

- Attend school regularly (see attendance policy)
- Make satisfactory academic progress (see SAP)

The students submit their income and other pertinent information by completing a Free Application for Federal Student Aid (FAFSA) online/electronically to the Federal Central Processor for processing. The FAFSA is signed by the student and parent if the student is a dependent. The school receives an Institutional Student Information Record (ISIR) electronically.

## Apply for Federal Financial Aid

Complete the Free Application for Federal Student Aid (FAFSA) or the Renewal Application at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) every school year. A student can begin completing the FAFSA as soon as they apply to STI. The FAFSA collects personal and financial information. STI's school code is 012386.

- *Independent Students* - FSA ID: An FSA ID is a username and password that you must use to log in to certain U.S. Department of Education (ED) websites. Your FSA ID identifies you as someone who has the right to access your own personal information on ED websites such as the Free Application for Federal Student Aid (FAFSA) at <https://studentaid.ed.gov/sa/fafsa/fillingout/fsaid>.
- *Dependent Students* - FSA ID for Parents: If you are a parent of a dependent student, you will need your own FSA ID if you want to sign your child's FAFSA electronically at <https://studentaid.ed.gov/sa/fafsa/filling-out/fsaid>.

Submit the application. After the FAFSA is submitted, the Department of Education (DOE) processes the reported information (income, assets, number of family members in the household, and number of family members enrolled in college), determines a student's eligibility for aid and provides the Estimated Family Contribution (EFC). This information is forwarded to the student electronically within 3-4 business days or by mail within two weeks.

In 5 business days, the student can contact STI's Financial Aid Office for the result at 508.230.1275.

A student may be asked to provide financial or other documents for information verification. If everything is accurate, a student will get an award letter which summarizes all the information regarding funds the student is eligible to receive.

If the Direct Loans are part of a student's financial aid package, the student must have a loan entrance interview and complete a Master Promissory Note (MPN) at <https://studentloans.gov/myDirectLoan/index.action>.

If the PLUS loan is a part of a student's financial aid package, the parent must complete the credit record authorization and an MPN at [cod.ed.gov](http://cod.ed.gov).

Important terms are COA—cost of Attendance, EFC—Estimated Family Contribution. COA is the estimated tuition, fees, books, supplies, computer, loan fees, child care, and allowances for food, housing, and transportation for one academic year. EFC is an index number that is used to determine how much financial aid you are eligible to receive.

If a student's award is not sufficient to cover tuition, fees, etc., then the student is responsible for payments. If there are excess funds from financial assistance after all expenses are paid, those excess funds may be given to a student to meet the cost of attendance.

## Return of Title IV Funds Policy

Effective October 7, 2000, all financial aid (Title IV) recipients who withdraw and have completed 60% or less of the payment period for which they have been charged, are subject to the new federal refund regulations per 34CFR 667, 682, 685, published November 1, 1999.

Federal regulations state that the amount of a Title IV refund is based on the percentage of Title IV funds earned by the student at the time of withdrawal. In order to determine whether Title IV funds must be returned, the school must calculate the following:

1. To determine the percentage of the payment period completed, the number of days\* attended in the payment period is divided by the total days\* in the payment period. \*Days = calendar days for purposes of this formula, and therefore include weekends and holidays. Only scheduled breaks of 5 days or more and approved leaves of absence are excluded.
2. The net amount of Title IV funds disbursed, and that could have been disbursed for the payment period is multiplied by the percentage of the payment period completed. If the aid could have been disbursed the student will be notified in writing with a Post-withdrawal disbursement letter prior to the funds being disbursed to the school. The result is the amount of earned Title IV aid.
3. The earned aid is subtracted from the aid that was actually disbursed to or could have been disbursed to on behalf of the student.
4. The institution will return the lesser of the total unearned aid or the institutional charges for the payment period.
5. Unearned aid is allocated back to the Title IV programs in the following order as specified by law:
  - a. Unsubsidized Direct Loan Program
  - b. Subsidized Direct Loan Program
  - c. Direct PLUS program
  - d. Pell Grant

***This calculation may result in the student owing the school money.***

## Student Records Policy

The Southeastern Technical Institute maintains student records. The school maintains both temporary and permanent records. The school maintains records in both paper and electronic format.

Temporary Records for Enrolled and Withdrawn Students:

- Copy of application
- Copy of admissions testing results
- Copies of transcripts
- Copy of enrollment agreement
- Copy of payment agreement – *If applicable*
- Signature sheet from student handbook
- CPR Certification (*copy of card*) – *If applicable*
- Student health record and associated documentation (returned upon graduation)
- Proof of health insurance (*health insurance form and copy of health insurance card*)
- Proof of Residency (*In-district students*)
- FERPA
- Performance notifications
- Official withdrawal form (withdrawn students only)

*All temporary records will be destroyed after five (5) years.*

Permanent Records for Graduates and Withdrawn Students:

- Final Summary Transcript

*All permanent records shall be maintained by the school for sixty (60) years.*

### Transcripts:

An unofficial transcript will be issued to the student after graduation and upon request. A copy of the transcript is retained in the student's record or in the electronic student information system. Unofficial transcripts do not include the school's official seal.

Official transcripts are mailed directly or given to the student in a sealed envelope for the purpose of distribution to a school of higher education or an employer. Official transcripts include the school's official seal and the signature of the director. Official transcripts are generated upon written request from the student.

# TRANSFER OF CREDIT POLICY

## Transfer of Credit from other Institutions

Southeastern Technical Institute allows for the transfer of credits earned at another institution if that Institution is accredited by an agency recognized by either the U. S. Department of Education or the Council for Higher Education Accreditation, and the previous credits earned are comparable to those offered in the institution's program in which the student seeks to enroll.

Transfer credit will only be considered for the following courses:

### Dental Assisting Program

- Computers for Dental Assistants

### Medical Assisting Program

- Pharmacology I and II
- Anatomy and Associated Terminology I and II
  - To earn transfer credits students must transfer in all of the following courses – Anatomy and Physiology 1 and 2 and Medical Terminology

### Practical Nurse Program

- Growth and Development (or equivalent life-span developmental psychology)
- Integrated Science
  - To earn transfer credit students must transfer in all of the following courses – Anatomy and Physiology 1 and 2, Microbiology, and Nutrition

All considered credits must have been earned within the last three years, and be of "C" average or above. STI will allow no more than 50% of any program to be credited by transferring credits from another institution or "testing out". There is no fee for the evaluation or the granting of transfer of credit. Transfer credits (no grade) will appear on the transcript. Transfer credits are not figured into the G.P.A. When transfer of credit has been awarded, the tuition and fees will be adjusted accordingly.

A completed STI Transfer of Credit form must be made to the Program Director and approved by the Program Director and the STI Director within one week of the start of class, in order to allow STI adequate time for evaluation. The request must include an official transcript from the student's prior institution and course descriptions in the form of syllabi or institutional catalogs which include clock and/or credit hours. A decision will be made within one week of receipt of the requisite documents and the student will be advised in writing. Any appeal to the institution's decision must be made in writing and submitted to the STI Director. The subsequent decision will be final. Transfer of Credit forms are available from the STI office and on the website at [www.stitech.edu](http://www.stitech.edu). The student is allowed and encouraged to attend, for purposes of review, any portions of the program for which credit has been given, as long as classroom space is available.

STI makes no guarantee of transferability of credits to another institution, but will assist the student wishing to transfer credit by providing guidance, official transcripts, syllabi, course outlines, or institutional catalogs when available.



## Transfer of Credit Policy - Cosmetology

Southeastern Technical Institute recognizes the uniqueness of Cosmetology Programs. According to the Massachusetts Board of Cosmetology regulations, all Cosmetology Programs must incorporate two major standards; First, through various forms of assessments, the student meets all competency standards as prescribed by the board and the school. Second, the student completes 1,000 hours of Cosmetology training.

Students who apply to transfer hours and credits from a program approved and in good standing with the Massachusetts Board of Cosmetology, will be allowed to transfer credits and hours into the STI Cosmetology Program under the following conditions:

- (1) All students must complete an STI application and admission testing.
- (2) All students must submit proof of high school graduation with an official transcript, official GED (scores included) or Official Hi-Set (scores included). Certified translations must be provided for transcripts supplied in a language other than English and equivalency to U.S. education must be provided.
- (3) All students must submit proof of competency from their sending school in the form of official transcripts or other documentation deemed acceptable by STI.
- (4) All students must complete all components of the STI admissions process including passing the Accuplacer® test, interview with the STI Director, and provide a professional reference as part of the application process. A determination will then be made on an individual basis regarding each student's acceptance into the STI Cosmetology Program and if accepted, the number of hours that will be transferred.

Cost:

- (1) **Tuition and Fees:** All students must submit proof of competency from their sending school in the form of official transcripts or other documentation deemed acceptable by STI. Students will pay a prorated fee amount based on accepted hours rounded to the nearest 100. Students, who have an approved cosmetology kit (as approved by the program instructors), will have the current amount of the STI kit deducted from their fee amount.
- (2) **Books:** Students who are in possession of the version of Milady books that STI is currently using, will not be charged for books. All other students will be charged at the current rate for a set of Milady books.
- (3) **Uniforms:** All students must adhere to the STI Cosmetology Uniform Guidelines, and purchase their uniforms from the uniform company designated by STI.

Southeastern Technical Institute makes no guarantee of transferability of hours or credit between sending schools and STI, but instead will review each candidate on a case by case basis.

## **Transfer of Credit Between STI Programs**

It is not possible to transfer credit between programs at STI

### **Course Test-Out Procedure**

Students in the HVAC Program may Test-Out of Math for HVAC and Computers for HVAC course(s) using the following guidelines:

- The student must test-out during the 2nd meeting of the course.
- The student will be given the final examination of the course. The student will have only one opportunity to take the final exam to Test-Out of the course. The student must complete the final examination at STI in the required amount of time.
- The student will not receive additional study materials from the instructor (beyond the course syllabus) to prepare for the final exam.
- The student may not use any study or support materials while taking the final exam other than those provided with the test materials by the instructor.
- The student must score a minimum of 75% on the final exam to Test-Out of a course.
- If the student scores 75% or better, the student will receive their test-out score as their final grade for the course, and this grade will be listed on their transcript. If the student scores below 75%, the student will resume the course.

# STUDENT TRANSFER POLICY

## From Other Institutions

Applicants desiring to transfer from other approved Programs into STI Programs will be considered on an individual basis when space is available in the program. All transfer students are required to meet program admission criteria. An applicant may be accepted and required to start the program from the beginning if lacking STI Term I program courses. An applicant may be accepted as a Term II student, if all Term I courses have been completed. All students must complete 50% of the total program hours in the STI Program.

Prior to STI acceptance of transfer credits, an applicant must:

1. Submit a completed application with fee and schedule a personal interview with the Program Director or the STI Director.
2. Complete required entrance exam for program.
3. Submit an Official High School Transcript, Official GED (scores needed) or Official HiSET® (scores needed).
4. Submit official transcripts from any college where applicable courses were completed. Any applicable course must have been completed within the past three years, with a minimum grade of "C".
5. Submit a course syllabus when requested.

All records and materials will be reviewed by STI Director and Program Director. Transfer admission requests are reviewed at program faculty meetings. The faculty reserves the right to admit only qualified and suitable transfer applicants, on a space available basis. Once a course has been officially approved and transferred, it will appear on the student's permanent record. Transfer credits will not be computed in G.P.A.

## Advanced Placement and Experiential Learning Credits

STI does not accept advanced placement or experiential credits.

## Within The Institution between Programs

It is not possible to transfer between programs at STI.

# ANTI-DISCRIMINATION AND STUDENT PRIVACY

## Anti-Discrimination

Chapter 282 of the Acts of 1993, General Laws Chapter 76, Section 5 now includes the following provision:

Southeastern Regional Technical Institute hereby provides notice that it does not discriminate in admission or employment in any of its educational programs or activities on the basis of race, color, sex, religion, national origin, age, sexual orientation, disability, or housing status.

Enforcement of this law advances efforts to ensure that all students can attend school in a safe, supportive environment that is conducive to serious learning. This law makes it clear that all aspects of public school education must be fully open and available to members of both sexes and minority groups. No school may exclude a student from any course, activity, service or resource available in that public school on account of race, color, sex, religion, national origin or sexual orientation of such student.

Title IX of the Education Amendments of 1972 prohibits sex discrimination in federally assisted programs. "No person in the United States shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

The Southeastern Regional School District wishes to comply with Title IX and Chapter 282 and affirms that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in educational activities or employment under any educational program or activity.

The Southeastern Regional School District complies with The Americans with Disabilities Act Of 1990. The Americans with Disabilities Act includes, but is not limited to, Acquired Immune Deficiency Syndrome (AIDS) or the Human Immunodeficiency Virus (HIV), cancer, heart disease, mental retardation, learning disabilities, and visual and hearing impairments. If you have any questions or concerns regarding anti-discrimination laws contact the STI Director at 508-230-1296.

Copies of the Anti-Discrimination Laws may be obtained from the Learning Support Services Cluster, Department of Elementary and Secondary Education, 350 Main Street, Malden, MA 02148-5023.

<b>Family Educational Rights &amp; Privacy Act (FERPA) Update Form</b>	<b>Southeastern Technical Institute 250 Foundry Street South Easton, MA 02375 Phone/Fax: 508-230-1275</b>
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**General Information**

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, helps protect the privacy of student records. The Act provides for the right to inspect and review education records, the right to seek to amend those records and to limit disclosure of information from the records. The Act applies to all institutions that are the recipients of federal funding. FERPA is a general law that governs and protects your rights to your individual educational records. As a student over the age of 18 years or enrolled in a post-secondary institution, your primary rights under FERPA are:

- Your right to review and inspect your educational records
- Your rights to have your educational records amended or corrected
- Your rights to control disclosure of certain portions of your educational records

**Additional Information**

FERPA coverage includes records, files, documents, and data directly related to students. The same principles of confidentiality must be applied to electronic data and paper documents. You can find more information about FERPA on the U.S. Department of Elementary and Secondary Education's website at:

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html> or you may contact the U.S Department of Elementary and Secondary Education at the address below:

Family Policy Compliance Office  
U.S. Department of Elementary and Secondary Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

**Notice for Release of Directory Information**

The primary purpose of directory information is to allow STI to confirm attendance for employers, health insurance companies, and loan agencies. STI may disclose appropriately designated, "directory information" without written consent, unless you have advised the Institute to the contrary in accordance with the procedures below. If you choose not to release directory information all communications with all third parties and agencies will need to be done through your written request to the STI or in person.

**STI Directory Information**

- Student Name
- Current Enrollment
- Address
- Telephone Number
- E-mail Address
- Schedule of Classes
- Photograph
- Date and Place of Birth
- Class Standing
- Program of Study
- Dates of Attendance
- Degrees and Awards Received
- Most Recent Previous Educational Institution Attended
- Participation in officially recognized activities

**Please select one of the following options:**

- Southeastern Technical Institute has my permission to release Directory Information as defined above.
- Southeastern Technical Institute does not have my permission to release my Directory Information.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

# STUDENT SERVICES

## Special Accommodations

The student seeking accommodations in his or her educational plan is responsible to provide a written request including substantiating documentation to the STI Director.

**“No otherwise qualified person with a disability in the United States shall, solely by reason of disability, be denied the benefits of, be excluded from participating in, or be subjected to discrimination under any program or activity receiving federal financial assistance”. Section 504 of the Rehabilitation Act**

### A person with a disability includes....

“any person who (1) has a physical or mental impairment which substantially limits one or more major life activities, (2) has a record of such impairment, or (3) is regarded as having such impairment.”

### A “qualified person with a disability” is defined as one...

“who meets the academic and technical standards requisite to admission or participation in the education program or activity”.

Section 504 protects the rights of qualified individuals who have disabilities such as, but not limited to:

Blindness/visual impairment	Chronic illness, such as:
Cerebral Palsy	AIDS
Deafness / hearing impairment	Arthritis
Epilepsy or seizure disorder	Cancer
Orthopedic / mobility impairment	Cardiac Disease
Specific learning disability	Diabetes
Speech and language disorder	Multiple sclerosis
Spinal cord injury	Muscular dystrophy
Tourette’s syndrome	Psychiatric disability
Traumatic brain injury	

### Under the provisions of Section 504

STI may not discriminate in the recruitment, admission, educational process, or treatment of students. Students who have self-identified, provided documentation of disability, and requested reasonable accommodations are entitled to receive approved modifications of programs, appropriate academic adjustments, or auxiliary aids that enable them to participate in and benefit from all educational programs and activities.

Section 504 specifies post-secondary schools may not limit the number of students with disabilities admitted, make preadmission inquiries as to whether or not an applicant has a disability, use admission tests or criteria that inadequately measure the academic qualification of students with disabilities because special provisions were not made, exclude a qualified student with a disability from any course of study, or establish rules, and policies that may adversely affect students with disabilities.

## **Health Services**

The services of a nurse will be available to any student in case of sudden illness or accident during the school day and on site at the school. First aid will be administered. First aid is immediate, temporary care and excludes the administration of medication. General health care is not provided by STI. When a school nurse is not on duty, 911 should be called in case of accident, illness, or injury (as warranted). If emergency services are required, the responsible school adult on scene will follow the instructions of the 911 dispatcher until emergency responders arrive.

Each program will have an established policy for determining that the students' health will permit them to meet the program requirements. If health status changes during the program, students will have to provide documentation of their ability to meet program requirements subject to STI's obligations, if any, under Section 504.

## **Professional Liability Insurance**

It is mandatory for all Cosmetology, Culinary Arts, Dental Assisting, Medical Assisting and Practical Nurse students to purchase professional liability insurance through the school. The cost of this insurance is included in the fees for these programs.

## **School Insurance**

School accident insurance for in-school hours (whether at school or on official externships) is provided to all students at no cost. This insurance may be considered additional coverage that may not be provided for by the student's personal health insurance policies.

## Satisfactory Academic Policy (SAP)

### Satisfactory Academic Policy is defined as:

- Maintaining the required minimum grade for each course
- Students must pass all courses in each semester/term in order to continue in a program  
Students who do not pass all courses will be withdrawn from the program
- Students must maintain 95% attendance as defined by the attendance policy
- Students are evaluated at the mid-point and conclusion of each semester/term
- All program requirements must be completed within a maximum time frame of 2 times program length

Program	Total Clock Hours	Minimum grade for each course
Cosmetology*	1000	70%
Culinary Arts*	800	70%
Dental Assisting	1062	70%
Electricity*	750	70%
HVAC	660	70%
Medical Assisting	999	70%
Plumbing*	750	70%
Practical Nurse	1080	75%

### Attendance Warning

If a student fails to meet the cumulative 95% attendance criteria at any point during the program, he or she will receive a written warning as specified in the Attendance Policy. During the warning period, students remain eligible for Financial Aid. Failure to correct the problem beyond the second warning period will result in the loss of eligibility for any additional financial aid and termination from the program.

### Academic Warning

At the midpoint of each course, a student who fails to meet the minimum standard will receive formal notification. During the warning period, students remain eligible for Financial Aid. Students who do not meet specific program academic requirements by the end of a semester/term will be terminated from the program.

\*Pending approval



## Appeal Process

### Informal Appeal Process

Resolution of student's concerns should be attempted between the student, instructor, staff member, or administration. If this cannot be resolved to a mutual satisfaction, or if the concerns are of a more serious nature, then the Formal Appeal process may be initiated.

### Formal Appeal Process

The STI Director will deal with all issues. The student will meet with the Director to present her/his information on the issue. The Director will conduct an investigation and will issue a decision. The student has the right to request a meeting with the Superintendent to further discuss the issue if the situation has not been resolved. The decision of the Superintendent will be final.

### Reinstatement of Financial Aid

A student's Title IV aid eligibility will be reinstated if the student prevails upon appeal, or regains satisfactory academic progress status by meeting the qualitative and quantitative requirements.

\*Pending Policy Approval

### Calculating the Cumulative Grade Point Average (GPA)

1. Multiply the grade points (GP) by credit hours for each subject grade.
2. Divide the sum of the grade points (GP) by the sum of credit hours.

EXAMPLE:

Grade	GP		Credit Hours	Total GPA
A	4.00	X	3	12.00
B+	3.30	X	5	16.50
B	3.00	X	3	9.00
C	2.00	X	3	6.00
C-	1.70	X	5	8.50
				Total 52.00
	$52 \div 19$	=	Total 19	2.74 GPA

### Final Examinations

Any student unable to be present for a final exam must notify the STI Instructor and be prepared to take the exam immediately upon return. Requirements may vary with specific programs. Point penalty may vary with specific programs.

### Honor Students

Honor students will be listed at graduation and will be noted on the transcript.

Honors	3.30 to 3.59 GPA
High Honors	3.60 to 3.79 GPA
Highest Honors	3.80 to 4.00 GPA

### Incomplete Grade

All incomplete work must be completed within one week of the close of the course, unless prior arrangements have been made with the instructors.

## ATTENDANCE POLICY

STI programs are rigorous. Attending every class and scheduled meeting is critical to your success. The student is responsible to make the necessary personal arrangements that will enable him or her to attend class and schedule time for study. Outside employment must be scheduled so as not to interfere with academic and/or clinical hours.

### Absences/Tardiness/Dismissals

- (1) A student who misses thirty (30) school hours (unexcused) will meet with the Program Director. The Program Director will issue the student a written warning and forward a copy to the STI Director.
- (2) A student who misses forty-two (42) school hours (unexcused) will meet with the STI Director and Program Director. The STI Director will place the student on written program probation with the understanding if the student misses a total of twelve (12) more school hours (unexcused) the student will be dismissed from the program for excessive unexcused absences greater than 5% of the total program hours.
- (3) A student who misses 54 school hours (unexcused) will meet with the STI Director and Program Director. The STI Director will dismiss the student from the program with a written program dismissal for excessive unexcused absences greater than 5% of the total program hours.
- (4) Students will receive monthly attendance reports. Students will have five school days to refute information in this report.
- (5) A student who does not call or report that he/she will be absent or tardy will meet with the Program Director and the STI Director.

Cosmetology	Amy Thomson	508.230.1575
Culinary Arts	Amy Thomson	508.230.1575
Dental Assisting	Dr. Tammi Hassan	508.230.1239
Electricity	Amy Thomson	508.230.1575
Heating, Air Conditioning and Refrigeration	Amy Thomson	508.230.1575
Medical Assisting	Susan Beer	508.230.1337
Plumbing	Amy Thomson	508.230.1575
Practical Nurse	Marybeth Pepin	508.230.1248

### Definition of an excused absence

- Death of a family member – A maximum of 3 days will be excused for death of a family member.
- Hospitalization with documentation – Hospitalization will be defined as being admitted into a hospital for a stay of at least 24 hours.
- Hospitalization of a dependent child with documentation – Hospitalization will be defined as being admitted into the hospital for a stay of at least 24 hours. A dependent child will be defined as a child 19 years old or younger that lives (at least 50% of the calendar year) in the household and is in the care of the STI student.
- Absences due to an extended or chronic health issue require documentation. A determination will be made by the Director of the Technical Institute on a case by case basis upon review. Students must be aware that excused absences may interfere with the ability to meet program requirements and outcomes.
- Mandatory court appearance with documentation – Courts appearances that cannot be rescheduled to a later date.

## **Clinical/Externship Absence**

See individual program handbook.

## **Clinical Make-Up Days**

Students that exceed the amount of allowable clinical absences due to unforeseen circumstances such as: death to a family member, hospitalization, or extended illness or injury, will meet with the Program Director to develop a clinical make-up schedule. Make-up time will be scheduled by the Program Director during days and times that are non-school hours (vacations, holidays, weekends, or at the end of the program). The Program Director will make every effort to schedule make-up time for students, but there is no guarantee that make-up time will be available. Make-up hours will be supervised by a qualified clinical facilitator. Students will pay current hourly rate for all clinical make-up time. Payments must be made to the Bursar's Office. Students will be charged 1 full hour increments for any fraction of an hour for tardiness or dismissal during clinical or externship rotations.

## **TARDINESS AND DISMISSAL POLICY**

Tardiness is defined as entering the classroom or clinical area after attendance has been taken. A student with a pattern of tardiness will receive a written warning. Students who are tardy from school in the morning, from break, or from lunch, will not be allowed to enter class until the next regularly scheduled break. The student's attendance will be affected accordingly. Dismissal is defined as leaving the classroom or clinical area before the class or clinical day is completed. A student with a pattern of dismissals will receive a written warning. Any student who is being dismissed from school before the end of the schedule school time must sign out in the STI office before leaving. Students who arrive late or leave early from any period must sign in/out on the clipboard in the STI Office.

Students will be charged 1 full hour increments for any fraction of an hour for tardiness or dismissal during class or lab time.

Any combination of two (2) half days missed will count as one day of absence. A half day is defined as 3 hours. Attending less than 3 hours in a day will be considered a full day absence.

## **Requirement Eligibility for Program Completion and Graduation**

- (1) Completion of the required number of clock hours. Students must adhere to the attendance policy to fulfill program requirements.
- (2) Students must meet all academic and clinical obligations to the program.
- (3) Satisfaction of all financial obligations to the Southeastern Regional School District and participating agencies.
- (4) Meet all other program requirements.

## **Appeal and Grievance Process**

STI believes that students should have the means by which their concerns may be effectively expressed, considered, and dealt with in a fair and equitable manner.

### **Informal Appeal Process**

A student should attempt to resolve all minor questions or concerns directly with instructors, staff members, or administrators. Questions or concerns may be raised from the instructor/staff member level to the Program Director level in order to bring resolution to the issue. If the questions or concerns cannot be resolved to a mutual satisfaction, or if they are of a more serious nature, then the formal grievance process may be initiated by the student.

### **Formal Grievance Process**

All formal grievances will be forwarded to the STI Director:

1. The student initiating the grievance will put in writing the nature of the grievance.
2. The STI Director will conduct an investigation in order to ascertain all of the viable information in connection with the grievance.
  - a. The student will supply the STI Director with all of the information that he/she would like to be reviewed.
  - b. The instructor and/or staff members involved in the grievance will be asked to forward all available information pertaining to the grievance.
3. Once all of the evidence has been collected, the STI Director will conduct a hearing to review written documents and to allow all parties to present their information.
4. Upon hearing and reviewing all of the information presented, the STI Director will make a decision on the student grievance. The STI Director will inform the student, staff members involved, and the Superintendent of his/her decision in writing
5. The student may appeal the STI Director's decision to the Superintendent of the Southeastern Regional School District for review. The Superintendent will inform the student, staff members involved and the STI Director of his/her decision in writing
6. In grievances that involve discipline, students may appeal the Superintendent's decision to the School Committee. The School Committee will inform the student, staff members involved, the STI Director, and the Superintendent of their decision in writing.

Students have the right to forward complaints, questions, or problems with the school that have not been resolved to their satisfaction to the Massachusetts Department of Elementary and Secondary Education (DESE), Educator and School Development Division, Office for Career/Vocational Technical Education, 75 Pleasant Street Malden, MA 02148-4906 Tel. 781-338-3955 / Fax 781-338-3950 and/or to the Council on Occupational Education (COE) 7840 Roswell Road Building 300, Suite 325 Atlanta, GA 30350 Tel. 880-917-3898 / Fax 770-396-3790 / Website [www.council.org](http://www.council.org)

### **Reinstatement of Financial Aid**

A student's Title IV aid eligibility will be reinstated if the student prevails upon appeal, or regains satisfactory academic progress status by meeting the qualitative and quantitative requirements.

# STUDENT RESPONSIBILITIES AND SAFETY

## Student Right-To-Know and Campus Security

Statistics and information on reported crimes on campus are located on the STI website at <http://stitech.edu/wp-content/uploads/2017/10/STI-Compliance-Report-2017.pdf> and within the Financial Aid Handbook.

## Copyright Policy

One of the most important issues to be addressed and taught to students is the issue of copyright and the related areas of trademark and licensing. System users may download material for their own use in accordance with applicable copyright laws, district policy and administrative regulations. The Fair Use doctrine <http://www.copyright.gov/fls/fl102.html> allows an individual to reproduce portions of copyrighted work for non-commercial purposes, in some instances. Reproduction beyond fair use requires the permission of the copyright holder or authorized person. The permission must be specified in the document or must be obtained directly from the author in accordance with applicable copyright laws, district policy and administrative regulations. Violations of copyright law could lead to civil liability with excessive penalties.

## Conduct Policy

Classroom behavior should be such that it does not interfere with other students' learning. STI provides an environment conducive to learning. STI reserves the right to dismiss a student for disciplinary as well as academic reasons. Any of, but not limited to, the following inappropriate behaviors will result in disciplinary action and may lead to warning, suspension, or dismissal:

- Cheating
- Creating an intimidating, hostile, or offensive environment
- Destruction of school property
- Fighting
- Interfering with another student's performance and/or ability to learn
- Lying
- Phone calls or texting during class time or on clinical assignments
- Plagiarism
- Possession of firearms
- Possession of, use of, or under the influence of controlled substance or alcohol at school or school-related activities
- Sexual Harassment
- Theft
- Vandalism
- Violation of Civil Rights Law

## Discipline Definitions

**Warning:** Student will be allowed to attend classes or school related activities under condition of contract signed by administration and student.

**Suspension:** Student will be restricted from attending classes or school related activities for a specified period of time. Student is responsible for all missed class work.

**Withdrawal:** Student is permanently terminated from the program.

## **Alcohol, Drug, and Tobacco Policy**

Alcoholic Beverages, Possession or use of Chapter 272: Section 40A. Alcoholic beverages, gift, sale, delivery, or possession on public school premises:

Section 40A: Whoever gives, sells, delivers or has in his possession any alcoholic beverage, except for medical purposes, in any public school building or on any premises used for public school purposes and under the charge of a school committee or other public board or officer, shall be punished by imprisonment for not more than thirty days or by a fine of not more than one hundred dollars, or both; provided however, that a school committee of a city, or town district may authorize a public or nonprofit organization using a public school building with its permission during non-school hours to possess and sell alcoholic beverages therein provided such nonprofit organization is properly licensed under the provisions of Section 14, Chapter 138.

### **Alcohol Use**

Being under the influence of alcohol, or found guilty of the use, sale, possession, or distribution of alcoholic beverages in the school building, school grounds, clinical externship or school sponsored field trips is strictly prohibited.

Students found guilty by school authorities of the use, sale, possession, or distribution of alcoholic beverages will be subject to an immediate suspension and will be subject to dismissal.

Students in violation of drug and alcohol policies while on clinical site will be subject to the policies of the clinical site.

### **Drug Abuse Policy**

Students apprehended and found guilty by school authorities of the use or, or in possession of a controlled substance (drugs) or narcotics as mentioned above will be subject to an immediate suspension or dismissal from school and referred to the appropriate law enforcement agency.

Being under the influence, using, selling, possessing, or distributing drugs, marijuana, and/or drug paraphernalia, (i.e. pipes, rolling papers, etc.) in the school building or on school premises is strictly prohibited and is subject to punishment by law.

Drug paraphernalia is all equipment, products, devices, and materials of any kind which are used or intended for use in packaging, repackaging, storing, containing, concealing, injecting, ingesting, or otherwise introducing into the human body a controlled substance.

The above regulation refers specifically to marijuana, hallucinogenic drugs, and narcotics of any kind as banned by Federal and State Law.

### **Tobacco Policy**

Policy pertaining to the conduct of teachers and students Chapter 71 Section 37h of the Massachusetts General Law prohibits the use of any tobacco products within the school buildings, the school facilities, on the school grounds, or on school buses by any individual including school personnel.

Any student smoking on school grounds will be subject to disciplinary action.

## **Sale and/or Distribution of Illegal Drugs**

Students apprehended for the alleged sale of marijuana, hallucinogenic drugs or narcotics will receive an immediate suspension and will be subject to dismissal. The following steps will be taken:

1. The STI Director shall be notified and the appropriate law enforcement agency will be called. The drug will be submitted to the police for identification and evaluation.
2. The student will be requested to confer with the administration concerning the above violation and will be advised of his/her legal rights and will be informed that he/she has the right to appear before the Superintendent.
3. If after an investigation by the administration, there is evidence the student was selling or distributing drugs, the STI Director shall mail a written notice to the student within twenty-four (24) hours of the determination to recommend dismissal. Such notice will contain:
  - a. A copy of the drug policy allegedly violated by the student.
  - b. A full statement of facts leading to the recommendation for dismissal.
  - c. A notice informing the student that he/she may have an opportunity to have a hearing before the Superintendent.
  - d. The notice will make specific reference that the hearing will be private unless the student requests that it be public.

The date for the hearing, if so requested, will not be scheduled less than five (5) days from the date of the request by the student to be heard.

The student has the right to be present at the hearing, to be represented by counsel of his/her choosing, to present evidence and witnesses, and to cross examine witnesses presented by the administration.

### **Personal Searches**

On January 15, 1985 the United States Supreme Court decided the case of *New Jersey vs. T.L.O.* The decision established the following: The legality of a search of a student should depend simply on the reasonableness, under all the circumstances, of the search. Under ordinary circumstances, a search of a student by a teacher or other school official will be 'justified at its inception' when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Such a search will be permissible in its scope when the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and nature of the infraction. *New Jersey v. T.L.O.* 53 U.S.L.W. 40a3, 4087, 4088.

## **Clinical/Externship Drug Policy**

### **Drug Testing for Clinical/Externship Placement Sites**

STI is committed to providing a safe, healthy, and productive learning environment. That commitment extends to clinical and externship experiences. Many of the agencies, organizations, companies, and facilities that work with STI (“Placement Sites”) require drug testing of students as a condition of participation in a clinical or externship opportunity.

Drug testing is performed by an independent, third-party provider who reviews the results, and shares the findings with STI and/or the Placement Sites. Lab test results are kept by the screening facility and in the office of the Director of Practical Nurse Program for the duration of enrollment. Please note that these drug tests screen for a range of *legal and illegal* drugs and intoxicants, including, but not limited to, narcotics, opiates, marijuana, and alcohol.

Failing a mandatory drug screening and/or refusal to comply with the drug testing requirements of the Placement Site will render a student ineligible to participate in that clinical/externship program. STI is not responsible for identifying or securing an alternative placement for students who fail or refuse a drug screening.

### **The Effect of Failed/Refused Drug Screening on STI Enrollment**

Clinical/externship experiences are a critical component of the career programs at STI. Placement in a clinical/externship opportunity is contingent upon the student meeting all STI and Placement Site requirements, which, in many cases, will include successful completion of drug screening.

In most instances, students who are ineligible to participate in a clinical/externship experience as a result of a failed or refused drug screening will not be able to complete the requirements of their career program and will be subject to dismissal from STI.



## **Career Assistance**

Each of our students receives career assistance. It is important that students receive training not only in their chosen field but also in their employability skills. Placement services include career development preparation and job placement assistance.

Career development preparation offers a variety of topics that give students the information necessary to enter the work force, one-on-one training sessions, professional resume writing services and mock interviews are available for STI students. STI works in cooperation with local employers, job placement services, and Advisory Boards to assist students in securing employment upon graduation. STI is committed to making every reasonable effort to prepare student to secure employment, though cannot guarantee graduate placement.

## **COSMETOLOGY PROGRAM**

There are many places where you can learn about the beauty industry, but there are few that train you to succeed in top salons and spas. STI's Cosmetology Program provides small classes and real-world experience, covering both the creative side and the business skills needed to help you become an industry leader.

This comprehensive program includes all aspects of cosmetology education, including: hair, nails, and skin care. In this program students will develop knowledge of infection control, principles and practices. Students will be able to identify diseases, disorders and growth of the skin, nails and hair. Students will develop cosmetology business related skills; knowledge of ethics, communication, consultation, proper grooming, professional attitude, time management, appropriate client interaction, product marketing, and job readiness skills. They will be instructed in trends in haircutting, hairstyling, hair design, hair coloring, chemical texturing and hair weaving, extensions, wigs and braiding. Students will learn the proper techniques for facials, makeup, manicures, pedicures, nail enhancements, and hair removal while adhering to Mass State Board regulations.

The Cosmetology Program Instructors all have extensive salon and teaching experience. Through a comprehensive curriculum, they prepare students in all aspects of the cosmetology industry through theory-based classes, demonstrations, hands-on training, and practical work experience in our on-site public cosmetology clinic. The structure of this program is designed to enhance the success of the student by varying assignments and building from basic to advanced skills, and to ultimately support the graduate as they make the transition from school to work.

Upon completion of the program, the student will receive a diploma for successfully completing 1000 hours in the study of Cosmetology. The student will then be eligible to sit as a candidate to take the Massachusetts Board of Cosmetology Licensure Exam in order to practice Cosmetology in the state of Massachusetts. Once licensed by the state of Massachusetts Board of Cosmetology the graduate is able to pursue a career in salons, or in many other areas of the beauty industry.

Commonwealth of Massachusetts  
Division of Professional Licensure Board of Cosmetology  
1000 Washington Street  
Boston, Massachusetts 02118  
617.727.5811  
[www.mass.gov](http://www.mass.gov)

## Admissions Criteria

1. Completed application along with a \$20.00 (non-refundable) application fee.
2. Proof of high school graduation with an official transcript, official GED (scores included) or Official HiSET® (scores included). Certified translations must be provided for transcripts supplied in a language other than English and equivalency to U.S. education must be provided.
3. Successful passing of Accuplacer® Entrance Exam.
4. One (1) confidential reference form from recent supervisor, employer, or school teacher/instructor.
5. Interview with the Program Director.
6. Satisfactory completion of C.O.R.I. (Criminal Offender Record Information).
7. Proof of in-district residence: Proof of Residence Form must be completed, signed, and stamped by city or town.
8. Completed Proof of Health Insurance Form with copy of card, front and back.
9. Completed Educational Purpose form with copy of license, front and back.
10. Completed Emergency Contact Form.
11. Documentation of recent health exam and current immunizations.

## Estimated Expenses

Tuition	\$5,000/\$9,000*
Books	\$250
Program/Student Fees	\$1,645
Uniforms/Equipment	\$150

\* Out-of-district tuition. District includes Brockton, East Bridgewater, Easton, Foxborough, Mansfield, Norton, Sharon, Stoughton, and West Bridgewater.

All expenses are subject to change.

Financial Aid is available to those who qualify.

## Program Schedule

The Cosmetology program is taught four (4) nights per week, five (5) hours per night. The program begins every Fall and Spring semesters. Class days are Monday through Thursday, from 4:00 – 9:30 p.m. (30-minute lunch/dinner break is included in the program daily hours.)

## Program Details

Students must wear closed toe rubber sole shoes, black work pants and black top or all black scrubs.

Work or exams which are missed due to absenteeism must be made up on the next scheduled class day. It is the student's responsibility to schedule and make arrangements to complete missed work. Students may be subject to a 5-point deduction for not taking the exam during the scheduled time. Instructors are available before and after school by appointment.

All hours missed must be made up hour per hour. The missed hours may be made up during the last two weeks of the program. Absenteeism during the program may affect the total number of hours needed for licensure.

## Student Evaluation and Grade Reports

At the end of each semester students will receive a grade in each enrolled course. The grades represent various levels of accomplishments and carry the number of honor points per credit hour as indicated below:

Numeric Grade	Alphabetic Grade	Grade Points
93 – 100	A	4.00
90 – 92	A-	3.70
87 – 89	B+	3.30
83 – 86	B	3.00
80 – 82	B-	2.70
77 – 79	C+	2.30
73 – 76	C	2.00
70 – 72	C-	1.70
Less than 70	F	No Grade Points

INC	Incomplete *
W	Withdrew
TRC	Transfer Credit
NE	Never Enrolled

\* INC – Only given with instructor prior approval and arrangements for make-up work. Grade will be changed to an F if work is not completed by scheduled date.

## Cosmetology Program Plan

TRIMESTER I	COURSE #	HOURS	CREDITS
Hair Care Theory/Lab I	1CTT01	180	6.0
Cosmetology Related Science I	1CTT02	30	1.0
Skin Care Theory/Lab I	1CTT03	60	2.0
Nail Care Theory/Lab I	1CTT04	30	1.0
<b>TRIMESTER II</b>			
Hair Care Theory/Lab II	2CTT01	240	8.0
Nail Care Theory/Lab II	2CTT04	30	1.0
Cosmetology Related Business I	2CTT05	30	1.0
<b>TRIMESTER III</b>			
Hair Care Theory/Lab III	3CTT01	300	10.0
Skin Care Theory/Lab II	3CTT03	30	1.0
Nail Care Theory/Lab III	3CTT04	30	1.0
Cosmetology Related Science II	3CTT02	30	1.0
Cosmetology Related Business II	3CTT05	30	1.0

## Cosmetology Course Descriptions

### Trimester I

#### **Hair Care Theory/Lab I**

**#1CTT01      180 hours      6.0 credits**

Students will be introduced to the physical structure of the hair and how it grows. Students will apply the guidelines for proper shampooing, conditioning and rinsing for practical applications. Students will learn the proper procedure and techniques needed to complete successful scalp treatments on a variety of clients and scalp conditions. Students will be introduced to all aspects of cosmetology past and present, including communication, professionalism, safety and sanitation. Students have a brief overview of many different salon services by manikin demonstration. This class explains the basics of hair design, fingerwaving, pincurls, and what tools are used to create desired results. Students will then learn practical application of all the classic techniques and elements of hairstyling. This course will also introduce the basics of haircutting. Students will learn about the tools needed to achieve basic haircuts, as well as how to use each tool. Body position and hand elevation will be stressed during these classes. Students will practice performing these haircuts repeatedly until standards are met.

#### **Cosmetology Related Science I**

**#1CTT02      30 hours      1.0 credit**

Students will learn about infection control and the proper sanitation procedures for each task they will complete as cosmetologists. Students will learn the science behind the hair and scalp. They will learn about the different structures of the hair root and the layers of the hair shaft. They will also learn about the most common scalp disorders and hair loss. Students will learn the basics of chemistry and how it relates to the cosmetology field. They will learn about the pH scale and how it works. The basics of chemistry will help the students understand the different chemicals they will be dealing with when they learn hair color and hair texturing in trimester II. The students will learn the basics of electricity. This course covers all the topics necessary to complete electrified styling techniques for the hair. The basics of electricity are explained as well as how to care for electrified equipment used in the modern beauty salon.

#### **Skin Care Theory/Lab I**

**#1CTT03      60 hours      2.0 credits**

The structures of the skin as well as all of its relative anatomy and functions will be taught in this course. The students will also learn about skin disorders and diseases and the protocol that should be followed. This ensures safety to the practitioner and their patrons as they begin to learn the basics of esthetics. Basic practical applications of facials, hair removal, and makeup will be taught in this course.

#### **Nail Care Theory I**

**#1CTT04      30 hours      1.0 credits**

The structure of the hands, feet and nails are taught in this course. Practical application of basic manicuring and pedicuring are also instructed during this course. This course explains in depth the anatomy of the hands and feet as well as proper procedures to care for them. The students will also learn about nail disorders and diseases so they can properly deal with them when in a salon setting. Sanitation practices that are needed to prevent cross contamination as well as to promote healthy nail care.

## Trimester II

### **Hair Care Theory/Lab II**

**#2CTT01      240 hours      8.0 credits**

Students will have the opportunity to explore wigs, hair extensions, braids and weaves. This course will explain how to measure for a wig. This course prepares the student for chemical texturizing services for the hair. Students will learn the basics of hair relaxing while using mock chemicals and how to prepare the hair to receive chemical processes. Students will apply actual chemicals to process the manikin hair to see various results. This class teaches the student all the hair color basics. Students will learn hair color chemistry and consultation styles. Included in this course is the color wheel and how to use it to produce beautiful hair color results.

### **Nail Care Theory/Lab II**

**#2CTT04      30 hours      1.0 credit**

Students are introduced to artificial nail applications including nail tips and wraps. Also covered are salesmanship and client courtesy as well as professional conduct.

### **Cosmetology Related Business I**

**#2CTT05      30 hours      1.0 credit**

This course will introduce the students to the business side of cosmetology. In this course the students will learn the history of cosmetology and all of the different career opportunities available to them once they become licensed. They will also learn about working in a salon and how they can be successful. Salon professionalism and ethics will also be discussed.

## Trimester III

### **Hair Care Theory/Lab III**

**#3CTT01      300 hours      10 credits**

This class reinforces previously taught techniques and expands upon them. Students will advance their haircutting skills to include texturizing, razor cutting and style design. This course will also cover the advanced techniques needed to chemically change the structure of the hair. This course reveals more in-depth color information behind hair color. Students will use their skills from previous courses to consult, recommend and achieve professional color results on all different types of hair. Students will be able to confidently complete all basic cuts as well as add elements of style into a cut to personalize them.

### **Skin Care Theory/Lab II**

**#3CTT03      30 hours      1.0 credit**

Students will build upon the knowledge from Skin Care Theory/Lab I enhancing their skills in proper procedure, protocol and safety. Basic practical applications of facials, hair removal, and makeup will be taught in this course.

### **Nail Care Theory/Lab III**

**#3CTT04      30 hours      1.0 credit**

Students are introduced to artificial nail applications including acrylic and gel nails. Also covered are salesmanship and client courtesy as well as professional conduct.

### **Cosmetology Related Science II**

**#3CTT02      30 hours      1.0 credit**

The students will learn the basics of anatomy and physiology and how it relates the field of cosmetology. This course will teach them the importance of anatomy and physiology in this profession. They will learn about the different tissues and body systems located in the body.

**Cosmetology Related Business II****#3CTT05****30 hours****1.0 credit**

This course covers vital skills needed to become successful both in the cosmetology field and prepare the student for the workforce. Students will also participate in mock interviews. They will learn about the types of positions cosmetologists are able to work, how to connect with others and build a clientele. Students will search for jobs and create a portfolio. Students will learn how to build their resumes, cover letters and complete job applications. Proper interviewing techniques will be discussed and practiced.

Each class (except job readiness) will include instruction on course relative sanitation. This is to protect client safety. Each course also includes anatomy and hygiene specific to the topic of course. In addition salesmanship, ethics, courtesy and conduct that are relative to that specific course will be discussed. Time is also dedicated to testing both practical skills and written/oral exams.

## **CULINARY ARTS PROGRAM**

The Culinary Arts Program provides a professional and creative curriculum, a supportive staff, and an environment where passionate individuals can immerse themselves in the culinary world. Students will train in our state-of-the-art facilities, while working alongside caring and experienced chef instructors. Academically based knowledge in the classroom and hands-on experience in the lab are intertwined to give the culinary arts student the skills necessary to pursue a professional career in the culinary/hospitality industry.

Students will find themselves immersed in a stimulating educational environment where dedicated, professional chef instructors will share their skills, experience and knowledge. Students are afforded the opportunity to develop their skills through demonstrations followed by hands-on practical applications in professionally-equipped kitchen labs. As part of this dynamic environment, students are immersed in the culinary/hospitality world, where they will spend a significant time in the kitchen applying skills and techniques. The Culinary Arts Program teaches classical and creative cooking methods, American regional and international cuisine, food science, baking concepts, and the essential elements of table service.

Candidates must be highly motivated and energetic to enter the fast paced and demanding culinary arts field. This rigorous 800-hour program runs for 36 weeks, and is taught four nights per week, six hours per night, Monday through Thursday. The program concludes with a 200-hour externship, allowing students to apply their new knowledge in a hands-on work environment. All students of the Culinary Arts Program will have the opportunity to become: Serve-Safe Certified, TIPS alcohol awareness Certified, Food Allergen Certified, Crowd Manager Certified, and they will receive their OSHA 10 card.

### **Admissions Criteria**

1. Completed application along with a \$20.00 (non-refundable) application fee.
2. Proof of high school graduation with an official transcript, official GED (scores included) or Official HiSET® (scores included). Certified translations must be provided for transcripts supplied in a language other than English and equivalency to U.S. education must be provided.
3. Successful passing of Accuplacer® Entrance Exam.
4. One (1) confidential reference form from recent supervisor, employer, or school teacher/instructor.
5. Interview with the Program Director.
6. Satisfactory completion of C.O.R.I. (Criminal Offender Record Information).
7. Proof of in-district residence: Proof of Residence Form must be completed, signed, and stamped by city or town.
8. Completed Proof of Health Insurance Form with copy of card, front and back.
9. Completed Educational Purpose form with copy of license, front and back.
10. Completed Emergency Contact Form.
11. Documentation of recent health exam and current immunizations.



## Estimated Expenses

Tuition	*\$5,000/\$9,000
Books	\$820
Program/Student Fees	\$1,030
Uniforms/Equipment	\$150

\*Out-of-district tuition. District includes Brockton, East Bridgewater, Easton, Foxborough, Mansfield, Norton, Sharon, Stoughton and West Bridgewater.

All expenses are subject to change.  
Financial Aid is available to those who qualify.

## Program Schedule

The Culinary Arts Program is taught four (4) nights per week, six (6) hours per night, September to May. Class days: Monday – Thursday, from 4:00 – 10:00 p.m., (30-minute lunch/dinner break is included in the program daily hours.) Externship hours may vary.

## Program Details

Uniform: Students must wear closed toe rubber sole shoes, black culinary work pants, a white chef's coat with STI and their name embroidered on it, a white apron, and a white chef's hat. (Students will be measured for uniforms during an informational session in August. The cost of the uniforms is the responsibility of the student and is not included in the cost of tuition and fees).

Work or exams which are missed due to absenteeism must be made on the next scheduled class day. It is the student's responsibility to schedule and make arrangements to complete missed work. Students may be subject to a 5-point deduction for not taking the exam during the scheduled time. Instructors are available before and after school by appointment.

## Student Evaluation and Grade Reports

At the end of each semester students will receive a grade in each enrolled course. The grades represent various levels of accomplishments and carry the number of honor points per credit hour as indicated below:

Numeric Grade	Alphabetic Grade	Grade Points
93 – 100	A	4.00
90 – 92	A-	3.70
87 – 89	B+	3.30
83 – 86	B	3.00
80 – 82	B-	2.70
77 – 79	C+	2.30
73 – 76	C	2.00
70 – 72	C-	1.70
Less than 70	F	No Grade Points

INC	Incomplete *
W	Withdrew
TRC	Transfer Credit
NE	Never Enrolled

\* INC – Only given with instructor prior approval and arrangements for make-up work. Grade will be changed to an F if work is not completed by scheduled date.

## Culinary Arts Program Plan

SEMESTER I - Fall	COURSE #	HOURS	CREDITS
Cooking Skills I	1CAT01	180	6.0
ServSafe© / HACCP Principles	1CAT02	30	1.0
Nutrition / Menu Planning	1CAT03	30	1.0
Introduction to Baking Concepts	1CAT04	60	2.0
<b>SEMESTER II - Spring</b>			
Cooking Skills II	2CAT01	200	6.75
Dining Room Essentials	2CAT05	45	1.5
OSHA Certification	2CAT06	15	0.5
Computer Applications	2CAT07	15	0.5
Externship	2CAE01	200	6.75
Job Readiness / Portfolio	2CAT08	30	1.0

## Culinary Arts Course Descriptions

### Semester I - Fall

#### **Cooking Skills I**

**#1CAT01      180 hours      6 credits**

The fundamentals and theory of cooking techniques will be taught in this 10-week course. Students will be introduced to basic cooking concepts in both the classroom and kitchen environment. Students will be introduced to cooking techniques, Garde Manger, stocks, soups, poultry fabrication and cooking, meat cookery, and seafood identification and cookery. Students will learn plate presentation and garnishing techniques.

#### **ServSafe/ HACCP Principles**

**#1CAT02      30 hours      1 credit**

This course will prepare students to take the National ServSafe exam as well as purchasing, receiving and storing food properly. Students will learn about food allergens and take the Massachusetts Food Allergen course. Students will learn HACCP procedures and how to create a HACCP plan.

#### **Nutrition / Menu Planning**

**#1CAT03      30 hours      1 credit**

Students will be introduced to nutritional guidelines, basic nutrients and promotion of healthy cooking and eating. Students will learn to create a variety of healthy menus including buffet, a la carte, and specialty menus.

#### **Introduction to Baking Concepts**

**#1CAT04      60 hours      2 credits**

This course prepares students for the production of a variety of baked goods including breads, cakes, pastries and plated desserts. Students will learn how to prepare and present baked goods for sale in restaurant bakery with importance placed on visual appearance and proper baking procedures.

### Semester II - Spring

#### **Cooking Skills II**

**#2CAT01      200 hours      6.75 credits**

This course builds on the Cooking Skills 1 curriculum. Students will be introduced to meat identification and fabrication, herbs and spices, sauces, thickening agents and their ingredients, advanced garnishing, Garde Manger, and plate presentation. Students will create and implement menus to support a la carte, buffet, banquet production, and service.

#### **Dining Room Essentials**

**#2CAT05      45 hours      1.5 credits**

This course introduces students to proper dining room procedures and etiquette. Students will become TIPS certified in beverage service and will be trained in crowd control and dining room safety. Students will develop proper front-of-the-house skills while working in the dining room.

#### **OSHA Certification**

**#2CAT06      15 hours      0.5 credit**

Students will earn their OSHA 10 card while following OSHA certification course guidelines.

#### **Computer Applications**

**#2CAT07      15 hours      0.5 credit**

This course focuses common business application software packages. Students will be exposed to Microsoft Word, Publisher, and Excel and explore their use in food service.

**Externship****#2CAE01      200 hours      6.75 credits**

Students will have the opportunity to explore careers in the field of Culinary Arts. Placements are with local restaurants, hotels, and food service locations. The students will be required to complete all required hours.

**Job Readiness / Portfolio****#2CAT08      30 hours      1 credit**

Students will search for jobs and will create a portfolio with their pictures from previous courses. Students will create a resume, cover letter and complete job applications as well as participate in mock interviews. Proper interviewing techniques will be discussed and practiced.

## DENTAL ASSISTING PROGRAM

The Dental Assisting Program is an intense nine-month experience that exposes the student to all areas of the Dental Assisting profession. Dental assistants perform a variety of functions in the dental office setting. These include patient care procedures, patient management, dental office communications and business transactions, and dental laboratory duties. The dental assistant is an integral part of the dental profession. A dental assistant may seek employment in a dental office, dental clinic, dental insurance company, dental laboratory, and a dental supply company.

The Dental Assisting Program consists of theory and laboratory skills to prepare each student for the Dental Assisting National Boards in order to become a Certified Dental Assistant. All expanded functions of a Certified Dental Assistant allowed by the Massachusetts State Dental Practice Act are taught. The dental assisting student learns all of the fundamentals of the art and science of dental assisting. The dental assisting student becomes proficient in sterilization and instrument care, numerous chairside and laboratory procedures, traditional and digital radiography, implantology, and esthetic dentistry. Every aspect of dental assisting is introduced.

The facilities in the Dental Assisting Program include a large dental laboratory and classroom. The laboratory area has sufficient space for each student to have his/her own space for prosthetic laboratory. The equipment and materials are all up-to-date and the current techniques are taught. The dental laboratory also houses three functioning dental treatment areas used during preclinical laboratory. These treatment rooms are current and fully equipped, and they are designed to teach four-handed dentistry. In addition, the dental laboratory area has two separate radiology rooms, each with new units to teach both traditional and digital radiography. In addition, the laboratory has tables and chairs to seat the entire class for demonstration and instruction purposes.

The Dental Assisting Program is fully accredited by the American Dental Association Commission on Dental Education. The program accepts 26 students annually. In addition to classroom and laboratory instruction, the student experiences a variety of clinical externships in general dentistry and various dental specialties. The skills obtained in this nine-month program prepare the student for successful employment in the dynamic field of dentistry. The graduate from the Dental Assisting Program receive a diploma and may immediately sit for the Dental Assistant National Boards (DANB). The application for admission and all documentation is reviewed by the Dental Assisting Director and faculty.

Dental Assisting Program Goals and Objectives for the entry-level graduate

- Students will demonstrate competency and apply skills and knowledge as an entry level dental assistant.
- Students will demonstrate skill and competency in chairside, radiology, and infection control procedures.
- Students will demonstrate Patient Management and Dental Practice Management skills
- Students will achieve DANB Certified Dental Assisting credential and become licensed in MA as an Expanded Function Dental Assistant.

## Admissions Criteria

1. Completed application along with a \$20.00 (non-refundable) application fee.
2. Proof of high school graduation with an official transcript, official GED (scores included) or Official HiSET® (scores included). Certified translations must be provided for transcripts supplied in a language other than English and equivalency to U.S. education must be provided.
3. Successful passing of Accuplacer Entrance Exam.
4. One (1) confidential reference form from recent supervisor, employer, or school teacher/instructor.
5. Interview with the Program Director.
6. Satisfactory completion of C.O.R.I. (Criminal Offender Record Information).
7. Proof of in-district residence: Proof of Residence Form must be completed, signed, and stamped by city or town.
8. Completed Proof of Health Insurance Form with copy of card, front and back.

## Estimated Expenses

Tuition	*\$6,000/\$10,000
Books	\$815
Program/Student Fees	\$1,300
Uniforms/Equipment	\$150

\*Out-of-district tuition. District includes Brockton, East Bridgewater, Easton, Foxborough, Mansfield, Norton, Sharon, Stoughton and West Bridgewater.

All expenses are subject to change.  
Financial Aid is available to those who qualify.

## Program Schedule

The Dental Assisting Program is 36 weeks in length and begins every Fall semester. Classes are held Monday through Friday, 8:00 a.m. – 2:10 p.m. (30-minute lunch/dinner break is included in the program daily hours.) There are two semesters per academic year. In mid-February, the students begin clinical externships several days per week. Clinical externship hours are usually 9:00 a.m. to 4:00 p.m. Externship times may vary.

## Program Details

Work or exams which are missed due to absenteeism must be made up within one week of the scheduled exam. It is the student's responsibility to schedule and make arrangements to complete missed work. Students may be subject to a 5-point deduction for not taking the exam during the scheduled time. Instructors are available before and after school by appointment.

All hours missed during clinical externship must be made up hour per hour. These may be done immediately after classes end in Semester II or by lengthening a clinical day. Absenteeism during clinical externship may affect the student from graduating on time.

## Student Evaluation and Grade Reports

At the end of each semester students will receive a grade in each enrolled course. The grades represent various levels of accomplishments and carry the number of honor points per credit hour as indicated below:

Numeric Grade	Alphabetic Grade	Grade Points
93 – 100	A	4.00
90 – 92	A-	3.70
87 – 89	B+	3.30
83 – 86	B	3.00
80 – 82	B-	2.70
77 – 79	C+	2.30
73 – 76	C	2.00
70 – 72	C-	1.70
Less than 70	F	No Grade Points

INC	Incomplete *
W	Withdrew
TRC	Transfer Credit
NE	Never Enrolled

\* INC – Only given with instructor prior approval and arrangements for make-up work. Grade will be changed to an F if work is not completed by scheduled date.

## Dental Assisting Program Plan

### SEMESTER I - Fall

	COURSE #	HOURS	CREDITS
Fundamentals of Dental Assisting Lab I	1DAT01	45	1.5
Dental Science I	1DAT02	60	2.0
Chairside Lab I	1DAT03	60	2.0
Dental Radiology I with Lab	1DAT04	75	2.5
Prosthetics with Lab	1DAT05	90	3.0
Patient Management I	1DAT06	30	1.0
Computers for Dental Assistants	1DAT07	30	1.0
Infection Control I	1DAT08	30	1.0
Dental Practice Management I	1DAT09	30	1.0

(Lab Theory is subsection of Fundamentals Lab, Prosthetic Lab, and Chairside Lab)

### SEMESTER II - Spring

Dental Practice Management II	2DAT 09	35	1.5
Dental Science II	2DAT02	45	1.5
Chairside Lab II	2DAT03	45	2.0
Dental Radiology II with Lab	2DAT04	60	1.0
Patient Management II	2DAT06	30	2.0
Expanded Functions with Lab	2DAT10	60	1.0
Infection Control II	2DAT08	30	10.0
Clinical Externship	2DAC01	312	1.5

## Dental Assisting Course Descriptions

### Semester I - Fall

**FUNDAMENTALS OF DENTAL ASSISTING LAB I**      **#1DAT01**      **45 hours**      **1.5 credits**

Fundamentals of Dental Assisting Lab I is a performance based course with foundation knowledge lectures. Dental assisting skills presented in this section include; hand hygiene, ergonomic positioning, seating and draping patients, lab safety, selection of personal protective equipment (PPE), donning and removal of PPE, selection and implementation of chairside barriers, maintenance of dental units, sterilization of instrumentation, surface disinfection, syringe assembly, sharps removal and disposal, intraoral topical placement, operative tray set ups, Tofflemire/matrix band assembly and application, hand piece and rotary instrument care, and manipulation of dental cements. The composition and properties of the dental materials used will be taught at an in-depth level.

**DENTAL SCIENCE I**      **#1DAT02**      **60 hours**      **2 credits**

The Dental Science I course is designed for the student gain in-depth knowledge of dental terminology and oral anatomy which includes oral dentition for the adult and child, complete diagnosis and charting, tooth morphology, caries and periodontal disease, dental embryology, and histology. Dental charting instruction and practice are provided in Dental Science. This course covers an anatomy and physiology component which discusses cellular tissues, the integumentary system, and the other human organ systems at a familial level. The main focus of this subcomponent is placed on the interrelationships of the systems, related terminology, and diseases with emphasis placed on dental related conditions.

**CHAIRSIDE LAB I**      **#1DAT03**      **60 hours**      **2 credits**

Chairside/Preclinical Laboratory I emphasizes and teaches the dental materials and their applications used at chairside for fourhanded dentistry in general practices. The students practice procedures and use multiple materials employed in general dentistry. Emphasis is placed on procedures for which the dental assistant is directly responsible. The course is designed to prepare the students to chairside assist in their clinical externship and learn the role of a chairside dental assistant. The Chairside includes foundation knowledge of the restorative and esthetic dental materials and techniques of procedures including etching and bonding agents, amalgam, and composite procedures. The Chairside experience includes chairside practice with the instructing dentist, dental hygienists, and certified dental assistants. There is chairside practice in role-playing situations with each other, learning and practicing moisture control and isolation, utilizing a dental dam, studying of instruments and uses, completing tray set-ups, sterilizing, disinfecting, mixing restorative materials, recording procedures, and the caring for instruments and hand pieces. The composition and properties of the dental materials used will be taught at an in-depth level.

**DENTAL RADIOLOGY with LAB**      **#1DAT04**      **75 hours**      **2.5 credits**

The Radiology Theory course is designed to provide the student with the basic knowledge and understanding of radiographic film including composition, developing process, digital imaging and exposure. The theory behind various radiographic techniques includes paralleling, bisecting angle, occlusal, and extra oral techniques are taught in detail. Projection, exposure and processing pitfalls, practice strategies, and normal radiographic anatomy are taught. The lab corresponds with the basic principles of ionizing radiographic intraoral and extraoral projections utilizing the techniques taught



in lecture. Hands on manipulations of instrumentation with various film/sensor holders are utilized. Darkroom techniques utilizing manual and automatic processing, duplication and processing of films, digital imaging, mounting, and evaluation of radiographs recognizing processing and exposing errors are completed by each student. The lab includes numerous complete mouth radiographic surveys exposed on dental mannequin (DXTTR). At the completion of the course the student should be able to expose, process, and interpret diagnostically acceptable radiographs or images on a dental radiology mannequin utilizing the principles presented.

### **PROSTHETICS with LAB**

**#1DAT05**

**90 hours**

**3 credits**

Prosthetics is a comprehensive course with respective labs with content of dental materials at an in-depth level covering composition and properties of materials used in dentistry. The lab components allow the students the opportunity to demonstrate knowledge of the properties, basic principles and competence in manipulation of the dental materials in a laboratory setting, allowing the student to fabricate given projects. This course is designed to introduce the student to the different dental materials utilized in dentistry and to provide the students with the knowledge necessary to understand and manipulate the materials successfully. Education in the areas of dental material recognition, gypsum, alginate properties, elastomeric impression materials, dental waxes, materials used in the fabrication of provisional crowns, and partial denture and full denture materials are covered. After foundation knowledge is presented, the lab procedures are demonstrated to the students, emphasizing techniques, use, and storage of materials. The students are observed and helped while they complete the fabrication of the assigned dental appliance or model. The composition and properties of the dental materials used will be taught at an in-depth level. The students will work with such materials as gypsum, waxes, resins, acrylics, thermoplastics, hydroplastics, alginate, final impression materials, occlusal registration materials, custom trays, partial and full dentures, working casts, and study models. This course enables the student to apply his/her knowledge and experiences in order to advance to expanded functions in second semester, where they fabricate and work with bleaching trays and provisional crowns and bridges.

### **PATIENT MANAGEMENT I**

**#1DAT06**

**30 hours**

**1 credit**

This course provides instruction in the management of patients in a dental setting. Knowledge of the history of dentistry and the dental assisting profession will be explored. The course focuses on laboratory safety, overview of terminology and acronyms used in the field of dentistry, law and ethics as it pertains to dentistry, HIPAA, the MA State Dental Practice Act, preventative and Oral Hygiene Instructions, and elements of communication. The basics of communications and skills of reviewing medical and dental histories with patients will also be stressed. In this course, the student is responsible to maintain and keep a dental treatment record of procedures with which he/she assists or performs.

### **COMPUTERS FOR DENTAL ASSISTANTS**

**#1DAT07**

**30 hours**

**1 credit**

This course prepares students to use computers in a dental office environment. Through hands on activities students will broaden their understanding of computer hardware and software. You will use Windows 7, Microsoft Word 2010.

### **INFECTION CONTROL I**

**#1DAT08**

**30 hours**

**1 credit**

Infection Control I is a comprehensive study of disease prevention methods. All aspects of infection control needed by dental healthcare workers to conduct themselves efficiently and safety in the workplace are taught at an in-depth level. Education in the areas of; management and selection of

personal protective equipment (PPE), strategies to prevent disease transmission, instrument processing and sterilization, disinfection, aseptic techniques, occupational exposure, selection of safety devices, and immunization of healthcare worker are covered. The guidelines and recommendations set forth by the CDC, OSHA, OSAP, and the ADA Infection Control Protocol are core components of this course.

**DENTAL PRACTICE MANAGEMENT I**

**#1DAT09**

**30 hours**

**1 credit**

This course focuses on business skills to operate a successful dental practice. This course discusses the front office aspect of dentistry, the management of Patient Information files, and clinical. Students will learn how the business of dentistry is changing to meet the needs of today's market and patients. Students will utilize the dental office management software "Dentrix" throughout the course.

**Semester II - Spring**

**EXPANDED FUNCTIONS with LABORATORY**

**#2DAT10**

**60 hours**

**2 credits**

Expanded Functions with Laboratory is a performance based course which covers the additional delegable dental duties not covered in Chairside and Prosthetics Laboratories. Dental assisting skills presented in this section include fixed prosthetics, oral surgery instrumentation, dental sealant application, coronal polishing of primary and adult dentition, the administration of a variety of topical fluoride treatments, application of desensitizing agents, fabrication bleaching trays and procedure, fabrication and insertion/removal of provisional crowns and bridges, removal of temporary cement, placement and carving of various restorative materials, and the monitoring and recording of vital signs as practiced. The composition and properties of the dental materials used will be taught at an in-depth level. General lab assignments are part of this course. Prerequisite: Fundamentals of Dental Assisting Lab, Prosthetics Lab, and Chairside Lab I

**DENTAL PRACTICE MANAGEMENT II**

**#2DAT09**

**30 hours**

**1 credit**

This second semester course is a continuation of Dental Practice Management 1 and focuses on the financial aspects of the dental practice. Students will continue to use the dental office management software "Dentrix". Students will continue to develop the business skills necessary to operate a successful dental practice In addition; students will participate in a Radiology project that will require them to communicate the results of dental radiographs to patients and/or practitioners. Prerequisite: Dental Office Management I

**DENTAL SCIENCE II**

**#2DAT02**

**45 hours**

**1.5 credits**

The second semester involves a detailed study of the anatomy of the head and neck. Basic pathology with the emphasis on diseases of the oral region is included. This course provides instruction in the dental specialties, which include oral surgery, orthodontics, endodontics, periodontics, and implantology. Dental charting instruction and practice is built upon charting skills acquired in Dental Science II, including dictation, periodontal charting, pediatric charting, and reinforcing electronic charting. Nutrition is covered as it relates to oral health and dental caries. The value as well as the deficiency of the nutrients are analyzed and related to the body, with emphasis on oral health. Modified diets necessary after dental procedures and conditions are presented for the understanding of patient education purposes. This course will provide the students with necessary information to

perform dietary screenings for dental disease prevention and control under the general supervision of a licensed dentist. Pre-requisite: Dental Science I

**CHAIRSIDE LAB II**

**#2DAT03**

**45 hours**

**1.5 credits**

Continuation of Chairside Laboratory I, this course teaches students the techniques used at chairside for fourhanded dentistry concentrating on the dental specialties. Students utilize the skills mastered in Chairside Lab 1 to complete hands-on procedures in periodontics, oral surgery, endodontics, and fixed prosthetics. This reinforces the importance of procedure efficiency and application of dental materials, while emphasizing the duties of an expanded functions dental assistant. Students will remove sutures, place and remove periodontal dressings, assist on root canal procedures, assist with a complex restoration, and place and remove numerous bands. Students will record the procedures with which they assist. Prerequisite: Chairside Laboratory I

**DENTAL RADIOLOGY with LABORATORY II**

**#2DAT04**

**60 hours**

**2 credits**

The Dental Radiology II course is designed to build on the student's fundamental knowledge of dental radiology. Radiology Theory II includes the following subjects as they relate to dental radiography: the production and absorption of ionizing radiation, the physics and generation, radiographic characteristic imaging, the biology and safety, the interpretation of common oral diseases, infection control, legal and ethical issues, use in implantology, occlusal views and localization techniques, special needs, digital, and extra oral radiology. The students will position patients for panoramic radiographs and perform an extraoral view on DXTTR. The students will apply their acquired knowledge to expose three full mouth series on live patients using proper infection control. The students are responsible to appoint their patients, review the medical histories, set up their radiology rooms and trays, expose a full mouth series, and appropriately sterilize or discard their instruments. For traditional sets, the students must process, duplicate the radiographs, critique their work, and mail the surveys and letters to the dentist or patient. For digital sets, the students must digitize and print the images, and email the dentist the surveys and letters. At the completion of the Radiology Lab II, the student should be able to be proficient in the dental radiology principles as presented. Each student must take a full mouth series on three different patients and also assist a fellow student with radiology patients two times. The student is encouraged to use patients of various dentition, where indicated.

**INFECTION CONTROL II**

**#2DAT08**

**30 hours**

**1 credit**

Infection Control II focuses on the current regulatory aspects related to infection control in the dental setting. Emphasis is placed on the guidelines and recommendations set forth by the CDC, OSHA, and ADA Infection Control protocol. The areas of education and training in this section will include; dental unit water asepsis, management and interpretation of MSDS sheets, dental related environmental hazards, managing chemicals safely, dental waste disposal, a comprehensive study of blood borne pathogens and the OSHA blood borne pathogen standard, emerging diseases, oral and respiratory disease prevention, and CDC prevention guidelines for infection control in dental health care setting. Prerequisite: Infection Control I

**PATIENT MANAGEMENT II**

**#1DAT06**

**30 hours**

**1 credit**

This course is designed to enable students to enhance their professional communication and provide patients with understanding and support needed in the dental office. The student will learn how to handle the special needs of patients including physically, emotionally, and medically compromised patients. Dental pharmacology will also be covered. Medical and dental emergencies will be covered in-depth so that the student will be able to adequately recognize signs and symptoms, as well as

assist in an emergency situation. Taking vital signs may be done in General/EFDA Lab sessions. Preventing an emergency and preparedness for an emergency will be emphasized. Successful completion of Healthcare Provider CPR is a required part of this course. This course will also highlight basic psychology knowledge and awareness to meet the challenges in today's workforce. This course will also address some common patient difficulties such as anxiety, abuse, substance abuse, mental illness, and medically or physically challenged patient. The students will attend Yankee Dental Congress and participate in seminars where they discuss their clinical externship experiences. They will learn how to manage a pediatric patient and run a Community Service Project. Students will write their resumes, learn how to market their skills, and have a mock interview.

**CLINICAL EXTERNSHIP**

**#2DAC01      312 hours      10 credits**

To provide the students with a 300-hour clinical experience that exposes them to a general office and different specialties in order to further develop their clinical skills. The course allows the student to experience the chairside activities and the varied expanded duties of a Certified Dental Assistant and Expanded Duties Dental Assistant, while further refining clinical skills for future employment. Placements are with local dental offices, clinics, and off-site facilities. The students are required to complete all assigned clinical hours, written assignments, and seminars.

# ELECTRICITY

STI's Electricity Program is designed to meet continuous demands for Electricity applications in residential and industrial settings. Electricity is essential to everyday life and opportunities for qualified electricians continue to grow as emerging energy technologies continue to develop. This program provides students with theoretical and practical experience on residential wiring standards and practices, commercial wiring techniques and applications as well as industrial controls. Students will gain advanced knowledge of Electricity theory and its application to a variety of practical situations and be well versed in a variety of skills such as troubleshooting Electricity systems, quality assurance and testing, and proper meter usage.

Graduates of STI's 10-month Electricity Program will be prepared for entry into the Electricity skilled trades industry, including apprenticeship. This program includes tier 1 (300 hours) towards fulfillment of the 600 required hours of education by the Massachusetts Board of Electricity Examiners for Journeyman Electricians. Graduates also earn up to 400 hours of work experience towards their Journeyman Electrician License and their OSHA 10 card. Upon graduation of the 750 hour program, graduates will seek employment as an apprentice electrician. Once employed, the graduate will need to complete 8,000 work hours and 300 school hours in order to meet eligibility for the Massachusetts Board of Electricity Examiners for Journeyman Electricians Journeyman licensure exam.

The Electricity Program is approved by:  
Commonwealth of Massachusetts, Division of Professional Licensure  
Board of State Examiners of Electricians  
1000 Washington Street  
Boston, Massachusetts 02118  
Phone: 617.727.3074  
[www.mass.gov](http://www.mass.gov)

## Admissions Criteria

1. Completed application along with a \$20.00 (non-refundable) application fee.
2. Proof of high school graduation with an official transcript, official GED (scores included) or Official HiSET® (scores included). Certified translations must be provided for transcripts supplied in a language other than English and equivalency to U.S. education must be provided.
3. Successful passing of Accuplacer Entrance Exam.
4. One (1) confidential reference form from recent supervisor, employer, or school teacher/instructor.
5. Interview with the Program Director.
6. Satisfactory completion of C.O.R.I. (Criminal Offender Record Information).
7. Proof of in-district residence: Proof of Residence Form must be completed, signed, and stamped by city or town.
8. Completed Proof of Health Insurance Form with copy of card, front and back.
9. Completed Educational Purpose form with copy of license, front and back.
10. Completed Emergency Contact Form.
11. Documentation of recent health exam and current immunizations.

## Estimated Expenses

Tuition	*\$5,000/\$9,000
Books	\$433
Program/Student Fees	\$1,875
Uniforms/Equipment	\$150

\*Out-of-district tuition. District includes Brockton, East Bridgewater, Easton, Foxborough, Mansfield, Norton, Sharon, Stoughton and West Bridgewater.

All expenses are subject to change.  
Financial Aid is available to those who qualify.

## Program Schedule

The Electricity Program is 750 hours and 39 weeks long, beginning every Spring semester. This program is taught four (4) nights per week, five (5) hours per night, or twenty (20) hours per week. Classes are held Monday through Thursday from 4:30 p.m. – 9:30 p.m. (30-minute lunch/dinner break is included in the program daily hours.)

## Program Details

Shop uniform consisting of: school work shirts, boots, and safety glasses, is required for this program. The vocational part of the program is standard based, students work at their own pace to achieve in proficiency in each competency. Missed competencies can be completed throughout the course.

## Student Evaluation and Grade Reports

At the end of each semester students will receive a grade in each enrolled course. The grades represent various levels of accomplishments and carry the number of honor points per credit hour as indicated below:

Numeric Grade	Alphabetic Grade	Grade Points
93 – 100	A	4.00
90 – 92	A-	3.70
87 – 89	B+	3.30
83 – 86	B	3.00
80 – 82	B-	2.70
77 – 79	C+	2.30
73 – 76	C	2.00
70 – 72	C-	1.70
Less than 70	F	No Grade Points

INC	Incomplete *
W	Withdrew
TRC	Transfer Credit
NE	Never Enrolled

\* INC – Only given with instructor prior approval and arrangements for make-up work. Grade will be changed to an F if work is not completed by scheduled date.

## Electricity Program Plan

SEMESTER I - Spring	COURSE #	HOURS	CREDITS
Electricity Theory – AC and DC (Tier 1)	1ELT01	150	5.0
Safety and Math for Electricians	1ELT02	15	0.5
Conductor Sizing, Box and Conduit Fill	1ELT03	30	1.0
Introduction to the NEC	1ELT05	30	1.0
Residential Wiring	1ELT06	150	5.0
<b>SEMESTER II - Fall</b>			
Electricity Theory/Code (Tier 2)	2ELT01	150	5.0
Conduit Bending	2ELT02	90	3.0
Commercial Wiring	2ELT03	90	3.0
Load Calculations, Residential and Commercial	2ELT04	30	1.0
Transformer Wiring	2ELT05	15	0.5

## Electricity Course Descriptions

### Semester I – Spring

#### **Electrical Theory – AC and DC (Tier 1)**

**#1ELT01      150 hours      5.0 credits**

This course is designed to give students an understanding of how electricity works. This aids in troubleshooting and circuit design. Students will be presented with practical examples and develop the skills required to solve them.

#### **Safety and Math for Electricians**

**#1ELT02      15 hours      0.5 credit**

The Safety component of this course is designed to give students a clear understanding of the dangers of in their chosen field. Students will train and obtain their OSHA 10 certification at completion. The Math component of this course will refresh student on math used in the trades. Students will be presented with real world examples and taught how to solve them

#### **Conductor Sizing, Box and Conduit Fill**

**#1ELT03      30 hours      1.0 credit**

This course is designed to teach students how to properly size a wire, a box, and a conduit. Students will be given diagrams and will develop the skills required to size all boxes, wires and pipes.

#### **Introduction to the NEC**

**#1ELT05      30 hours      1.0 credit**

Students will learn to navigate the National Electrical Code (NEC) and apply its requirements to the skills they are developing through shop projects.

#### **Residential Wiring**

**#1ELT06      150 hours      5.0 credits**

Through this course students will develop the skills required to complete the basic installation of electrical power in a residence. Students will actively wire receptacles, switches, and lights, adhering to the requirements of the National Electrical Code (NEC).

### Semester II – Fall

#### **Electrical Theory/Code (Tier 2)**

**#2ELT01      150 hours      5.0 credits**

In this course students will be introduced to different wiring methods and how they relate to the code book. Students will work on practical problems and relate what they have learned to their hands on practical projects.

#### **Conduit Bending**

**#2ELT02      90 hours      3.0 credits**

Students will be introduced to the art of conduit bending. They will practice and refine these skills in practical applications in shop.

#### **Commercial Wiring**

**#2ELT03      90 hours      3.0 credits**

This course is designed to teach students the basics of installing electrical systems in commercial applications. Students will actively wire receptacles, switches, and lights meeting the requirements of the National Electrical Code (NEC).



**Load Calculations, Residential and Commercial    #2ELT04    30 hours    1.0 credit**

Students will learn how to calculate electrical service sizes for both commercial and residential properties. Utilizing the National Electrical Code (NEC) as a resource they will identify the proper tables and perform calculations based on requirements.

**Transformer Wiring    #2ELT05    15 hours    0.5 credit**

Students will be taught what a transformer is, their uses, as well as how to properly connect and ground a transform. This course includes instruction on how to safely test a transformer.

## HEATING, AIR CONDITIONING AND REFRIGERATION

The Heating, Air Conditioning and Refrigeration Program (HVAC) prepares graduates to enter the vast and continuously expanding field of environmental control. The focus will be on establishing an environment for personal comfort by controlling and modifying the environment. Whether it is heating, cooling, humidifying, or dehumidifying, an array of employment opportunities exists for qualified technicians.

This popular program prepares graduates for careers with manufacturers, contractors, public utilities, wholesalers, and personally owned businesses. The field is one of the top 30 growth occupations in the United States. Additional related fields of employment include air conditioning/heating sales, wholesale, and energy management.

While enrolled, students will have the opportunity to earn their Section 608 EPA Certification, R-410A Safety Certification and OSHA 10 card. After completion of this program, the graduate will have earned 150 hours towards their Sheet Metal Apprenticeship and will have partially fulfilled the requirements necessary to take the Massachusetts State Oil Burners Licensure Examination, as well as the Massachusetts Refrigeration Technician Licensure Examination.

A maximum number of 12 students will be accepted each year. Students will develop an understanding of the theory of air conditioning, ventilating and heating. Students will develop the safety skills required to work in the HVAC field. An understanding of electricity, circuits, controls, and components are key to success in and are developed throughout the program. Students will develop troubleshooting skills, service, and the installation of environmental control units.

STI has an agreement with Massasoit Community College that allows the student to enter the college's HVAC Engineering Program. This agreement gives the graduate the opportunity to enter the work force prepared to meet the standards of the HVAC industry and to further his/her education in pursuing a degree.

### Admissions Criteria

1. Completed application along with a \$20.00 (non-refundable) application fee.
2. Proof of high school graduation with an official transcript, official GED (scores included) or Official HiSET® (scores included). Certified translations must be provided for transcripts supplied in a language other than English and equivalency to U.S. education must be provided.
3. Successful passing of Accuplacer® Entrance Exam.
4. One (1) confidential reference form from recent supervisor, employer, or school teacher/instructor.
5. Interview with the Program Director.
6. Satisfactory completion of C.O.R.I. (Criminal Offender Record Information).
7. Proof of in-district residence: Proof of Residence Form must be completed, signed, and stamped by city or town.
8. Completed Proof of Health Insurance Form with copy of card, front and back.
9. Completed Educational Purpose form with copy of license, front and back.
10. Completed Emergency Contact Form.
11. Documentation of recent health exam and current immunizations.

## Estimated Expenses

Tuition	*\$6,000/\$10,000
Books	\$435
Program/Student Fees	\$1,780
Uniforms/Equipment	\$100

\*Out-of-district tuition. District includes Brockton, East Bridgewater, Easton, Foxborough, Mansfield, Norton, Sharon, Stoughton and West Bridgewater.

All expenses are subject to change.  
Financial Aid is available to those who qualify.

## Program Schedule

The HVAC Program is 35 weeks long that begins every Fall semester. This program is taught four (4) nights per week, five (5) hours per night, or twenty (20) hours per week. Classes are held Monday through Thursday from 4:30 p.m. – 9:30 p.m. (30-minute lunch/dinner break is included in the program daily hours.)

## Program Details

Shop uniform consisting of: school work shirts, boots, and safety glasses, is required for this program. The vocational part of the program is standard based, students work at their own pace to achieve in proficiency in each competency. Missed competencies can be completed throughout the course.

## Student Evaluation and Grade Reports

At the end of each semester, students will receive a grade in each enrolled course. The grades represent various levels of accomplishments and carry the number of honor points per credit hour as indicated below:

Numeric Grade	Alphabetic Grade	Grade Points
93 – 100	A	4.00
90 – 92	A-	3.70
87 – 89	B+	3.30
83 – 86	B	3.00
80 – 82	B-	2.70
77 – 79	C+	2.30
73 – 76	C	2.00
70 – 72	C-	1.70
Less than 70	F	No Grade Points

INC	Incomplete *
W	Withdrew
TRC	Transfer Credit
NE	Never Enrolled

\* INC – Only given with instructor prior approval and arrangements for make-up work. Grade will be changed to an F if work is not completed by scheduled date.

## HVAC Program Plan

<b>SEMESTER I - Fall</b>	<b>COURSE #</b>	<b>HOURS</b>	<b>CREDITS</b>
Introduction To Computers	1ACT01	30	1.0
Piping Practices/ Soldering and Brazing	1ACT03	45	1.5
Electricity Circuitry/ High and Low Voltage	1ACT04	45	1.5
Math for H.V.A.C.	1ACT02	30	1.0
Air Distribution Systems	1ACT05	90	3.0
Refrigeration Applications	1ACT06	45	1.5
Section 608 EPA Laws and Regulations	1ACT07	30	1.0
<b>SEMESTER II - Spring</b>			
Communications	2ACT08	30	1.0
Hydronic Heating	2ACT09	120	4.0
Residential Heating and Air Conditioning	2ACT10	150	5.0
Construction Drawing	2ACT11	45	1.5

## HVAC Course Descriptions

### Semester I - Fall

#### **INTRODUCTION TO COMPUTERS**

**#1ACT01**

**30 hours**

**1.0 credit**

Hands on laboratory course designed to utilize personal computers in a small business. Students learn the basics of computer hardware and learn about operating systems by using Microsoft Windows XP. Applications such as MS Word, MS Excel, and MS Publisher will be used to generate documents helpful to a small business.

#### **MATH FOR HVAC**

**#1ACT02**

**30 hours**

**1.0 credit**

This course provides students with the skills required to be successful in the HVAC field. The student will complete applied problems from the HVAC industry. Students will solve world problems and equations. Business math applications will also be discussed.

#### **PIPING PRACTICES/ SOLDERING AND BRAZING**

**#1ACT03**

**45 hours**

**1.5 credits**

This course is designed to teach the piping practices used in the HVAC industry. Students will learn to cut, solder, braze, and make mechanical connections for ferrous and non-ferrous piping.

#### **ELECTRICITY CIRCUITRY/HIGH AND LOW VOLTAGE**

**#1ACT04**

**45 hours**

**1.5 credits**

Students will learn basic Electricity circuitry, safety, Ohms law, and read Electricity meters. Some of the topics students will be educated in are series and parallel circuits, types of switches and controls used in the HVAC industry. Students will read and interpret common Electricity symbols and schematics.

#### **AIR DISTRIBUTION SYSTEMS/DUCT SYSTEMS**

**#1ACT05**

**90 hours**

**3.0 credits**

In this course students will design, fabricate, and install air distribution systems. Students will be able to identify and describe the basic types of sheet metal, perform proper fabricating and layout methods. Students will install takeoffs and attach flexible duct to a sheet metal duct and make adjustments to airflow and pressures in a basic forced-air distribution systems. This Course gives a basic overview of OSHA's role in prevention and elimination of work-related illnesses and injuries. It includes information about employer and employee rights and responsibilities, and a very brief look at the inspection process, reporting and recordkeeping.

#### **REFRIGERATION APPLICATIONS**

**#1ACT06**

**45 hours**

**1.5 credits**

Students will learn how heat transfer occurs in a cooling system, demonstrating an understanding of the terms and concepts used in the refrigeration cycle. They will calculate the temperature and pressure relationships at key points in the refrigeration cycle and use temperature- and pressure-measuring instruments to make readings at key points in the refrigeration cycle. Lastly, they will identify the major components of a cooling system and explain how each type works.

#### **SECTION 608 EPA LAWS and REGULATIONS**

**#1ACT07**

**30 hours**

**1.0 credit**

This course prepares students for the EPA Section 608 examination. Students will be introduced to the EPA Laws and Regulations governing refrigerants, their storage, disposal, and recovery methods.

## Semester II - Spring

### **COMMUNICATIONS**

**#2ACT08      30 hours      1.0 credit**

This course is designed to provide students with job readiness skills to meet the challenges in today's workforce. It enables students to enter the workforce with an understanding of what is needed and expected from them in their job search. This course will also address some common job readiness skills such as cover letter preparation, resume preparation, and more.

### **HYDRONIC HEATING SYSTEMS**

**#2ACT09      120 hours      4.0 credits**

Upon completion of this course students will have setup a hydronic boiler, making all piping connections. Students will add various safety valves, pumps, control valves, and accessories to the system. All systems will be adjusted, live fired, to meet state and local codes. Students will learn the basic operating sequence for oil-fired heating equipment. They will identify and correctly utilize the tools and instruments used in troubleshooting oil heating systems. Some of the other topics covered are the nozzle replacement, adjustment of electrodes, check ignition transformer, and set pump pressure.

### **RESIDENTIAL HEATING and AIR CONDITIONING**

**#2ACT10      150 hours      5.0 credits**

Students in this course will design, fabricate and install a forced warm air and air conditioning system. Students will gain experience calculating heating and cooling loads for a given residence then design a complete system. Students will also learn the fundamentals of gas fired heating systems and troubleshoot and repair gas systems.

### **CONSTRUCTION DRAWING**

**#2ACT11      45 hours      1.5 credits**

Students will read and interpret blueprints and architect's plans. Students will develop a field set of mechanical plans with the actual installation of duct run fittings and sections. Students will utilize the drawings created to complete takeoff procedures for HVAC systems.

## MEDICAL ASSISTING

Medical assistants are multi skilled health professionals specifically educated to work in ambulatory care settings performing administrative and clinical duties. The practice of medical assisting directly influences the public's health and well-being, and requires a master of complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession.

Medical Assisting is projected to have one of the fastest growth rates of all medical fields over the next decade. The Medical Assisting program at STI is an accelerated nine-month program that teaches the skills and theory of both the administrative and clinical components of the medical assisting position. This allows the STI graduate Medical Assistant to function as both an administrative and/or clinical assistant in a variety of ambulatory settings.

As an administrative assistant, the Medical Assistant will be able to maintain patient medical records, complete medical insurance forms, schedule appointments, greet and interview patients, transcribe and maintain medical records, process and record office accounts, order supplies, and keep inventory records. The student will also learn word processing and computerized office management skills.

As a clinical assistant, the Medical Assistant will record height, weight, temperature, pulse, and blood pressure, assist the patient in positioning and draping for physical examination, perform sterilization techniques for assisting with minor office procedures, and understand the basic theory and manual techniques of electrocardiogram.

Further, the program introduces the student to basic laboratory procedures, i.e., macroscopic and microscopic urinalysis, phlebotomy, hemoglobin testing, preparing blood smears, pregnancy testing, throat cultures, and other routine tests performed in the physician's office. In the course of the program, the student will have a supervised externship experience in a physicians' office or selected departments in ambulatory care settings.

The Medical Assisting program at Southeastern is nationally accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP) which qualifies the graduate to sit for the National Certified Medical Assistant (CMA) exam. The Medical Assisting Program at Southeastern Technical Institute has a job placement average of 92.9% over the past five years (2011 – 2015).

Commission on Accreditation of Allied Health Education Programs  
25400 U.S Highway 19 North, Suite 158  
Clearwater, FL 33763  
Phone: 727-210-2530  
[www.caahep.org](http://www.caahep.org)

## Admissions Criteria

1. Completed application along with a \$20.00 (non-refundable) application fee.
2. Proof of high school graduation with an official transcript, official GED (scores included) or Official HiSET® (scores included). Certified translations must be provided for transcripts supplied in a language other than English and equivalency to U.S. education must be provided.
3. Successful passing of Accuplacer® Entrance Exam.
4. One (1) confidential reference form from recent supervisor, employer, or school teacher/instructor.
5. Interview with the Program Director.
6. Satisfactory completion of C.O.R.I. (Criminal Offender Record Information).
7. Proof of in-district residence: Proof of Residence Form must be completed, signed, and stamped by city or town.
8. Completed Proof of Health Insurance Form with copy of card, front and back.
9. Completed Educational Purpose form with copy of license, front and back.
10. Completed Emergency Contact Form.
11. Documentation of recent health exam and current immunizations.

## Estimated Expenses

Tuition	*\$6,000/\$10,000
Books	\$585
Program/Student Fees	\$970
Uniforms/Equipment	\$150

\*Out-of-district tuition. District includes Brockton, East Bridgewater, Easton, Foxborough, Mansfield, Norton, Sharon, Stoughton and West Bridgewater.

All expenses are subject to change.

Financial Aid is available to those who qualify.

## Program Schedule

The Medical Assisting program is a 36-week program that begins every Fall semester. Students are involved in classroom work for 26 weeks, Monday through Friday 8:00 a.m. to 2:10 p.m. (30-minute lunch/dinner break is included in the program daily hours.) The final ten weeks of the program students are at a clinical externship site for a minimum 6 working hours/day, 4 days/week and are in class for one day/week. \* Externship times might vary.

## Program Details

Medical Assisting students are required to maintain an average of 70% or better in all cognitive competencies, as indicated by each course grade. Students must pass 100% of the psychomotor and affective competencies.



## Student Evaluation and Grade Reports

At the end of each semester, students will receive a grade in each enrolled course. The grades represent various levels of accomplishments and carry the number of honor points per credit hour as indicated below:

Numeric Grade	Alphabetic Grade	Grade Points
93 – 100	A	4.00
90 – 92	A-	3.70
87 – 89	B+	3.30
83 – 86	B	3.00
80 – 82	B-	2.70
77 – 79	C+	2.30
73 – 76	C	2.00
70 – 72	C-	1.70
Less than 70	F	No Grade Points

INC	Incomplete *
W	Withdrew
TRC	Transfer Credit
NE	Never Enrolled

\* INC – Only given with instructor prior approval and arrangements for make-up work. Grade will be changed to an F if work is not completed by scheduled date.

## Medical Assisting Program Plan

SEMESTER I - Fall	COURSE #	HOURS	CREDITS
MA Lab and Theory I	1MAT01	180	6.25
Anatomy and Associated Terminology I	1MAT02	60	2.0
Pharmacology I	1MAT03	30	1.0
Math for Pharmacology	1MAT04	30	1.0
Medical Office Management	1MAT05	30	1.0
Computer Applications for Medical Office	1MAT06	60	2.0
Communications for Medical Assistants I	1MAT07	60	2.0
<b>SEMESTER II – Spring</b>			
MA Lab and Theory II	2MAT01	214	7.0
Anatomy and Associated Terminology II	2MAT02	30	1.0
Pharmacology II	2MAT03	15	0.5
Billing and Coding	2MAT05	45	1.5
Communications for Medical Assistants II	2MAT07	45	1.5
Clinical Externship	2MAC01	200	6.5

## Medical Assisting Course Descriptions

### Semester I - Fall

#### **MA LAB AND THEORY I**

**#1MAT01    180 hours    6.25 credit**

This course introduces the theory, skills, tasks and techniques performed by the Medical Assistant and their correlation for caring for the patient in the ambulatory setting. Topics include infection control, medical and surgical asepsis, exposure control, sterilization techniques and OSHA standards. In addition, the study of and proper performance of vital signs, anthropometric signs and additional screening procedures associated with particular types of office visits and body systems will be taught. Phlebotomy will be introduced in this semester. The rationale for these screening tests and the ramifications of the results as they relate to patient's state of health will be explored. Privacy concerns, ethical behavior, legal scope of practice, patient education and community resources will be explored as each body system is explored.

#### **ANATOMY AND ASSOCIATED TERMINOLOGY I**

**#1MAT02    60 hours    2.0 credits**

This is a course designed to familiarize the student with the general plan and structure of the human body and its function under normal, healthy conditions as well as an introduction to the body's response to illness and disease. This semester is an introduction to anatomical divisions and body planes, cells, tissues, skin, glands and membranes, the skeletal, integumentary, muscular and respiratory systems.

Following the introduction to major anatomical structures the course explores the meaning of medical terms and abbreviations, the source of the terminology, spelling and accurate use and placement in medical office documents. The course focuses on the structure of medical terms, their word roots and components, prefixes, suffixes so that the student develops a working command and understanding of medical vocabulary related to disease in a variety of healthcare specialties

#### **PHARMACOLOGY I**

**#1MAT03    30 hours    1.0 credits**

This is a basic course designed to familiarize the student with pertinent information regarding pharmaceuticals such as legal and ethical concerns, terminology, definitions, abbreviations and classifications. In addition, the course will familiarize the student with approximately 50 of the more commonly prescribed medications with their trade and generic names, mode of action, side effects and usual doses. The medications discussed are correlated with the body systems discussed in other courses.

#### **MATH FOR PHARMACOLOGY**

**#1MAT04    30 hours    1.0 credits**

This course provides a review of basic math skills required to perform simple computations. The course includes a review of fractions and decimal fractions. Skills in metric and English system of measurement are developed as well as conversion from one system to another. Students will learn how to perform drug calculations and to convert prescribed dosages for the patient.

#### **MEDICAL OFFICE MANAGEMENT**

**#1MAT05    30 hours    1.0 credits**

The management of the office can greatly influence the success of the practice. This course provides students with a basis of professional behavior, telephone techniques, scheduling appointments, patient reception, and processing, and medical records management. This first semester course

focuses on the administrative, office, and business skills that a medical assistant needs to be successful in an ambulatory care setting.

**COMPUTER APPLICATIONS FOR MEDICAL OFFICE #1MAT06 60 hours 2.0 credits**

This is a hands-on laboratory course designed to teach the use of 21st Century computer skills and their application in a medical office. It includes an introduction to hardware, software, and operating systems. This course is designed to expand the students' computer skills through the use of the most common business application software packages. Students will strengthen their Microsoft Word 2013 and Microsoft Excel 2013 skills and explore their use in a medical office environment.

**COMMUNICATIONS FOR MEDICAL ASSISTANTS I #1MAT07 60 hours 2.0 credits**

The critical skills of effective communication are the focus of this course. This course is designed to provide students with the basic communication skills to meet the challenges in today's workforce. It will enable students to provide patients with understanding and support needed in an ambulatory setting. This course will address common patient conditions such as anxiety, fear, abuse, and mental illness and effective methods that may be used by the medical assistant in alleviating patient concerns. A review of grammar and punctuation is included to give students the oral and written tools they need to perform as a professional. The student will study a variety of business documents and scenarios that require a specific form of communication such as e-mail and other documents and learn appropriate methods for optimal communication.

**Semester II - Spring**

**MA LAB and THEORY II #2MAT01 206 hours 6.75 credits**

This course continues to expose the student to skills, tasks and procedures performed in the ambulatory setting. New skills are incorporated into the patient assessment and interview process. Introduction to medication administration, phlebotomy training and CPR certification will be completed. Other clinical skills introduced will include assisting with minor office procedures and assisting groups with special needs. In addition, topics and associated skills in laboratory specimen collection, Phlebotomy, Patient Education, Patient Assessment and Nutrition are discussed. The student will continue to study and assimilate information from previous chapters and integrate new skills and tasks related to body systems.

**ANATOMY AND ASSOCIATED TERMINOLOGY II #2MAT02 30 hours 1.0 credit**

This course is a continuation of Anatomy and Associated Terminology I. Topics and body systems covered include: gastrointestinal, special senses, endocrine, urinary and reproductive, lymphatic and blood. AS in Anatomy and Associated Terminology II the student will continue to practice incorporation and understanding of new words and phrases into patient interview notes and other medical record documents.

**PHARMACOLOGY II #2MAT03 15 hours 0.5 credit**

This is a continuation of Pharmacology I. The remaining body systems and the medications that affect those systems will be explored. The student will be introduced to medication administration and the supplies and materials needed to perform injections

**BILLING AND CODING****#2MAT05****45 hours****1.5 credits**

Billing and coding prepares students in all aspects of the financial management of an ambulatory care facility. The coding phase of the course explores diagnostic coding using both the ICD-9 and ICD-10 standards. The process of procedural coding using CPT codes is covered. Students will combine skills related to patient records with both diagnostic and procedural codes to ensure the correct preparation and management of insurance claims and ultimately patient billing. Students will explore the financial policies and procedures of a medical practice. Accounts Payable and Accounts Receivable concepts and processes will be covered. Using Medisoft Medical Billing software students will manage the flow of patient financial information through the practice.

**COMMUNICATIONS FOR MEDICAL ASSISTANTS II****#2MAT07****45 hours****1.5 credits**

This course prepares students to enter their new career. Students will develop resumes, cover letters, thank you letters, references, and create a professional portfolio. Mock interviews will be conducted to assist the student in presenting themselves professionally as they seek employment. Topics will include the job search and interview preparation and career skills required to be a valuable and successful employee. Topics from Semester I will be continually reinforced and integrated into discussions and applications across the curriculum. In addition, students will develop the skills required to successfully interpret and transcribe dictation by physicians and other healthcare professionals into comprehensive healthcare records.

**CLINICAL EXTERNSHIP****#2MAC01****200 hours****6.75 credits**

Upon completion of all academic requirements and having attained a 70% or better in all coursework in the Medical Assistant program the student is placed in an ambulatory care setting for 10 weeks to complete an unpaid Externship. While at the externship facility the student will be exposed to the various phases of the office, clinical and administrative, and will be afforded hands on training and supervision in the many skills and tasks in the office. The length of time for each phase will vary depending on the student's comprehension and ability. The externship is designed to provide the student with an opportunity to become more competent at skills they have learned in the classroom and to learn new skills available at the facility.

The approximate hours are 8:00 AM - 4:30 PM, four days a week. The student will be assigned to at least one, but possibly two sites for a minimum of 7 hours/day, not including breaks or lunch. Some facilities begin at 7:00 AM or 9:00 AM and may require the student to be at the Externship site until 6:00 PM. The specific daily hours are determined in conjunction with the needs and availability of the medical office as well as the program and accreditation requirements of 30 hours/week. See the Medical Assisting Program Supplement for specific requirements for Externship.

# PLUMBING

The STI 10-month Plumbing Program is designed to develop entry-level practical skills needed in the plumbing trade. Training will include identification of fittings, plumbing related materials and plumbing joinery in accordance with industry safety standards and the Massachusetts Plumbing Code. Current and traditional plumbing practices will constitute the core of the curriculum. Updated and advanced techniques, energy efficiency, health and safety, and sustainability methods will be emphasized throughout the course of study. Students will learn the safe and proper use of tools, equipment, and techniques used in the plumbing industry. Instruction will include proper procedures for plumbing residential and commercial projects.

Graduates of the Plumbing Program will also receive their OSHA 10 Card. This program may not be utilized for any plumbing licensure requirements as required by the Massachusetts Board of State Examiners of Plumbers and Gas Fitters. Upon graduation of the 750 hour program, graduates will seek employment as an apprentice plumber. Once employed, the graduate will need to complete 8,500 work hours and 550 school hours in order to meet eligibility for the Massachusetts Board of State Examiners of Plumbers and Gas Fitters Journeyman licensure exam.

## Admissions Criteria

1. Completed application along with a \$20.00 (non-refundable) application fee.
2. Proof of high school graduation with an official transcript, official GED (scores included) or Official HiSET® (scores included). Certified translations must be provided for transcripts supplied in a language other than English and equivalency to U.S. education must be provided.
3. Successful passing of Accuplacer Entrance Exam.
4. One (1) confidential reference form from recent supervisor, employer, or school teacher/instructor.
5. Interview with the Program Director.
6. Satisfactory completion of C.O.R.I. (Criminal Offender Record Information).
7. Proof of in-district residence: Proof of Residence Form must be completed, signed, and stamped by city or town.
8. Completed Proof of Health Insurance Form with copy of card, front and back.
9. Completed Educational Purpose form with copy of license, front and back.
10. Completed Emergency Contact Form.
11. Documentation of recent health exam and current immunizations.

## Estimated Expenses

Tuition	*\$9,000
Books	\$433
Program/Student Fees	\$1,875
Uniforms/Equipment	\$150

All expenses are subject to change.  
Financial Aid is available to those who qualify.

## Program Schedule

The Plumbing Program is 750 hours and 39 weeks long, beginning every Spring semester. This program is taught four (4) nights per week, five (5) hours per night, or twenty (20) hours per week. Classes are held Monday through Thursday from 4:30 p.m. – 9:30 p.m. (30-minute lunch/dinner break is included in the program daily hours.)

## Program Details

Shop uniform consisting of: school work shirts, boots, and safety glasses, is required for this program. The vocational part of the program is standard based, students work at their own pace to achieve in proficiency in each competency. Missed competencies can be completed throughout the course.

## Student Evaluation and Grade Reports

At the end of each semester students will receive a grade in each enrolled course. The grades represent various levels of accomplishments and carry the number of honor points per credit hour as indicated below:

Numeric Grade	Alphabetic Grade	Grade Points
93 – 100	A	4.00
90 – 92	A-	3.70
87 – 89	B+	3.30
83 – 86	B	3.00
80 – 82	B-	2.70
77 – 79	C+	2.30
73 – 76	C	2.00
70 – 72	C-	1.70
Less than 70	F	No Grade Points

INC	Incomplete *
W	Withdrew
TRC	Transfer Credit
NE	Never Enrolled

\* INC – Only given with instructor prior approval and arrangements for make-up work. Grade will be changed to an F if work is not completed by scheduled date.

## Plumbing Program Plan

<b>SEMESTER I - Spring</b>	<b>COURSE #</b>	<b>HOURS</b>	<b>CREDITS</b>
Safety	1PLT01	40	1.0
Intro to Plumbing – History and Water Heating	1PLT02	20	0.5
Tools, Materials and Joining Methods I	1PLT03	120	4.0
Valves and Devices	1PLT04	15	0.5
Drain and Vent Piping	1PLT05	60	2.0
Math for Plumbing I	1PLT06	40	1.0
Water Distribution Systems	1PLT07	60	2.0
Gas Distribution Systems	1PLT08	60	2.0
Construction Drawing	1PLT09	45	1.5
<b>SEMESTER II - Fall</b>			
Professional Practice	2PLT01	30	1.0
Hot Watering Heating	2PLT02	60	2.0
Installation and Identification of Plumbing Fixtures	2PLT03	40	1.0
Math for Plumbing II	2PLT04	40	1.0
Tools, Materials and Joining Methods II	2PLT05	120	4.0
248 CMR and NFPA54 Laws and Regulations	2PLT06	15	0.5

## Plumbing Course Descriptions

### Semester I - Spring

#### **Safety**

**#1PLT01      40 hours      1.0 credit**

The safety of the persons performing tasks in the plumbing trade, and the safety of the persons having work done for them is of primary concern. In order to become a licensed plumber, each candidate must complete a state mandated safety course known as an OSHA-10 Construction Certification course.

#### **Intro to Plumbing - History and Water Heating**

**#1PLT02      20 hours      0.5 credit**

Plumbing history is rich and long. Plumbing dates back more than 3500 years. The history of plumbing is a great look into the importance of plumbing to society, the evolution of the trade, and the impact the industry has on our way of life. This course will cover the development of the hot water heater that we take for granted today, from its humble beginnings to the modern technology used today.

#### **Tools, Materials and Joining Methods I**

**#1PLT03      120 hours      4.0 credits**

A variety of power and hand tools are necessary to perform plumbing and gas tasks. Many of these tools are very common to all trades, but some are specific to the plumbing trade. After a visual introduction to these tools and an extensive lesson in the proper use and care of these tools, students will be able to engage in plumbing practices utilizing this knowledge in a safe and productive manner. Care and maintenance of all tools is imperative to ensure maximum tool performance and longevity.

#### **Valves and Devices**

**#1PLT04      15 hours      0.5 credit**

The plumbing industry utilizes several types of valves and devices. At the completion of this course students will be able to recognize, identify, and discuss the use of various valves, and devices used in the plumbing trade.

#### **Drain and Vent Piping**

**#1PLT05      60 hours      2.0 credits**

The drain, wastes and vents are a primary component of all plumbing systems. They consist of a series of pipes and fittings that convey the water expelled from a plumbing fixture to the sewer or septic system for disposal. Students will learn about pipes, fittings, and joining methods and calculations necessary to accomplish this. Students will be given plumbing layout examples and will be able to design a complete single line sketch of a prospective plumbing system. Students will then go into the lab and physically create the mock system using proper pipe, fittings, and joining methods.

#### **Math for Plumbing I**

**#1PLT06      40 hours      1.0 credit**

Basic mathematical skills are needed to perform many tasks within the plumbing trade. These skills will be utilized in determining water pipe sizing, gas piping sizing and distances, gallons capacity and weight of vessels, and simple measuring pipe and tubing. Students will be issued a sheet with multiple formulas needed to perform specific tasks in the trade. Instructions will familiarize students with the proper use of these formulas in the classroom, then going into the lab to apply these formulas to real life situations.



**Water Distribution Systems****#1PLT07****60 hours****2.0 credits**

In this course Students will learn about several types of determine the sizes of the hot and cold water mains for residential and commercial buildings utilizing the Massachusetts State Plumbing Code. Included is materials, joining methods, and sizing.

**Gas Distribution Systems****#1PLT08****60 hours****2.0 credits**

Gas pipe system design and installation is a section of the Mass. State Plumbing Code that is covered under the responsibility of a licensed plumber. Many appliances and devices utilize gas to function. Heating boilers, warm air furnaces, stoves, ovens, clothes dryers, and water heaters all may be energized by fuel gas. Students will be introduced to the design, implementation, and Mass. State Plumbing Code.

**Construction Drawing****#1PLT09****45 hours****1.5 credits**

In order to begin a plumbing job, we must first have a plan. These plans will determine how we will perform the job. Layouts, location of the items and fixture lists are all found on the plan. Students will learn how to interpret plans, make a stock list off of the plan, comprise an estimate for the job, and complete the job in a timely and economical manner to plan specifications. Single line sketches will be created in the classroom and then students will go into the lab to create the plumbing system utilizing the sketch. Specific plumbing symbols common to the trade will also be discussed and learned.

**Semester I - Fall****Professional Practice****#2PLT01****30 hours****1.0 credit**

This course focuses the student on two similar aspects of the plumbing trade – getting a job, and keeping the job. Students will develop professional resumes and learn how to write effective cover letters. Interview skills and techniques will be discussed. Employees are a representative of the company they work for. They are the first thing your customer sees when they arrive to do a job. The importance of a neat and clean appearance, polite demeanor, and arriving on time are all critical to the success of your company. Performing the job in a neat and timely manner is also important as it should ensure a repeat customer for years to come. Instructors will enlighten students as to what the employee's expectations will be and what the expectations of the consumer will be.

**Hot Water Heating****#2PLT02****60 hours****2.0 credits**

Domestic Hot Water is required to be supplied to many fixtures and appliances in the plumbing industry. It is necessary for washing, bathing, cleaning, and sanitizing to conform to local board of health standards. This water begins as cold water supplied by a well or municipal water supply to the building and is then heated to the proper temperature in a variety of methods. Students will spend classroom time learning these methods, rules and regulations specific to each method, and then will go into the lab to experience hands on training in performing these methods

**Installation and Identification of Plumbing Fixtures****#2PLT03****40 hours****1.0 credit**

A plumbing fixture is an exchangeable device, which can be connected to a plumbing system to deliver and drain water. Students will develop skills related to assembly, installation, and repair of fixtures approved by the State Plumbing Board.

**Math for Plumbing II****#2PLT04****40 hours****1.0 credit**

A continuation of the first semester course students will continue to develop the math skills required in the Plumbing trade. These skills will be utilized in determining water pipe sizing, gas piping sizing and distances, gallons capacity and weight of vessels, and simple measuring pipe and tubing. Skills will be taught in the classroom, applied and reinforced in the classroom.

**Tools, Materials, and Joining Methods II****#2PLT05****120 hours****4.0 credits**

This continuation of the first semester course will delve deeper into the safe use and practices of tools, materials, and joining methods utilized in the plumbing trade.

**248 CMR and NFPA 54 Laws and Regulations****#2PLT06****15 hours****0.5 credit**

MA Plumbing Code is comprised of rules and regulations pertaining to the proper and safe performance of all aspects of plumbing. 248 CMR deals with the proper design, installation, and maintenance of residential and commercial plumbing systems. Instructors will familiarize students on how and where to find information in the code book. NFPA 54 addresses the national fuel gas code as referenced in the MA state plumbing and gas code. Instructors will emphasize the importance of adhering to all installation practices expressed in the fuel gas code to ensure a safe working environment for the workers and the consumers.

# PRACTICAL NURSE

## Philosophy

The Practical Nurse Program functions within the philosophical framework of the Southeastern Regional School District, which includes the post-secondary STI. The programs of the post-secondary institute are designed to equip students with mastery of foundation skills, development of interpersonal skills, proactive student engagement and the commitment to stretch learning initiatives.

Nursing is an art and a science which incorporates principles from physical, biological and social sciences. Effective communication is essential with patients, families and members of the health care team. The faculty believes that nursing is the unique function of assisting the individual and family, sick or well, in the performance of those activities contributing to health promotion, health maintenance, and recovery from illness, or in the case of a terminal illness, a peaceful death. The nurse applies critical thinking within the framework of the nursing process to provide goal-oriented, individualized, safe, holistic care. In addition to the nursing process, the curriculum incorporates the developmental theories and human needs theories of Erik Erikson and Abraham Maslow progressing with a body systems approach to expand nursing knowledge and skills.

The faculty plan, organize and sequence the course of study from simple to complex, giving consideration to the various learning styles and the needs of a diverse, multicultural student body and community. Learning experiences in the classroom, and nursing skills in the lab and clinical settings, are designed to provide the student with opportunities to acquire and apply new knowledge and skills. Clinical practice is correlated with nursing theory and content from biological and behavioral sciences.

The process of learning is fostered by an open and receptive environment supporting the efforts of the students and their motivation to learn. Student achievement is measured utilizing behavioral objectives encompassing the cognitive, affective, and psychomotor domains of learning. The faculty of the practical nurse program has the responsibility to guide students to reach their highest potential, while meeting program outcomes and entry level competencies. The faculty believes that the student is an active participant in the learning process and encourages students to become lifelong learners.

The practical nurse is an integral member of the nursing profession. In collaboration with members of the health care team, the practical nurse assists the patient to achieve individual goals. The practical nurse is responsible and accountable for their nursing actions, as well as demonstrating personal and professional behavior. While providing evidence-based, cost effective nursing care, the practical nurse advocates for the patient. The graduate, entering into practice, is able to provide safe therapeutic nursing care for culturally diverse individuals with common, well-defined health problems.

## **Practical Nurse Program Mission Statement**

***The Practical Nurse Program Mission is to transform students into lifelong learners, and transition graduates into entry level positions within their career field.***

**The goals of the Practical Nurse Program are organized around the four core philosophies.**

### **Mastery of Foundation Skills:**

- To provide a high quality and educationally sound practical nurse program that meets state, federal, and nursing proficiency standards
- To ensure practical nurse students meet standards in preparation for NCLEX-PN
- To provide active learning opportunities in classroom, lab, and clinical settings
- To demonstrate effectiveness of practical nurse program graduates through entry-level nursing competencies and technical skills

### **Development of Interpersonal Skills:**

- To prepare students to understand, appreciate and respect the diversity of all individuals
- To prepare students to use professional communication techniques within healthcare and educational settings
- To develop active listening, problem solving, and professional etiquette
- To develop professional ethical behaviors
- To establish and maintain professional employer, nursing/healthcare, and community relationships to ensure contacts necessary for student success

### **Proactive Student Engagement:**

- To provide effective student services that recognize individual differences and ensure successful student retention, graduation, and employability
- To provide a school community that appreciates the strengths and contributions of all
- To provide a safe and supportive educational and clinical environment free of bullying that allows individuals to express viewpoints, develop assertiveness and strengthen resiliency
- To continuously encourage and empower students to be active participants and to take responsibility for lifelong learning/education

### **Commitment to Stretch Learning Initiatives:**

- To support and promote the practical nurse student to continue learning
- To urge students to be active members of student, nursing, and community organizations
- To prepare graduates for NCLEX-PN through various learning opportunities in classroom, lab, and clinical
- To foster investment to quality improvement, cost effectiveness, and advanced technologies in the healthcare field

## Overview

The Practical Nurse Program prepares the graduate to be eligible to apply to take the NCLEX-PN examination. The full-time program enrolls a maximum of forty students while the part-time program enrolls a maximum of thirty-two students. The student faculty ratio in the classroom is no more than one to forty and a ratio of one to eight in the clinical settings.

The program has continuing Full Approval Status from the Massachusetts Board of Registration in Nursing. The curriculum combines lecture, laboratory, and clinical experiences. Classroom content includes biological and social sciences, nursing theory, and practice. Clinical experiences including medical, surgical, pediatric, maternal, and geriatric at local hospitals, nursing homes, and health care agencies.

A student may be eligible to graduate and receive a diploma when the student has successfully met academic and financial requirements. In order to receive a signed diploma at graduation, a student must have completed all course work.

Graduates of the STI Practical Nurse Program may be eligible to receive advanced placement into higher education nursing programs at area colleges.

Program graduates work in various settings including hospitals, rehabilitation agencies, senior settings, outpatient facilities, clinics, schools.

## Outcomes

The entry-level graduate of the STI's Practical Nurse Program is expected to:

1. Utilize critical thinking within the framework of the nursing process as a basis for nursing practice.
2. Execute effective communication with patients, families, and members of the health care team.
3. Apply knowledge of the physical, behavioral and social sciences while providing therapeutic nursing care.
4. Implement safe therapeutic nursing care.
5. Participate in nursing decisions consistent with standards and scope of LPN practice.
6. Utilize holistic care as a member of the health care team.
7. Establish goals consistent with the principles of life-long learning.

## **Admission Policy**

### **Section I. Introduction**

STI's Practical Nurse Program has continuing Full Approval Status from the Massachusetts Board of Registration in Nursing. The curriculum combines lecture, laboratory, and clinical experiences. Classroom content includes biological and social sciences, nursing theory, and laboratory practice. Faculty supervises clinical experiences, providing care to stable individuals in a variety of settings.

The program curriculum is designed to prepare program graduates to pass the National Council Licensing Examination for Practical Nurse (NCLEX-PN). Graduates of the STI Practical Nurse Program may be eligible to receive advanced placement into RN programs at area colleges.

The Practical Nurse Day Program is a full-time forty (40) week program. The full-time program begins every August and finishes at the end of June. Classes meet Monday through Friday, with class hours being 8:00 a.m. - 2:10 p.m. (30-minute lunch/dinner break is included in the program daily hours.) Clinical hours vary starting as early as 7:00 a.m. until as late as 4:00 p.m.

The Practical Nurse Evening Program meets three times per week, Tuesday through Thursday with class hours generally from 4:30-9:30 p.m. (30-minute lunch/dinner break is included in the program daily hours.) Clinical hours will generally be 4:30-10:30 p.m. In order to offer students specialized clinical opportunities, but some clinical experiences may be scheduled during daytime hours.

Graduates anticipating licensure in the Commonwealth of Massachusetts must comply with the Good Moral Character for Licensure requirement. See [www.mass.gov/dph/boards/rn](http://www.mass.gov/dph/boards/rn) for more details. Program graduates who pass the NCLEX-PN exam are prepared to begin entry-level Licensed Practical Nurse careers in a variety of settings and have the opportunity to advance their nursing education.

All candidates for the STI's Post-Secondary Practical Nurse Program are evaluated using the selection criteria outlined in the admission policy. All completed applications for the nursing program are reviewed and will receive a response.

### **Section II. Equal Education Opportunity**

Chapter 282 of the Acts of 1993, General Laws Chapter 76, Section 5 now includes the following provision: Southeastern Regional Technical Institute hereby provides notice that it does not discriminate in admission or employment in any of its educational programs or activities on the basis of race, color, sex, religion, national origin, age, sexual orientation, disability, or housing status. Enforcement of this law advances efforts to ensure that all students can attend school in a safe, supportive environment that is conducive to serious learning. This law makes it clear that all aspects of public school education must be fully open and available to members of both sexes and minority groups. No school may exclude a student from any course, activity, service or resource available in that public school on account of race, color, sex, religion, national origin or sexual orientation of such student.

Students with disabilities may voluntarily self-identify in writing for the purpose of requesting reasonable accommodations during the application and admissions process.

### Section III. Eligibility

1. Candidates from in-district towns or out-of-district towns are eligible to apply to the program. This information is available on the STI website at [www.stitech.edu](http://www.stitech.edu)
2. Candidates must be a U.S. citizen or a permanent resident
3. High school graduate with an official transcript, or official GED (scores included) or Official HiSET® (scores included). Certified translations must be provided for transcripts supplied in a language other than English and equivalency to U.S. education must be provided.

### Section IV. Application Process

1. Candidates interested in applying for admissions must:
2. Complete an online application at [www.stitech.edu](http://www.stitech.edu) and select and pay to take the ATI TEAS exam at STI.
3. ATI TEAS® exams are given at STI, 250 Foundry Street, South Easton, MA 02375. Application/testing fee are non-refundable.
  - a. Candidate must meet a minimum adjusted individual score in all three sections as identified below on the ATI TEAS® exam to continue with the selective admissions process.

CONTENT SECTION	ADJUSTED INDIVIDUAL SCORE
ATI TEAS® Reading	65%
ATI TEAS® Math	50%
ATI TEAS® English	55%

- b. Only ATI Test of Essential Academic Skills (TEAS) ® scores achieved at STI will be considered for review. For more information on the test, see the Section VIII ATI TEAS® Testing Procedure section below.

Individuals eligible to continue with the selective admission process must submit:

- a. Proof of high school graduation with an official transcript, or official GED (scores needed) or Official HiSET® (scores needed). Certified translations must be provided for transcripts supplied in a language other than English and equivalency to U.S. education must be provided.
- b. Two (2) confidential reference forms: recent supervisor, employer, school teacher/instructor (non-family members)
- c. A current resume
- d. Proof of In-District Residence Form: Form must be completed, signed, and stamped by the school district member city or town within 1 month after the start of the program. Tuition is calculated based on the information provided on the Proof of In-District Residence Form.
- e. Health Insurance Form and copy of Health Insurance card
- f. Educational Purpose form (with copy of license front and back)
- g. Emergency Contact Form

Upon receiving above listed documentation, an interview with the Program Director or a designee will be scheduled.

## Section V. Selection Process

Applications are reviewed and evaluated using the following criteria:

- Academic Records maximum of 4 pts.
- Interview Responses maximum of 8 pts.
- Resume required - 0 pts.
- ATI TEAS® Scores maximum of 15 pts.
- Two (2) confidential reference forms maximum of 4 pts.
- Work/Life experience maximum of 3 pts.
- Written Responses maximum of 6 pts.
- Basic Math Skills maximum of 5 pts.

Applications will be reviewed and processed according to the criteria contained in this admission policy. All candidates will be notified of the admission decision by mail. Candidates may be accepted, not accepted, or deferred. Once the program has reached capacity a wait list will be established and maintained. The wait list is valid for the current academic year.

## Section VI. Acceptance Process

Upon receipt of the acceptance letter the student must complete the following for full admission to the program:

1. Signed enrollment agreement and a \$500 seat deposit within 10 business days. Candidates accepted within four weeks of the program start date will have 5 business days to complete and sign their enrollment agreement and to pay their \$500 seat deposit. A candidate that fails to sign their enrollment agreement or pay their seat deposit within the allotted time frame may have their acceptance rescinded.
2. Satisfactory C.O.R.I. (Criminal Offender Record Information). All clinical facilities reserve the right to conduct an additional CORI on practical nurse students. The STI Practical Nurse Program requires a CORI inquiry as part of the admission process into the Practical Nurse program. Individuals who have been convicted of a felony or misdemeanor crime or have a pending criminal case must meet eligibility requirements of the school and any affiliating clinical agencies. Students who are refused clinical placement due to CORI issues will be withdrawn from the nursing program.
3. Health criteria: Immunizations as required by the Department of Public Health. STI's immunization requirements are in accordance with College Immunization Chapter 76, Section 15C and clinical agency requirements. The following information must be documented for final acceptance into the program:
  - a. Evidence of good health, including a completed Student Health Record and physical exam within the past year
  - b. Negative Mantoux test that will not expire before the end of the school year or if Mantoux positive then health care provider documentation of a chest x-ray within a year confirming no active tuberculosis
  - c. Tetanus immunization within 5 years prior to admission
  - d. Measles, Mumps, and Rubella titer indicating immunity
  - e. Hepatitis B titer indicating immunity. If titer is negative, then a three vaccine series that produces a positive titer.
  - f. Varicella titer indicating immunity.



4. Proof of In-District Residence Form: Form must be completed, signed, and stamped by the school district member city or town by October 1. (Tuition is calculated by where a student is residing on October 1 in the initial year of attendance).
5. Proof of Health Insurance Form (with copy of insurance card, front and back)
6. Educational Purpose form (with copy of license front and back)
7. Emergency Contact Form

## **Section VII. Financial Aid**

Financial Aid is available to those who qualify. STI has been approved by the United States Department of Education for the following programs for financial assistance. The programs listed below are available to eligible students to help meet the cost of their education. The term "Title IV" refers to the Federal Financial Aid programs authorized under the Higher Education Act of 1965 awarded on the basis of financial need and includes the following programs:

- Federal Pell Grant
- Subsidized Direct Loan

The Title IV programs that are not awarded on the basis of financial need are part of the Federal Family Education Loan program which includes:

- Unsubsidized Direct Loan
- Parent Loan for Undergraduate Students (Direct PLUS Program)

If there are excess funds from financial assistance after all expenses are paid, those excess funds may be given to a student to meet the cost of attendance. Students who chose a payment plan or who have a balance beyond their financial aid award will also be required to complete and sign a Repayment Agreement.

## **Section VIII. ATI TEAS® Testing Procedure**

A completed online application and payment registers the Candidate for the ATI Test of Essential Academic Skills (TEAS) ®. Entrance exams are given at STI 250 Foundry Street, South Easton, MA 02375. Students must arrive fifteen (15) minutes before the scheduled test time. Late arrivals will not be permitted to take the exam. Application/testing fee are non-refundable.

- a. Students are required to arrive at STI fifteen (15) minutes prior to the start of testing. No personal belongings will be permitted into the designated testing rooms. No student will be admitted to the testing area once testing has begun. The testing fee is included in the application fee. Students are advised to prepare in advance for the entrance exam. Interested candidates may also choose to register for the TEAS preparation courses offered at STI for an additional fee.
- b. ATI TEAS® Exam results will not be processed without an ATI ID number. In order to obtain an ATI ID number visit [www.atitesting.com](http://www.atitesting.com). ATI Test of Essential Academic Skills (TEAS) ® test (paper and pencil version) covers Math (no calculators allowed), English, and Reading. The TEAS test takes approximately 3 hours and all candidates must remain in their designated testing room for the entire testing period. Once a candidate has entered the building and registered, they are not permitted to exit the building until the ATI TEAS® exam has ended. If a testing candidate leaves their designated testing room for any reason before the exam is complete the results will not be processed and the application fee will be forfeited.

- c. Cell phones will be prohibited in the in the designated testing rooms. If a candidate is found with a cell phone in the designated testing room their test will not be processed and the application fee will be forfeited.
- d. Only ATI TEAS® scores achieved at STI will be considered for review.

### **Transfer Policy from Other Nursing Schools**

**See Transfer Policy on page 27.**

### **Graduation Policy**

A student may be eligible to graduate and receive a signed diploma when the student has successfully:

1. Completed all course work.
2. Achieved a 75% final grade in all academic courses
3. Achieved a passing grade (P) in all clinical courses.
4. Fulfilled all financial obligations to the school.
5. Completed all obligations and exit survey with the Office of Financial Aid, if applicable.
6. Met all other program requirements.

### **Educational Mobility**

Educational mobility enables an individual to progress from one education level to other acknowledging competencies and with minimal repetition of previous learning. Southeastern Practical Nurse Program builds a solid foundation for educational mobility. The faculty of the program collaborates with area schools and nursing programs to facilitate opportunities for the graduates.

## **Articulation Policy**

The Practical Nurse Program at STI has articulation agreements with Quincy College, Quincy, MA, Massasoit Community College ADN Program, Brockton, MA; and with Bristol Community College ADN Program, Fall River, MA. Therefore, graduates will be eligible for advanced credit in certain courses. Interested students should obtain the official college bulletin from the specific college and must take the prerequisites outlined for the nursing program. The student should notify the PN Director of his/her interest in articulating, and official transcripts and letters of reference will be sent to the college.

Other higher education programs may also grant advanced credit for completed education. The Program Director is available as a resource to offer guidance in obtaining information about higher degree programs. Educational mobility is the advancement of nurses prepared at entry level on the educational continuum through to the Doctoral degree.

## **Criminal Offense Record Information (CORI)**

All students entering and continuing in the Practical Nurse Program are subject to CORI reviews. All information will be kept confidential. Students may be required by some clinical sites to submit to finger printing and drug screening. Prior to beginning clinical practice, students will need to complete a CORI request form. The school reserves the right to deny students the opportunity to participate in clinical experiences based upon information in the CORI report. Clinical agencies may require additional CORI reviews. Clinical agencies have the right to deny clinical placements based on information obtained in the CORI report. A student involved with any legal infraction during the program must immediately notify the Program Director and will require a subsequent CORI review. The findings of such a review may jeopardize the individual's standing within the program.

The outcome of the CORI report may impact the ability of the student to participate in the clinical experience. If a student is denied access to a clinical facility because of information in the CORI report, the Practical Nurse Program is not responsible for finding substitute clinical placements or alternative instructional settings. Since program progress and completion requires concurrent clinical and academic hours, the student may not be able to successfully complete the program.

The program does not guarantee clinical placement for all candidates.

### **Full-Time Day Program Option**

The Practical Nurse Day Program is a full-time forty (40) week program which prepares the graduate to be eligible to apply to take the NCLEX-PN examination. This program begins every Fall semester.

### **Full-Time Schedule**

August – June

Monday – Friday

8:00 – 2:10 p.m. classroom

7:00 – 3:30 p.m. clinical

\*Hours may vary in May, June, and July

### **Part-Time Evening Program Option**

The Practical Nurse part-time evening program is a two (2) year, eighty (80) week part-time program which prepares the graduate to be eligible to apply to take the NCLEX-PN examination. The program begins January of the even-numbered years.

### **Schedule**

Program begins in January of even numbered years

January – June, September – June, and September - December

Tuesday, Wednesday, Thursday

4:30 – 10:30 p.m.

\*Clinical times may vary. Some daytime hours will be required for clinical placement and experiences.

### **Estimated Expenses**

Tuition	*\$10,000/\$13,000
Books	\$1,042
Program/Student fees	\$1,125
Uniforms:	\$200

\*Out-of-district tuition. District includes Brockton, East Bridgewater, Easton, Foxborough, Mansfield, Norton, Sharon, Stoughton and West Bridgewater.

All expenses are subject to change.

Financial Aid is available to those who qualify.

## Academic Standards

All nursing courses are composed of theoretical and clinical components. Students must achieve a 75% theory grade and pass the clinical component to successfully pass the nursing course. The clinical grade is determined through a process involving faculty evaluation of clinical performance based upon clinical behavioral objectives. The student is responsible for achieving the established objectives for each course. The final course grade is comprised of the theory grade and a pass or fail clinical grade.

## Grading System

Numeric Grade	Alphabetic Grade	Grade Points
95-100	A	4.00
90-94	A-	3.70
87-89	B+	3.30
83-86	B	3.00
80-82	B-	2.70
77-79	C+	2.30
75-76	C	2.00
Less than 75	F	No Grade Points

## Calculating the Cumulative Grade Point Average (GPA)

Multiply the quality points (GP) by credit hours for each subject grade.

Divide the sum of the quality points (GP) by the sum of the credit hours.

Grade	GP		CR HOURS	Total GPA
A	4.0	X	3	12.00
B+	3.30	X	5	16.50
B	3.0	X	3	9.00
C	2.0	X	3	6.00
			Total 14	Total 43.50
	$43.50 \div 14$	=	3.11 GPA	

## Day and Evening Program Plan

<b>TERM I</b>	<b>COURSE #</b>	<b>HOURS</b>	<b>CREDITS</b>
Integrated Science	1DNT01, 1ENT01	75	5.0
Human Growth, Development and Behavior	1DNT02, 1ENT02	45	3.0
Introduction to Pharmacology	1DNT03, 1ENT03	30	2.0
Fundamentals of Nursing	1DNT04, 1ENT04	170	11.3
Clinical Practice I	1DNC01, 1ENC01	100	2.25
<b>TERM II</b>			
Nursing Care of Child, Adult, and Aged	2DNT05, 2ENT05	170	11.3
Clinical Practice II	2DNC02, 2ENC02	270	6.0
<b>TERM III</b>			
Advanced Concepts of Practical Nursing	3DNT06, 3ENT06	50	3.3
Clinical Practice III	3DNC03, 3ENC03	170	11.3

## Day and Evening Course Descriptions

### Term I

#### **INTEGRATED SCIENCE**

**#1DNT01, 1ENT01 75 hours 5 credits**

This course introduces the beginning student to the basic concepts of microbiology, basic nutrition, and structure and function of the healthy human body. Content provides a solid science foundation necessary for application in subsequent nursing courses.

Pre-requisite/Co-requisite: None

#### **HUMAN GROWTH, DEVELOPMENT AND BEHAVIOR** #1DNT02, 1ENT02 45 hours 3 credits

This course examines the theories, concepts, and trends related to human life cycle from birth to death. Emphasis will be placed on physical, psychosocial, emotional and cognitive development of the individual, including factors influencing changes that occur during each life stage. The course includes specific age related health issues to assist the student in role related responsibilities.

Pre-requisite/Co-requisite: None

#### **INTRODUCTION TO PHARMACOLOGY**

**#1DNT03, 1ENT03 30 hours 2 credits**

This course provides a review of basic arithmetic necessary for solving simple computations in dosage and solutions. Instruction in the metric, household systems of measurement, and of conversion from one system to another is included. Instruction and practice in solving problems of divided dosage is provided. Emphasis is placed upon basic information of commonly used drugs and principles of safe drug administration.

Pre-requisite/Co-requisite: None

#### **FUNDAMENTALS OF NURSING**

**#1DNT04, 1ENT04 170 hours 11.3 credits**

This course introduces the student to nursing theory, principles and practice. Course sequencing progresses from simple to complex. The nursing process is used as the framework for theory, laboratory and clinical experiences. The course includes concurrent classroom and laboratory components. Emphasis is placed on providing safe and effective nursing care.

Pre-requisite/Co-requisite: Clinical Practice I

#### **CLINICAL PRACTICE I**

**#1DNC01, 1ENC01 100 hours 2.25 credits**

This supervised clinical practice is closely correlated with Fundamentals of Nursing and takes place in a variety of stable adult settings. Activities related to providing basic patient care and of developing an appropriate nurse-patient relationship are practiced. Emphasis is placed upon the safe performance of technical skills based upon accepted principles and daily clinical objectives.

Pre-requisite/Co-requisites: Fundamentals of Nursing

## Term II

### **NURSING CARE OF THE CHILD, ADULT, AND AGED #2DNT05, 2ENT05 170 hours 11.3 credits**

This course provides the essential information for the nursing care of patients with health problems resulting from alterations in various body systems. Emphasis is placed on providing safe and knowledgeable nursing care to patients of various age groups and utilizing critical thinking within the nursing process. Clinical pharmacology, clinical nutrition, and nursing trends as well as concepts of growth and development and mental health are integrated throughout this course. The role and responsibility of the Practical Nurse as an accountable health care provider in a variety of settings is developed.

Pre-requisite/Co-requisites: Fundamentals of Nursing, Integrated Science, Introduction to Pharmacology, Growth, Development and Behavior

### **CLINICAL PRACTICE II #2DNC02, 2ENC02 270 hours 6 credits**

This supervised clinical practice closely correlates with Nursing Care of the Child, Adult, and Aged theory. A variety of settings are used in providing a diverse clinical learning experience. The utilization of the nursing process is emphasized.

Pre-requisite/Co-requisites: Fundamentals of Nursing, Integrated Science, Introduction to Pharmacology, Growth, Development and Behavior, and Nursing Care of the Child, Adult, and Aged

## Term III

### **ADVANCED CONCEPTS OF PRACTICAL NURSING #3DNT06, 3ENT06 52 hours 3.46 credits**

This course focuses on the theoretical foundation of family centered care, mental health and well-being, and professional topics related to the role and responsibility of the LPN. Strategies for health promotion and health life style behaviors are emphasized. Current concepts of family centered care including safety, health promotion and wellness, communication and community resources will be stressed throughout the course. Content regarding pregnancy, parturition, puerperium, and care of the newborn including the principles of grown and development are applied in family centered health teaching. The course includes discussion of common professional issues focus on on preparation for NCLEX-PN, seeking employment, transition to the workplace, continuing education in nursing and professional responsibilities of the LPN.

Pre-requisite/Co-requisites: Fundamentals of Nursing, Clinical Practice I, Integrated Science, Introduction to Pharmacology, Growth Development and Behavior, Nursing Care of the Child, Adult, and Aged, Clinical Practice II.

### **CLINICAL PRACTICE III #3DNC03, 3ENC03 170 hours 11.3 credits**

This supervised clinical practice takes place in a variety of structured health care settings. The student practices the role of team leader incorporating the principles of leadership, delegation, and supervision. Students plan and provide multi assignment patient care, interact purposefully with other disciplines and actively participate as a member of the health care team. This supervised clinical experience provides the student an opportunity to apply the nursing process to individuals from newborn through adulthood. Emphasis is placed on health promotion and the use of community resources.

Pre-requisite/Co-requisites: Fundamentals of Nursing, Clinical Practice I, Integrated Science, Introduction to Pharmacology, Growth, Development and Behavior, Nursing Care of the Child, Adult, and Aged, Clinical Practice II, and Advanced Practical Nursing.



# PROGRAM ACCREDITATION AND APPROVAL

***Southeastern Technical Institute is accredited by the Commission of the Council on Occupational Education***

7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350

Telephone: 770.396.3898, Fax: 770.396.3790, [www.council.org](http://www.council.org)

Massachusetts Department of Elementary and Secondary Education

Office for Career/Vocational Technical Education

75 Pleasant Street, Malden, MA 02148-4906

Telephone: 781.338.3000, Fax: 781.338.3950, [www.doe.mass.edu](http://www.doe.mass.edu)

The Cosmetology Program is approved by:

Commonwealth of Massachusetts, Division of Professional Licensure

Board of Cosmetology

1000 Washington Street, Boston, Massachusetts 02118

Telephone: 617.727.9940, [www.mass.gov](http://www.mass.gov)

The Dental Assisting Program is accredited by:

American Dental Association Commission

Commission on Dental Accreditation

211 East Chicago Avenue, Chicago, IL 60611

Telephone: 800.621.8099, [www.ada.org](http://www.ada.org)

The Electricity Program is approved by:

Commonwealth of Massachusetts, Division of Professional Licensure

Board of State Examiners of Electricians

1000 Washington Street, Boston, Massachusetts 02118

Telephone: 617.727.3074, [www.mass.gov](http://www.mass.gov)

The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs

25400 U.S Highway 19 North, Suite 158, Clearwater, FL 33763

Telephone: 727.210.2350, [www.caahep.org](http://www.caahep.org)

The Practical Nurse Program has full approval status granted by:

Massachusetts Board of Registration in Nursing

Division of Health Professions Licensure

Department of Public Health

239 Causeway Street, Suite 500, 5th Floor, Boston, MA 02114

Telephone: 800.414.0168, [www.mass.gov](http://www.mass.gov)

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