



2024-2025

COURSE CATALOG



Southeastern Technical Institute

250 Foundry Street

South Easton, MA 02375

508.230.1297

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 more than 50 years, STI has provided an authentic student-centered educational environment in all of our programs. If you are looking for a solid education 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.

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



Table of Contents

SOUTHEASTERN REGIONAL SCHOOL DISTRICT MEMBERS	7
School Committee	7
Administration	7
FACULTY	8
Institutional Goals and Objectives:	10
HISTORY	10
Statement of Ownership	11
Physical Facilities	11
Anti-Discrimination Law	11
Catalog Disclaimer	11
Catalog Revisions and Supplement	11
TUITION AND FEES	12
Application and Testing Fee	12
Seat Deposit	12
Total Program Costs	12
Payment Policy and Payment Plans	12
REFUND POLICY AND BUYER'S RIGHT TO CANCEL.....	13
FINANCIAL ASSISTANCE	15
The Financial Aid Office	15
Federal Financial Aid Program	15
Student Loans	16
Federal Financial Aid	16
Apply for Federal Financial Aid	16
RETURN OF TITLE IV FUNDS POLICY.....	17
VETERANS INFORMATION	18
Valor Act	18
Veterans Benefits and Transition Act of 2018 S.2248 Section 103.1.(b)	18
The Veterans Access, Choice and Accountability Act of 2014	19
STUDENT RECORDS POLICY AND PROCEDURE	20
TRANSFER OF CREDIT POLICY	22
STI TRANSFER OF CREDIT POLICY – COSMETOLOGY	23
ANTI-DISCRIMINATION AND STUDENT PRIVACY	24
FAMILY EDUCATION RIGHTS AND PRIVACY ACT	25
STUDENT SERVICES.....	28
Special Accommodations	28
Health Services	29
Professional Liability Insurance	29
School Insurance	29
SATISFACTORY ACADEMIC PROGRESS POLICY	30
Final Examinations	31
Honor Students	31
Incomplete Grade	31
ATTENDANCE POLICY	32
REQUIREMENT ELIGIBILITY FOR PROGRAM COMPLETION AND GRADUATION	32
STUDENT GRIEVANCE POLICY AND PROCEDURE	33
Reinstatement of Financial Aid	34
STUDENT RESPONSIBILITIES AND SAFETY	35
Student Right-To-Know and Campus Security	35
Copyright Policy	35

Conduct Policy	35
Discipline Definitions	35
ALCOHOL, DRUG, AND TOBACCO POLICY	36
Alcohol Use	36
Drug Abuse Policy	36
Tobacco Policy	36
SALE AND/OR DISTRIBUTION OF ILLEGAL DRUGS.....	37
Personal Searches	37
CLINICAL/EXTERNSHIP DRUG POLICY	38
Drug Testing for Clinical/Externship Placement Sites	38
CAREER ASSISTANCE	38
ADMISSIONS POLICY AND PROCESS	39
STI General Admission Policy	39
Practical Nurse Admission Policy and Application Process	43
Transfer Policy from Other Nursing Schools	45
Practical Nurse Readmission Policy	46
250-350 Hour Programs Admissions Policy and Process	47
DENTAL ASSISTING PROGRAM	50
Admission Policy	50
Admissions Criteria	50
Estimated Expenses	51
Program Schedule	51
Program Details	51
Student Evaluation and Grade Reports	52
Dental Assisting Program Plan	52
Dental Assisting Course Descriptions	53
MEDICAL ASSISTING.....	56
Admission Policy	58
Admissions Criteria	58
Estimated Expenses	58
Program Schedule	58
Program Details	59
Student Evaluation and Grade Reports	59
Medical Assisting Program Plan	59
PRACTICAL NURSE	63
Philosophy	63
Practical Nurse Program Mission Statement	63
Overview	64
Outcomes	65
Admission Policy	66
Graduation Policy	66
Educational Mobility	66
Articulation Policy	66
Criminal Offense Record Information (CORI)	66
Full-Time Day Program Option	67
Full-Time Schedule	67
Part-Time Evening Program Option	67
Schedule	67
Estimated Expenses	67

Academic Standards	68
Grading System.....	68
Calculating the Cumulative Grade Point Average (GPA)	68
Day and Evening Program Plan.....	68
Day and Evening Course Descriptions.....	69
ELECTRICITY	71
Admission Policy.....	72
Admissions Criteria	72
Estimated Expenses	72
Program Schedule.....	72
Program Details	72
Electricity Program Plan.....	73
Electricity Course Descriptions	73
HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION	75
Admission Policy.....	75
Admissions Criteria	75
Estimated Expenses	76
Program Schedule.....	76
Program Details	76
Student Evaluation and Grade Reports.....	76
HVAC Program Plan	77
HVAC Course Descriptions.....	77
PLUMBING.....	79
Admission Policy.....	79
Admissions Criteria	79
Estimated Expenses	79
Program Schedule.....	80
Program Details	80
Student Evaluation and Grade Reports.....	80
Plumbing Program Plan.....	80
Plumbing Course Descriptions.....	81
COSMETOLOGY PROGRAM	83
Admission Policy.....	83
Admissions Criteria	83
Estimated Expenses	84
Program Schedule.....	84
Program Details	84
Student Evaluation and Grade Reports.....	85
Cosmetology Program Plan	85
Cosmetology Course Descriptions	86
CULINARY ARTS PROGRAM.....	88
Admission Policy.....	88
Admissions Criteria	88
Estimated Expenses	88
Program Schedule.....	88
Program Details	88
Student Evaluation and Grade Reports.....	88
Culinary Arts Program Plan	89

Culinary Arts Course Descriptions	89
MACHINE TOOL TECHNOLOGY (ADVANCED MANUFACTURING) 900 HOUR	90
Program Objectives	90
Admission Policy.....	90
Admissions Criteria	90
Estimated Expenses	91
Program Schedule.....	91
Program Details	91
Student Evaluation and Grade Reports.....	91
Machine Tool Technology (Advanced Manufacturing) Program Plan.....	92
Machine Tool Technology (Advanced Manufacturing) Course Descriptions.....	92
MACHINE TOOL TECHNOLOGY (ADVANCED MANUFACTURING) 300 HOUR	94
Program Objectives	94
Admission Policy.....	94
Admissions Criteria	94
Estimated Expenses	94
Program Schedule.....	94
Program Details	94
Student Evaluation and Grade Reports.....	95
Machine Tool Technology (Advanced Manufacturing) 300 Hour Program Plan.....	95
Machine Tool Technology (Advanced Manufacturing) Course Descriptions.....	95
METAL FABRICATION AND JOINING TECHNOLOGIES	97
Admission Policy.....	97
Admissions Criteria	97
Estimated Expenses	97
Program Schedule.....	97
Program Details	97
Student Evaluation and Grade Reports.....	98
Metal Fabrication and Joining Technologies Program Plan.....	98
Metal Fabrication and Joining Technologies Module Descriptions #1MJT01.....	99
PROGRAM ACCREDITATION AND APPROVAL.....	100

SOUTHEASTERN REGIONAL SCHOOL DISTRICT MEMBERS

School Committee

Christine Gaze, Chair	Mansfield
Barbara Kaplan, Vice-Chair	Norton
Tony Branch	Brockton
Kelsie Harrington	Easton
Andrew Heath	East Bridgewater
Mindy Kempner	Sharon
Jerry Lawrence	West Bridgewater
Gerson Monteiro	Brockton
Jennifer Sousa	Foxboro
Robin Zoll	Stoughton

Administration

Holly McClanan, JD	Superintendent
Patricia M. Illsley, M.Ed.	Director of the Technical Institute
Pamela Rose, MSN, RN	Director, Practical Nurse Program
Nelia Braga, MS	Vocational Evening Supervisor

FACULTY

Full-Time Administration

Patricia Illsley, M.Ed., *Bridgewater State University*
Pamela Rose, MSN, RN, *Salem State University*
Nelia Braga, MS, *Suffolk University*

STI Director
Practical Nurse Director
Extended Day Director

Full-Time Faculty

Jill Ferris, AS, BA, *Bay Path University*
Tracy Santos, AS, BS *Bridgewater State University*
Donna Becker, MS, *Fitchburg University*
Rhonda Basler, BA, *Bay State College*
Darlene DiBona, MSN, RN, *Curry College*
Carol Miller, MS, RN, *University of Massachusetts - Amherst*
Samantha Vasquez, BSN, RN, *New England Institute of Technology*

Dental Assisting Director
Dental Assisting Instructor
Business Administration Instructor
Medical Assisting Director
Practical Nurse Instructor
Practical Nurse Instructor
Practical Nurse Instructor

Part-Time Faculty

Kara Babbitt, *Rhode Island Beauty School*
Sandra Karz, *Fall River Beauty Academy*
Debra Lapworth, *Taunton Academy of Beauty Culture*
Patrick Hansen, *Manatee Technical Institute*
Jennifer Horowicz, MS, *Johnson & Wales University*
David Fidler, *Blue Hills Regional Technical School*
Shawn Morton, *Southeastern Regional Voc-Tech High School*
Michael Zucco, *Southeastern Regional Voc-Tech High School*
Thomas Geoghegan, BA, *Eastern Nazarene College*
Gerard Page, *Southeastern Technical Institute*
Jenni-Ann Enos, BS, *Bristol Community College*
John Medeiros, *Greater New Bedford Voc. Tech. HS*
Sheri Membreno, AA, *Northern Essex Community College*
Glen Bredberg, AS, *NE Institute of Technology*
Steve Bradbury, AS, *New England Institute of Technology*
Dylan Clark, *Old Colony Trade Technical School*
Phillip Stanley, *Concord High School*
Robert Walsh, *Southeastern Regional Voc-Tech High School*
Cidalia Stiasi, BSN, RN, *Curry College*
Tatiana Centeio, BSN, RN, *Southern New Hampshire University*
Lisa Dalto, MSN, RN, *Southern New Hampshire University*
Lynn D'Angelo, DNP, APRN, *MGH Institute for Health Professionals*
Denise Hayes, FNP-BC, APRN, MSN, *University of Phoenix*
Jacinte Jean-Charles, MSN, RN, *University of Massachusetts, Boston*
Kim Serrecchia, RN, BSN, MA, *Curry College*
Jessica Tynan, RN, BSN, *Southern New Hampshire University*
Titilayo Westover, RN, MSN, *Simmons*

Cosmetology Instructor
Cosmetology Instructor
Cosmetology Instructor
Culinary Arts Instructor
Culinary Arts Instructor
Electricity Instructor
Electricity Instructor
Electricity Instructor
HVAC Instructor
HVAC Instructor
HVAC Instructor
Machine Tool Technology (Advanced Manufacturing)
Medical Assisting Instructor
HVAC & Metal Fabrication Instructor
Plumbing Instructor
Plumbing Instructor
Plumbing Instructor
Plumbing Instructor
Practical Nurse Instructor
Practical Nurse Instructor
Practical Nurse Instructor
Practical Nurse Instructor
Practical Nurse Instructor
Practical Nurse Instructor
Practical Nurse Instructor
Practical Nurse Instructor

Support Staff

Cristina Barros, MBA, *University of Phoenix*
Rhonda Jermyn, BA, *Boston College*
Dabney Laroche, M.Ed, BS, *Bridgewater State University*
Karen Poltrino, MA, *Framingham State University*
Amy Thomson, BA, *Stonehill College*

Student Services Advisor
Admissions Advisor
Financial Aid Consultant
Administrative Assistant
Administrative Assistant

SOUTHEASTERN TECHNICAL INSTITUTE CALENDAR

2024—2025

LABOR DAY	Monday	September 2, 2024
Teachers Report—Staff PD	Tuesday—Wednesday	September 3—4, 2024
First Day of School for Students*	Thursday	September 5, 2024
OCTOBER HOLIDAY	Monday	October 14, 2024
VETERANS' DAY (observed)	Monday	November 11, 2024
THANKSGIVING RECESS	Wednesday—half day Thursday—Friday	November 27, 2024 November 26—29, 2024
WINTER RECESS	Monday—Monday	Dec. 23, 2024—Jan. 1, 2025
STI Winter Graduation	Wednesday	January 8, 2025
MARTIN LUTHER KING, JR., DAY	Monday	January 20, 2025
PRESIDENTS' DAY	Monday	February 17, 2025
FEBRUARY RECESS**	Monday—Friday	February 17—21, 2025
No School	Friday	April 18, 2025
SPRING RECESS	Monday—Friday	April 21—25, 2025
MEMORIAL DAY	Monday	May 26, 2025
STI Graduation	Wednesday	June 11, 2025
Practical Nurse Graduation	Wednesday	June 18, 2025
Tentative Last Day of School*	Wednesday	June 18, 2025
JUNETEENTH	Thursday	June 19, 2025

* Students Report to School on these days

** Dental Assistant, Machine Tool Tech., Medical Assistants, Practical Nurse are the ONLY programs with this time off.

Approved by the School Committee on 3/12/24

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.

Institutional Goals and Objectives:

- To provide a high quality and educationally sound environment that includes the essential components of industry, state and national approval and accreditation standards.
 - Curriculum is aligned to correlate with state, national, and industry standards on an annual basis.
 - Curriculum is constructed so that it is scaffolded, both horizontally and vertically, within didactic and laboratory courses.
 - Students are prepared to meet state, national, and industry credentialing standards.
- To provide active learning opportunities throughout the curriculum to allow students to develop proficiency of concepts and skills.
 - The educator creates active learning environments to support the acquisition of concepts, skills, and knowledge.
 - Students have multiple opportunities to develop and apply learning experiences that align with industry standards.
 - Students apply skills and knowledge in simulated or actual work settings.
- To ensure students are prepared for industry, state, and national credentialing examinations.
 - Through rigorous sequencing of curriculum, students are mentored through the credentialing process.
 - Multiple assessment methodologies are utilized to aid in student preparation for credentialing examinations.
 - Students have the opportunity to sit for program specific credentialing when appropriate.
- To prepare students for employment through the development of employability and career readiness skills, while emphasizing professional and ethical standards.
 - Students are prepared to become ethical and professional members of their career and technical field.
 - Students develop the career readiness and job search skills necessary to obtain and maintain employment.
 - Students are encouraged and assisted to acquire an entry level position within their profession.
- To engage and support all faculty by mentoring and guiding their growth as educators, as well as encouraging lifelong learning through ongoing professional development.
 - Faculty are supported by both administration and their peers to develop and expand educationally sound practices and to foster professional growth throughout their educational career.
 - Faculty work with their supervisor to create yearly goals, provide and receive input on job performance, and are evaluated annually.
 - Faculty have the opportunity to participate in professional development activities.

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, Ventilation, Air Conditioning and Refrigeration (HVAC),

Machine Tool Technology (Advanced Manufacturing), Medical Assisting, Metal Fabrication and Joining Technologies, 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.

TUITION AND FEES

Application and Testing Fee

An application/testing fee is applicable for all programs. The application/testing fee is 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 payments through a student's account in Populi. You can also make payments in person to the STI Office, in the form of cash, 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.

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 fifteenth of the month. 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 tuition, including seat deposit, in full if they withdraw for any reason before the seventh calendar day from the first scheduled day of class.
 - b. The student will be refunded 50% of their tuition if they withdraw for any reason between the eighth and fourteenth calendar day from the first scheduled day of class.
 - c. Beginning on the fifteenth calendar day from the first scheduled day of class, the student will not receive a tuition refund.
2. Students who are issued books will be charged in full for all books they receive. Books are non-returnable and non-refundable.
3. Students who are issued toolkits will be charged in full for all tools received. Toolkits are non-returnable and non-refundable.
4. 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.
5. For withdrawn students, all refunds are calculated based on the date of withdrawal and will be paid within thirty (30) 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.
6. 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 that results in the violation of the attendance policy 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.
7. 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 will receive a refund based on the refund policy. 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

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 and/or used the lifetime eligibility. Amounts for 2024-2025 range up to \$7,395 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:
 - Give you an educational plan that shows how and when you can fulfill all graduation requirements
 - Assign you a point of contact for academic and financial advice, including access to disability counseling
 - Allow active-duty service members and Reservists to take time off to fulfill their service obligations
 - Make sure all new programs are accredited (officially approved) before enrolling students
 - Make sure their refund policies follow Title IV rules
 - End fraudulent and aggressive methods of recruiting

Student Loans

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

- a) **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.
- b) **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.
- c) **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.
- d) **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.

Federal Financial Aid

A Student Services Advisor assists students in completing all the necessary paperwork to determine a student's eligibility for financial aid. 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 Card is required as proof for an eligible non-citizen.
- Not be in default on a Federal Direct Loan or make satisfactory arrangements to repay it

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.

For Financial Aid information specific to Veterans please see the Veterans Information Section of this catalog.

Apply for Federal Financial Aid

1. Complete the Free Application for Federal Student Aid (FAFSA) or the Renewal Application at www.studentaid.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.gov>.
 - *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>.
2. Submit the application. After the FAFSA is submitted, the Department of Education (DOE) processes the reported information and determines a student's eligibility for aid and provides the Estimated Family Contribution (EFC). This information is forwarded to the student electronically within 1-2 business days or by mail within two weeks.
 3. In 5 to 10 business days, the student can contact STI's Financial Aid Office for the result at 508.230.1275.
 4. 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.
 5. 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>.
 6. 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.

Important terms are COA—cost of Attendance, SAI – Student Aid Index. COA is the estimated tuition, fees, books, supplies, computer, loan fees, child care, and allowances for food, housing, and transportation for one academic year. SAI 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.

State/Local funding

Veterans Information

Valor Act

The Valor Act is in accordance with the General Laws of Massachusetts [M.G.L. c. 15A §43(a)]. The VALOR Act II protects students enrolled of the Southeastern Technical Institute from incurring academic or financial penalties as a result of performing military service. A student called to or enlisting in active duty is allowed the option of completing the course(s) at a later date without penalty, or withdrawing from the course(s) and will receive a full refund of fees and tuition paid. If a student chooses to complete the course(s) at a later date and the course(s) is no longer available upon the student's return, the student will be allowed to complete a replacement course for equivalent credit (clock hours) without penalty. If a student chooses to withdraw from the course(s), the student's academic record (transcript) will reflect that the withdrawal was due to active duty military service.

Grounds for Disapproval

Title 38 USC 3679 (e)

Veterans Benefits and Transition Act of 2018 S.2248 Section 103.1.(b)

- A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.
- STI ensures that there will not be a penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities or the requirement that a covered individual borrow additional funds, on any Covered Individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.
- STI will permit any Covered Individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to STI a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
 - The date on which payment from VA is made to the institution.
 - 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Title 38 USC 3679 (c)

The Veterans Access, Choice and Accountability Act of 2014

- For courses, semester, or terms beginning after July 1, 2017, STI will charge qualifying veterans, dependents, and eligible individuals' tuition and fees at the rate for in-state residents.
- For courses semester, or terms beginning after March 1st, 2019, STI will charge individuals using education assistance under chapter 31, Vocational Rehabilitation and Employment (VR&E) the in-state residential rate.
- For the purposes of tuition STI differentiates between students residing in-district (residents of Brockton, East Bridgewater, Easton, Foxborough, Mansfield, Norton, Sharon, Stoughton, and West Bridgewater, MA) and those out of district. In-district students are charged a lower rate than out-of-district students. There are no in or out of state tuition rates.

Title 38 USC 3679 (D)

Programs Leading to Licensure or Certification

- The individual program sections of this catalog include information related to conditions or additional requirements, including training, experience, or examinations for programs of study that prepare students for:
 - A state licensure or certification
 - Employment pursuant to a board or agency for an occupation that requires approval licensure, or certification

Student Records Policy and Procedure

Policy

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

Temporary Records for Enrolled & 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 immunizations (returned upon graduation)
- Proof of health insurance (*health insurance form and copy of health insurance card*)
- Proof of Residency (*In-district students*)
- Performance notifications
- Official withdrawal form (withdrawn students only)

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

Permanent Records for Graduates & Withdrawn Students:

- Final 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.

An official transcript will be issued to the student after graduation and upon request. 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.

Records Access Procedure

Students

Students may access their records by making a request in the Southeastern Technical Institute office. Students may review the records in a private area. Student records may not leave the office area.

Faculty

Faculty have access to all pertinent student records through the Populi Student Information System. Faculty may access student paper records by request from designated STI office staff. Faculty will sign a records access sheet when removing and returning the file. Records must remain in the STI Director's office. The file cannot be altered.

Other

Students may give permission for another individual to access their record by completing a written request. Individuals with permission may access student records through the Populi System or by request from designated STI office staff. Individuals will sign a records access sheet when removing and returning the file. Records must remain in the STI Director's office. The file cannot be altered.

Coursework and Testing Access Procedure

Records related to student coursework and testing are maintained electronically on the Populi Student Information System. Each student is given access through a secure portal on the web-based system. Students receive logon information and training during the first week of school.

Individual test results and coursework are maintained in the program area. Students may request access to coursework materials through the teacher. These materials may not leave the classroom or program office area.

All student records, coursework, and testing are property of Southeastern Technical Institute.

TRANSFER OF CREDIT POLICY

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:

Medical Assisting Program

Pharmacology I & II

Anatomy & Associated Terminology I & II (to earn transfer credits students must transfer in all of the following courses – Anatomy & Physiology 1 & 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 & Physiology 1 & 2, Microbiology, and Nutrition)

All considered credits must have been earned within the last three years, and be of "C" average or above. Transfer credits earned within the last five years, and be of "C" average or above, may be considered if the student has applied the skills in work as proven by their resume and references at the discretion of the Program Director. 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 prior to the start of the semester. 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 if requested. 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. 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.

STI 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

Advanced Placement and Experiential Learning Credits

STI does not accept advanced placement or experiential credits.

Within the Institution between Programs

Individual courses can be transferred between programs as described in the Transfer of Credit Policy.

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.

Family Education Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age. These rights include:

1. **The right to inspect and review the student's education records within 45 days after the day the Southeastern Technical Institute (STI) receives a request for access.**

A student should submit to the Director of the Technical Institute a written request that identifies the record(s) the student wishes to inspect. The Director will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. **The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.**

A student who wishes to ask STI to amend a record should write the Director of the Technical Institute, clearly identify the part of the record the student wants changed, and specify why it should be changed. If STI decides not to amend the record as requested, STI will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. **The right to provide written consent before STI discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

STI discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the Southeastern Regional School District in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the School Committee; or a student serving on an official committee, such as a program advisory board. A school official also may include a volunteer or contractor outside of the STI who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the STI.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within Southeastern Technical Institute whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State- supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11))

Southeastern Technical Institute Directory Information

- **Student Name**
- **Current Enrollment Status**
- **Address**
- **School E-mail Address**
- **Program of Study**
- **Dates of Attendance**
- **Degrees and Awards Received**
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the STI to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC
20202

STUDENT SERVICES

Special Accommodations

The student seeking accommodations in their 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 Progress Policy

1. Purpose

- 1.1. As part of the federal administrative capability requirements, the STI has developed the following standards to measure student progress towards their program completion and technical training.
- 1.2. Progress standards for students enrolled in an eligible program who receive Title IV Aid, are the same as the institutional standards for a student enrolled in the same program who is not receiving Title IV Aid.

2. References

- 1.3. Federal Student Aid Handbook Volume 1, Chapter 1
- 1.4. Code of Federal Regulations, 34 CFR 668.16(e); 668.32(f); 668.34
- 1.5. Higher Education Act Sec 484(c)

3. Definitions

- 1.6. Attempted Hours: The total number of hours a student is enrolled at the STI.
- 1.7. Completed Hours: Refers to work completed by the student that counts towards student progress.
- 1.8. Financial Aid: includes all federal grants, state grants, scholarships, processed through the Office of Financial Aid.
- 1.9. Progress: A percentage of hours of coursework completed compared to hours attempted.
- 1.10. Quantitative Measurement: the quantitative measure is determined through a student's ability to be on pace for completing the program in no more than 150% of the hours in the program. Progress is monitored at the end of each payment period.

4. Policy

- 1.11. **Satisfactory Academic Progress (SAP):** to maintain eligibility for Title IV funds, a student must meet minimum satisfactory academic progress standards while enrolled in their program. As defined by:

4.1.1 Meeting the required minimum grade for each course as described below:

Program	Total Clock Hours	Minimum grade for each course	GPA Qualitative grade
Cosmetology	1000	70%	1.7
Culinary Arts	250	70%	1.7
Dental Assisting	1062	70%	1.7
Electricity	750	70%	1.7
Heating, Ventilation, Air Conditioning, and Refrigeration	660	70%	1.7
Machine Tool Technology (Advanced Manufacturing)	900	70%	1.7
Medical Assisting	999	70%	1.7
Metal Fabrication and Joining Technologies	300	70%	1.7
Plumbing	750	70%	1.7
Practical Nurse	1080	75%	2.0

- 1.11.1. Students must pass all courses in each semester/term in order to continue in a program.

- 1.11.2. Students are evaluated at the conclusion of each semester/term to ensure that they are in meeting the minimum grade for each course.
 - 1.11.3. Students must adhere to the STI attendance policy
 - 1.11.4. All program requirements must be completed within a maximum time frame of 150% of the program length
 - 1.11.5. Withdrawals, incompletes, and failures are considered attempted but not earned
 - 1.11.6. Passing credits received for pass/fail courses are considered attempted and earned credits. Failing grades in pass/fail courses are considered attempted but not earned.
 - 1.11.7. Repeated courses are included in the calculation of both attempted and earned hours.
 - 1.11.8. Audited courses are not considered credits attempted or earned.
 - 1.11.9. Transfer credits do not count in the calculation of the cumulative GPA, but are included in the calculation of completion rate and maximum time frame to complete a program
 - 1.11.10. Dual Enrollment courses are included in the calculation of both attempted and earned hours.
- 1.12. Loss of Eligibility:** Students cannot receive aid for hours beyond those in the program which exceeds 150% of the published length of the program.

5.Procedures

- 1.13. Recorded Progress:** A student's progress will be recorded in the student information system (Populi) for completed hours to be used for determining financial aid eligibility.
- 1.14. Warning:** if a student's cumulative progress is less than 67% at the end of a semester, their financial aid will be placed in a warning status. A student is only allowed one (1) warning period for not meeting progress.
- 1.15. Loss of Financial Aid Eligibility:** A student will not be eligible to receive financial aid once the student has attempted 150% of the hours required for their program, or if it appears they cannot complete the program within this time frame.
- 1.16. Notification:** students that are placed on a Warning or Terminated status, will be notified through email.

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 them 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 ten (10) school hours in a semester will be issued a written warning with a copy forwarded to the STI Director.
2. A student who misses twenty (20) school hours in a semester will meet with the STI Director and Program Director. The STI Director will place the student on written probation with the understanding that if the student misses a total of ten (10) more school hours the student will be dismissed from the program for excessive absences greater than 5% of the semester hours.
3. A student who misses thirty (30) school hours in a semester will meet with the STI Director. The STI Director will dismiss the student from the program with a written program dismissal for excessive absences greater than 5% of the semester program hours.

Extenuating Circumstances

Students who miss time due to a death in the family, hospitalization, or an extended or chronic health issue, have an opportunity to request consideration due to extenuating circumstances. A determination will be made by the STI Director on a case by case basis. The decision of the STI Director is final. Students must be aware that any absence interferes with their ability to successfully meet program requirements and outcomes.

Clinical/Externship/Lab Absence

All clinical/externship/lab absences require makeup. However, hours absent may remain as missed time. Students who are not present during clinical/externship/lab must meet with the Program Director/lead teacher. Mandatory makeup requirements to meet missed expectations may be in a variety of modalities. Students may be responsible for an associated fee related to clinical/externship/lab makeup. See individual program handbook.

Tardiness and Dismissal

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.

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.

Student Grievance Policy and Procedure

1. Purpose:

Students should have the means by which their concerns may be expressed, considered, and dealt with in a fair and equitable manner. The Student Grievance Policy provides guidance and identifies procedures for addressing student complaints and grievances in order to reach a fair and appropriate resolution.

2. Definitions

- 2.1. Complaints – an informal statement (written or verbal) that a situation is unsatisfactory or unacceptable
- 2.2. Grievance – a formal written complaint detailing the violations of a policy or procedure

3. Policy

- 3.1. Southeastern Technical Institute (STI) recognizes and supports the student's right to make a complaint or grievance for any incident, which they believe to be a violation of STI policies and procedures. All such grievances will be given a fair hearing by STI personnel.
- 3.2. STI encourages students to address concerns or complaints on an informal basis whenever possible. The majority of issues can be resolved in this manner. In the event that an attempt at an informal review of the matter does not result in a satisfactory outcome, the student may choose to submit a grievance.
- 3.3. Eligible grievances are those that occurred while a student was officially enrolled at STI.
- 3.4. Students wishing to file a grievance must do so in writing within ten (10) business days of the alleged incident to allow for timely review of the complaint and related details.
 - 3.4.1. In the event of extenuating circumstances, the administration may choose to entertain a grievance, which is submitted after ten (10) days, but is under no obligation to do so. The decision to extend the time for any particular grievance in no way obligates the administration to any future exceptions for other grievances.
- 3.5. The Director of the STI, or designee, will receive the grievance and ensure that the procedures outlined in this policy are followed.
- 3.6. The Director of the STI, or designee, will provide a written response within 15 business days.
- 3.7. All grievances and subsequent actions shall be thoroughly and appropriately documented.
- 3.8. Any form of retaliation against a student who files a grievance is expressly forbidden by the STI.

4. Procedures

4.1. Procedures for Complaints

- 4.1.1. A student should attempt to resolve all minor questions, concerns, or complaints directly with instructors, staff members, or administrators.
- 4.1.2. If the student is unable to come to a satisfactory resolution the student should consult with the Program Director or Lead Teacher
- 4.1.3. If the student is still unable to come to a satisfactory resolution they should bring the issue to the Director of the STI.

4.2. Procedures for Grievances

- 4.2.1. Grievances must be submitted to the Director of the STI in the form of a written letter and must contain the student's name, written account of the complaint(s), the requested outcome of the grievance, and any supporting documentation.
 - 4.2.1.1. The Director of the STI will conduct an investigation in order to gather all of the information related to the grievance. Additional information may be requested from the student filing the grievance, instructors or staff members involved in the issue.
 - 4.2.2. The Director of the STI will conduct a hearing to review the written documents and to allow all parties to present information.

4.2.3. Upon hearing and reviewing all of the information presented, the Director of the STI will make a decision and inform the student, staff members involved, and the Superintendent of the decision in writing.

5. Appeal

5.1. The student may appeal the decision of the Director to the Superintendent of the Southeastern Regional School District. The Superintendent will review the appeal and inform the student, staff members involved, and the Director of the STI of their decision in writing.

6. Complaints

6.1. 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, 880-917-3898, Fax 770-396-3790, Website www.council.org

7. Documentation

7.1. All documentation related to the student grievance, including the initial request for review, additional documentation acquired, and related response letters will be kept in the Director of the STI's office. This file will be kept for a period of seven (7) years.

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.

Admissions Policy and Process

STI General Admission Policy

This policy applies to the Cosmetology, Dental Assisting, Electrical, HVAC/R, Machine Tool, Medical Assisting, and Plumbing Programs.

Section I. Introduction:

Programs at Southeastern Technical Institute are rigorous and prepares learners to meet the challenges of their selected career and industry. In order to meet program rigor and outcomes, applicants must apply for selective admission to the Southeastern Technical Institute program. Southeastern Technical Institute offers M.G.L. Chapter 74 state-approved post-secondary programs in Cosmetology, Culinary Arts, Dental Assisting, Electricity, Heating, Ventilation, Air Conditioning, and Refrigeration, Machine Tool Technology (Advanced Manufacturing), Metal Fabrication and Joining Technologies, Medical Assisting, and Plumbing.

Section II. Equal Education Opportunity:

Chapter 282 of the Acts of 1993, General Laws Chapter 76, Section 5 now includes the following provision: 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, gender identity, 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, gender identity, religion, national origin, age, sexual orientation, disability, or housing status 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.

Information on limited English proficiency and/or disability submitted voluntarily by the applicant for the purpose of receiving assistance and accommodations during the entire application and admission process will not affect the applicant's admission to the vocational technical education programs.

Section III. Eligibility:

1. Candidates from any town or state are eligible to apply to STI programs at www.stitech.edu.
2. High school students who meet the STI Dual Enrollment requirements.
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. Organizational Structure

Southeastern Technical Institute is a public post-secondary technical school located in South Easton, Massachusetts. Southeastern Technical Institute is a member of the Southeastern Regional School District and is accredited by the Council on Occupational Education. The mission statement of Southeastern Technical Institute is to transform students into lifelong learners, and transition graduates into entry level positions within their career field.

The Chapter 74 state-approved post-secondary vocational education programs are accredited by the American Dental Association Commission on Dental Accreditation, the Commission on Accreditation of Allied Health Education Programs, the Board of State Examiners of Electricians, and the Massachusetts Board of Registration of Cosmetology. STI maintains institutional accreditation through the Council on Occupational Education (COE).

It is the responsibility of the Director of the Technical Institute to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with the admission policy. The Director of the Technical Institute reports to the Southeastern Regional School District Superintendent of Schools.

Each Program Director or lead teacher, in conjunction with the Director of the Technical Institute is responsible for the admissions policies and procedures, including:

1. Determination of standards for admission
2. Development and implementation of admission procedures
3. Processing of applications
4. Ranking of students
5. Acceptance of students according to the procedure and criteria in the admission policy
6. Establishment and maintenance of a waiting list of acceptable candidates

Section V. Recruitment Process

Southeastern Technical Institute disseminates information about each program through a variety of methods:

1. Participation in the annual School District Open House every fall.
2. Conducts two Southeastern Technical Institute open houses in the spring.
3. Southeastern Technical Institute course catalog, the view book, and individual program brochures are distributed to local career and trade centers, high school guidance departments, and at college and career fairs.
4. The school website is updated frequently. Prospective applicants may obtain information on the STI website at: stitech.edu.

Section VI. Application Process:

1. All candidates interested in applying for admissions must complete an application online at www.stitech.edu.
2. Submit the completed application form and the application fee (non-refundable).
3. 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 remotely through Examity or in person at Southeastern Technical Institute 250 Foundry Street, South Easton, MA 02375.
 - b) Candidates should allow approximately 90 minutes for the testing process, but no more than three hours will be allowed to complete the exam
 - c) Applicants that are late or miss a scheduled exam forfeit the testing fee. Testing fees are non-refundable.
 - d) Test scores are acceptable for one academic year.
 - e) Candidates will only be allowed to test a maximum of three times in any section of the Accuplacer® during an academic year.
4. Accuplacer® Admissions Examination. The applicant must meet a minimum individual score in all three sections as identified below to continue with the selective admissions process.

Content Selection	Minimum Score
Reading	240
Arithmetic	236
Writing	245

Information about the test and sample test questions can be found at <http://www.collegeboard.com/student/testing/accuplacer/>.

Alternative Testing Arrangements:

Candidates who may be eligible for alternative testing arrangements are:

- Candidates whose religious practices do not allow them to take tests on Saturdays; or
- Candidates with physical disabilities

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.

1. All Candidates will be contacted via email regarding their testing scores.
2. Candidates meeting the minimum adjusted score on all three (3) sections of the Accuplacer® Admissions Examination will be asked to send:
 - a. Proof of high school graduation with an official transcript, or official GED (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.
 - b. One (1) online letter of reference.
3. Upon receipt of documentation, an interview with the Director of the Technical Institute, or a designee will be scheduled.
4. Applications that remain incomplete for more than 60 days will not be reviewed and not included in the admissions process.

Section VII. Selection Process:

All applicants for the Southeastern Technical Institute's 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 for a maximum total score of 70 points, using the following criteria:

Accuplacer® Admissions Examination Scores	Maximum of 24 points
Academic Records	Maximum of 4 points
Written Responses	Maximum of 6 points
Work / Life Experience	Maximum of 4 points
Interview Responses	Maximum of 32 points
Letter of Reference	Required – 0 points

All candidates will be notified of the admission decision by email. Candidates may be accepted, not accepted, or deferred. Candidates whose applications are deferred will be reviewed one month prior to the start of the program.

Once the 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.

Section VIII. Review and Appeal Process

The applicant, upon receipt of notification from Southeastern Technical Institute indicating that the applicant was not accepted or was placed on a wait list for admission, may submit a written request for review of the decision to the lead teacher or program director. The lead teacher or program director will respond in writing to the letter with the findings of the review within thirty days. If the applicant chooses to appeal the lead teachers' or program director's decision, the applicant may submit a written request of appeal to the Director of the Technical Institute within thirty days of the receipt of the program directors' letter. The Director of the Technical Institute will respond in writing to the appeal letter with the findings within thirty days.

Section IX. Program Admission

Upon acceptance, the candidate must complete the following for admission into the program:

1. Signed enrollment agreement and a \$200 seat deposit within 10 business days. Within 1 month of the start of the program, candidates will have 5 business days to complete and sign their enrollment agreement and to pay their \$200 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 Offense Record Information) all students entering and continuing in a program are subject to CORI review.
 - a. *Note that final admission may be contingent upon satisfactory results of Criminal Offender Record Information (CORI) if 18 years or older.*
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, specific program, and clinical agency requirements
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 in order to receive the in-district tuition rate.
5. Proof of Health Insurance
6. Educational Purpose form
7. Emergency Contact Information

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.

Practical Nurse Admission Policy and Application Process

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.

Graduates anticipating licensure in the Commonwealth of Massachusetts will need to provide a Social Security number and must comply with the Good Moral Character for Licensure requirement. See 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 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, gender identity, 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, gender identity, religion, national origin, age, 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 any town or state are eligible to apply to the program at www.stitech.edu.
2. 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.

Application Process

Section IV. Application

Candidates interested in applying for admissions must:

1. Complete an online application at www.stitech.edu and pay the Application Fee.
2. Submit passing ATI Test of Essential Academic Skills (TEAS) adjusted individual scores in Reading, Math and English. Testing must have been completed within the past two years. See Section V.
3. Submit 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.
4. If applicable, submit official college transcripts.

5. Two (2) confidential reference forms: recent supervisor, employer, school teacher/instructor (non-family members).
6. A current resume.

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

Section V. ATI - Test of Essential Academic Skills (TEAS) Entrance Exam

Test of Essential Academic Skills (ATI TEAS) test (paper and pencil version) covers Math, English, and Reading.

1. Candidate must meet a minimum adjusted individual score in all three sections as identified below on the ATI TEAS exam.

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

2. Testing must be completed within two years of the program start date.
3. Candidates who have taken the TEAS at another institution, or official testing center must have exam results sent to the STI Admission office at admission@stitech.edu

TEAS Entrance Exam at STI

TEAS exams maybe offered at STI. Please check the website for scheduled testing dates, www.stitech.edu. Applicants are eligible to test at STI twice within the two-year period prior to the program start date. ATI TEAS Entrance Exam results will not be processed without an ATI ID number. In order to obtain an ATI ID number visit www.atitesting.com. Application/testing fee are non-refundable.

1. Entrance exams are given at STI, 250 Foundry Street, South Easton, MA 02375. Students are required to arrive at STI fifteen (15) minutes prior to the start of testing.
2. No personal belongings will be permitted into the designated testing rooms including cell phones.
3. No student will be admitted to the testing area once testing has begun.
4. The TEAS test takes approximately 3 hours. Once a candidate has entered the building and registered, they are not permitted to exit the building until the ATI TEAS exam has ended.

Section VI. Selection Process

Applications are reviewed and evaluated using the following criteria:

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

Applications will be reviewed according to the criteria contained in this admission policy. All candidates will be notified of the admission decision. 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 VII. Enrollment Process

Upon acceptance 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). The STI Practical Nurse Program requires a CORI inquiry as part of the admission process into the Practical Nurse program. All clinical facilities reserve the right to conduct an additional CORI on practical nurse students. 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 Medical Requirements for Health Career Programs Form and a physical exam within the past year.
 - b) Negative Mantoux test that will not expire before the end of the school year or if the Mantoux is positive then health care provider documentation of a chest x-ray within a year confirming no active tuberculosis is required.
 - c) Tetanus, Diphtheria, Pertussis (Tdap) immunization within 10 years.
 - d) Measles, Mumps, and Rubella titer indicating immunity. If titer is negative, then a repeat vaccine series that produces a positive titer.
 - 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. If titer is negative, then a repeat vaccine series that produces a positive titer.
 - g) Annual influenza vaccine.
4. Proof of In-District Residence Form: Form must be completed, signed, and stamped by October 1. (Tuition is calculated based on residence on October 1 in the initial year of attendance).
5. Proof of Health Insurance
6. Educational Purpose Form
7. Emergency Contact Form

Transfer Policy from Other Nursing Schools

See Transfer Policy.

Practical Nurse Readmission Policy

The Readmission Policy for the Practical Nurse Program is established to provide a fair and consistent process for students seeking readmission after withdrawal or failure. This policy aims to support student success while maintaining program integrity and standards.

1. Reapplication Process for Students Who Withdrew from First-Semester Courses:

- Students returning after withdrawing or failing first-semester courses must reapply through the STI Practical Nurse Admission process, adhering to the current Admission Policy and catalog requirements.

2. Reapplication Process for Students Who Withdrew from Second-Semester Courses:

- Students seeking readmission after withdrawing or failing second-semester courses must:
 - Complete a readmission form, stating their intent to return.
 - Achieve a minimum score of 75% on a Fundamentals competency test, with only one attempt permitted.
 - Returning students must participate in a clinical skills review. Students will meet with the Program Director to discuss and participate in an individualized remediation plan.

3. Limitations and Conditions:

- Acceptance will be contingent upon available space in the desired term.
- Students are eligible for readmission to the Practical Nurse program only once.
- Students must re-enter the program within two years of their last date of attendance.
- Students may not reapply if they were dismissed or withdrawn due to clinically unsafe practices/behavior or violations of the STI Code of Conduct.
- Students must have a zero balance in their student account in order to reapply

250-350 Hour Programs Admissions Policy and Process

This policy applies to the Culinary Arts and Metal Fabrication and Joining Technologies programs.

Section I. Introduction:

Programs at Southeastern Technical Institute are rigorous and prepare learners to meet the challenges of their selected career and industry. In order to meet program rigor and outcomes, applicants must apply for selective admission to the Southeastern Technical Institute program. Southeastern Technical Institute offers short term training programs that are designed to provide students with the skills they need to enter the workforce. These programs are often between 250-350 hours and include Culinary Arts and Metal Fabrication and Joining Technologies.

Section II. Equal Education Opportunity:

Chapter 282 of the Acts of 1993, General Laws Chapter 76, Section 5 now includes the following provision: 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, gender identity, 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, gender identity, religion, national origin, age, sexual orientation, disability, or housing status 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.

Information on limited English proficiency and/or disability submitted voluntarily by the applicant for the purpose of receiving assistance and accommodations during the entire application and admission process will not affect the applicant's admission to the vocational technical education programs.

Section III. Eligibility:

1. Candidates from any town or state are eligible to apply to STI programs at www.stitech.edu.
2. Candidates participating through CTI grants may have to meet additional eligibility requirements regarding residency, employment status, and income level as defined by the Commonwealth of Massachusetts and the MassHire Workforce Boards and Career Centers.
3. Satisfactory C.O.R.I. (Criminal Offense Record Information)

Section IV. Organizational Structure

Southeastern Technical Institute is a public post-secondary technical school located in South Easton, Massachusetts. Southeastern Technical Institute is a member of the Southeastern Regional School District and is accredited by the Council on Occupational Education. The mission statement of Southeastern Technical Institute is to transform students into lifelong learners, and transition graduates into entry level positions within their career field.

It is the responsibility of the Director of the Technical Institute to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with the admission policy. The Director of the Technical Institute reports to the Southeastern Regional School District Superintendent of Schools.

The Director of the Technical Institute is responsible for the admissions policies and procedures, including:

1. Determination of standards for admission
2. Development and implementation of admission procedures
3. Processing of applications
4. Ranking of students
5. Acceptance of students according to the procedure and criteria in the admission policy
6. Establishment and maintenance of a waiting list of acceptable candidates

Section V. Recruitment Process

1. Southeastern Technical Institute disseminates information about each program through a variety of methods:
2. Conducts Southeastern Technical Institute open houses throughout the year.
3. Southeastern Technical Institute course catalog and individual program brochures are distributed to local career and trade centers, high school guidance departments, and at college and career fairs. STI works closely with MassHire Workforce Boards and Career Centers, students may have completed an application process through these agencies prior to beginning the STI application.
4. The school website is updated frequently. Prospective applicants may obtain information on the STI website at www.stitech.edu.

Section VI. Application Process:

All candidates interested in applying for admissions must complete an application online at www.stitech.edu.

1. Upon receipt of the completed application candidates will be contacted to schedule a WorkKeys® Assessment. Admission to the program is not dependent on the results of the WorkKeys® Assessment, but rather is provided as a tool to inform a candidate's decision regarding their compatibility to the career field.
2. Admissions examinations are given in person at Southeastern Technical Institute 250 Foundry Street, South Easton, MA 02375.
3. Candidates should allow approximately 90 minutes for the testing process, but no more than three hours will be allowed to complete the exam
4. An interview with the Director of the Technical Institute, or a designee will be scheduled.
5. Applications that remain incomplete for more than 60 days will not be reviewed and not included in the admissions process.

Section VII. Selection Process:

All applicants for the Southeastern Technical Institute's 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 for a maximum total score of 42 points, using the following criteria:

Written Responses	Maximum of 6 points
Work / Life Experience	Maximum of 4 points
Interview Responses	Maximum of 32 points
Letter of Reference	Required – 0 points

All candidates will be notified of the admission decision by email. Candidates may be accepted, not accepted, or deferred. Candidates whose applications are deferred will be reviewed one month prior to the start of the program.

Once the 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.

Section VIII. Review and Appeal Process

The applicant, upon receipt of notification from Southeastern Technical Institute indicating that the applicant was not accepted or was placed on a wait list for admission, may submit a written request for review of the decision to Director of the Technical Institute. The Director of the Technical Institute will respond in writing to the letter with the findings of the review within thirty days.

Section IX. Program Admission

Upon acceptance, the candidate must complete the following for admission into the program:

1. Signed enrollment agreement.
2. Completion of additional enrollment documents that may be required by agencies or organizations that are providing funding for student tuition.
3. Satisfactory C.O.R.I. (Criminal Offense Record Information) all students entering and continuing in a program are subject to CORI review.
Note that final admission may be contingent upon satisfactory results of Criminal Offender Record Information (CORI) if 18 years or older.
4. 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 specific program requirements.
5. Proof of Health Insurance.
6. Emergency Contact Information.

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.

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 emphasized. 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 three separate radiology suites, 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 up to 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 Board Exam (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 by the Massachusetts Board of Registration in Dentistry.

Admission Policy

Refer to the STI General Admission Policy found on page 39 for specific admission information, process, and details.

Admissions Criteria

1. Completed application along with a 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	\$880
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 break is included in the program daily hours.) There are two semesters per academic year. In mid-March, the students begin clinical externships Tuesday through Friday. Clinical externship hours are usually 9:00 a.m. to 4:00 p.m. Externship times may vary.

Program Details

Work or exams, 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 10-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 clock 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
Pass	P	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
Fundamentals of Dental Assisting Lab I	1DAT01	45
Dental Science I	1DAT02	75
Chairside Lab I	1DAT03	45
Dental Radiology I with Lab	1DAT04	75
Computers for Dental Assistants	1DAT07	30
Infection Control I	1DAT08	30
Dental Practice Management I	1DAT09	30
Dental Materials with Lab	1DAT10	110
SEMESTER II - Spring		
Dental Practice Management II	2DAT09	30
Dental Science II	2DAT02	70
Chairside Lab II	2DAT03	40
Dental Radiology II with Lab	2DAT04	70
Expanded Functions with Lab	2DAT10	45
Infection Control II	2DAT08	30
Career Readiness	2DAT11	10
Clinical Externship	2DAC01	327

Dental Assisting Course Descriptions

Semester I – Fall

FUNDAMENTALS OF DENTAL ASSISTING LAB I #1DAT01 45 hours

Fundamentals of Dental Assisting Lab is a performance based course with foundation knowledge lectures. Dental assisting skills presented in this section include; hand hygiene, ergonomic positioning, greeting and seating patients, lab safety, selection, donning and doffing of personal protective equipment (PPE), selection and implementation of chairside barriers, maintenance of dental units, instrumentation sterilization, surface disinfection, syringe assembly, Tofflemire/matrix band assembly and application, hand piece and rotary instrument care, and manipulation of dental cements.

DENTAL SCIENCE I #1DAT02 75 hours

The Dental Science I course is designed for the student to gain an in-depth knowledge of dental terminology and oral anatomy including the pediatric, mixed, and adult dentitions, diagnosis and dental charting, tooth morphology, caries and periodontal disease. This course includes 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 45 hours

Chairside Lab I is a performance-based course to provide students with comprehensive knowledge and hands-on skills necessary to excel as dental assistants in a clinical setting. This course focuses specifically on the chairside aspect of dental assisting, where students will learn to assist dentists during various dental procedures. Under the guidance of experienced instructors, students will practice essential chairside skills such as four-handed dentistry and the clinical application of dental materials. The course includes foundation knowledge of the restorative and esthetic dental materials and techniques of procedures including etching and bonding agents, the dental dam, amalgam, and composite procedures.

DENTAL RADIOLOGY with LAB #1DAT04 75 hours

Dental Radiology I with Lab is an introductory course designed to provide students with the fundamental knowledge and skills necessary for dental radiography. The course combines theoretical instruction with hands-on laboratory experience to ensure a comprehensive understanding of high-quality dental imaging techniques, radiation safety, and interpretation of radiographic images. The theory behind various radiographic techniques, including paralleling, bisecting angle, and occlusal techniques, are taught in detail and practically applied in the lab. In addition, students will learn how to interpret and evaluate dental radiographs while recognizing and correcting errors in radiographic technique and positioning. Studies include digital radiography, cone beam computed tomography (CBCT), normal anatomical structures and landmarks seen on radiographs. At the completion of the course, the student will be able to expose and interpret diagnostically acceptable images on a dental radiology mannequin utilizing the principles presented.

DENTAL MATERIALS with LAB #1DAT10 110 Hours

The Dental Materials with Lab course is designed to provide dental assisting students with in-depth knowledge and hands-on experience in the properties, composition, manipulation, and application of different dental materials commonly used in dental procedures. They will develop essential skills in the selection, handling, and proper use of dental materials to ensure optimal patient care and treatment outcomes. The course will cover a wide range of dental materials, including impression materials, gypsum products, dental cements, dental waxes, dental alloys, composite resins, and more. Students will become proficient in identifying, mixing, and preparing these materials, as well as understanding their specific indications and contraindications in clinical settings. An emphasis is placed on learning how

to take accurate impressions both traditionally and digitally, pour and trim study models, fabricate custom trays, manipulate dental waxes for various applications, and perform other laboratory procedures commonly encountered in dental assisting. In addition to practical skills, the course will emphasize the importance of infection control, proper storage and disposal, safety protocols, and ethical considerations associated with dental materials handling. The dental materials lab sessions will be conducted under the guidance of experienced dental assisting instructors who will provide demonstrations, step-by-step instructions, and individualized feedback to ensure proper technique and understanding.

COMPUTERS FOR DENTAL ASSISTANTS #1DAT07 30 hours

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

Infection Control I is designed to provide students with comprehensive knowledge and practical skills in infection control procedures within a dental setting. This course is taught at an in-depth level and emphasizes the importance of preventing the transmission of infectious diseases. 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 workers are covered. The latest infection control guidelines, protocols, and best practices established by the CDC, OSHA, ADA, and OSAP are core components of this course.

DENTAL PRACTICE MANAGEMENT I #1DAT09 30 hours

The Dental Practice Management I course is designed to provide the knowledge and skills necessary for effective management of dental practices. The course covers various aspects of practice administration such as information management and security, scheduling, recall systems, and patient communication to equip dental professionals with the necessary tools for a successful and efficient dental practice.

Semester II – Spring

EXPANDED FUNCTIONS with LABORATORY #2DAT10 45 hours

Expanded Functions with Laboratory is a performance based course which covers the additional delegable dental duties not covered in Chairside, Fundamentals, and Dental Materials Laboratories. The course combines theoretical instruction with extensive hands-on laboratory practice to ensure students develop the necessary skills to perform expanded functions under the supervision of a dentist.

Prerequisite: Fundamentals of Dental Assisting Lab, Dental Materials with Lab, and Chairside Lab I

DENTAL PRACTICE MANAGEMENT II #2DAT09 30 hours

This second semester course is a continuation of Dental Practice Management I and focuses on the financial aspects of the dental practice. Students will continue to use cloud-based dental office management software. 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 referring practitioners.

Prerequisite: Dental Practice Management I

DENTAL SCIENCE II #2DAT02 70 hours

Dental Science II provides instruction in dental specialties, which include oral surgery, orthodontics, endodontics, periodontics, and implantology. Oral pathology, pharmacology, nutrition and medical emergencies will also be covered.

Dental charting instruction and practice is built upon charting skills acquired in Dental Science I, including dictation, periodontal charting, pediatric charting, and reinforcing electronic charting.

Pre-requisite: Dental Science I

CHAIRSIDE LAB II

#2DAT03

40 hours

This course is a continuation of Chairside Laboratory I, and teaches students the techniques used at chairside for four handed dentistry concentrating on the dental specialties. Students utilize the skills mastered in Chairside Lab I to complete hands-on procedures in oral surgery, endodontics, periodontics, orthodontics, and fixed prosthesis. 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 LAB II

#2DAT04

70 hours

This course is a continuation of Dental Radiology I with Lab. During the course, emphasis will be placed on the basic principles of radiation physics and biology, including the nature of X-rays, their production, and their interactions with matter ensuring that students understand and adhere to the best practices in radiation hygiene. Students will develop the ability to identify common pathological conditions, such as dental caries, periodontal disease, and dental anomalies. Extraoral imaging and localization techniques will be covered. Prior to Clinical Externship, students must apply their skills in a clinical setting and contribute to providing accurate and effective patient care by completing at least two full mouth series on live patients.

Prerequisite: Dental Radiology with Lab

INFECTION CONTROL II

#2DAT08

30 hours

In Infection Control II an 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, and oral and respiratory disease prevention. Prerequisite: Infection Control I

CAREER READINESS

#2DAT11

10 hours

The course will provide practical guidance on crafting a compelling resume and cover letter to effectively showcase a student's qualifications and capture the attention of potential employers. Topics include but are not limited to resume writing skills, cover letters, developing a professional reference page, interview preparation, and thank you letters. Additionally, the course covers developing a proactive job search strategy as well as how to use outside resources to plan a job search, and how social media affects the hiring process.

CLINICAL EXTERNSHIP

#2DAC01

327 hours

This course allows the student to experience the chairside activities and the varied duties of a Certified Dental Assistant, while further refining clinical skills for future employment. Students are required to complete a 300-hour clinical experience where they will apply their academic knowledge, enhance their clinical skills, and develop a deeper understanding of the responsibilities, challenges, and rewards of the dental profession. Clinical placements are within local dental offices and clinics in general, pediatric, and specialty areas of dentistry. Students are required to complete all assigned clinical hours, written assignments, and clinical seminars.

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. There are two options for the Medical Assisting Program at STI; an accelerated nine-month, day program which begins every fall semester or a part-time evening program which begins in the spring semester. The Medical Assisting Program teaches the skills and theory of both the administrative and clinical components of the medical assisting position. This allows the STI Medical Assistant graduate 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.

Medical Assistants possess gross and fine motor skills. They occasionally sit, bend, or kneel. They may lift or move up to 25 pounds. They possess specific vision capabilities that include up close, distance, color, and peripheral vision as well as depth perception and the ability to adjust focus.

Occupational risks include:

- exposure to infectious diseases,
- sharps injuries,
- bloodborne pathogens and biological hazards,
- risks from lifting, sitting, and repetitive tasks,
- latex allergies

Goals and Objectives:

Goal #1

To provide a high quality and educationally sound medical assisting curriculum that includes all components of the following:

- *Commission on Accreditation of Allied Health Education Programs (CAAHEP) curriculum standards*
- *Medical Assisting Education Review Board (MAERB) accreditation standards*
- *American Association of Medical Assistants (AAMA) certification exam*
- Vocational Technical Education Frameworks

Program Objectives:

- Faculty will align curriculum to correlate with state, national, and industry standards on an annual basis.
- Curriculum will be constructed so that it is scaffolded, both horizontally and vertically, within didactic and laboratory courses.
- Students will be prepared to meet state and national credentialing standards.

Goal #2

To prepare competent entry level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. To utilize active learning opportunities throughout the curriculum.

Program Objectives:

- Students will develop hands-on, entry-level skills that align with industry standards.
- Students will have multiple opportunities to apply the learning experiences in didactic courses, laboratory skills, and clinical externship to gain proficiency in medical assisting concepts and skills.
- Students will have the opportunity to apply medical assisting skills and knowledge in a variety of ambulatory care facilities.

Goal #3

To ensure students are prepared for the CMA(AAMA) examination to become a Certified Medical Assistant.

Program Objectives:

- Formative and summative assessments will be aligned within each course to ensure student proficiency.
- Multiple assessment methodologies will be utilized to aid in student preparation for the national board exam.
- Students will be required to sit for the national board exam while still enrolled in the program.

Goal #4

To prepare students for employment as medical assistants through the development of employability and career readiness skills, while emphasizing professional and ethical standards.

Program Objectives:

- Students will develop the career readiness and job search skills necessary to obtain and maintain employment.
- Students will be prepared to become ethical and professional members of the healthcare industry.
- Students will be assisted and encouraged to obtain an entry level position within an ambulatory care facility.

Goal #5

To foster professional growth and development of faculty, by mentoring and supporting them through the Massachusetts Vocational Teacher Licensure process, as well as encouraging life-long learning activities through ongoing professional development.

Program Objectives:

- Faculty will work with their supervisor to create yearly goals, provide and receive input on job performance, and will be evaluated annually.
- Faculty will have the opportunity to participate in professional development activities.
- Faculty will be supported by both administration and their peers to develop and expand educationally sound practices and to foster professional growth throughout their educational career.

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. Overall, the five-year aggregate for 2016-2020 saw job placement rates at 94.7% and 100% employer and graduate satisfaction.

Commission on Accreditation of Allied Health Education Programs
 9355-113th Street North, #7709
 Seminole, FL 33775-7709
 Phone: 727-210-2530
 www.caahep.org

Admission Policy

Refer to the STI General Admission Policy found on page 39 for specific admission information, process, and details.

Admissions Criteria

1. Completed application along with a 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	\$900
Program/Student Fees	\$970
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 full-time 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.

The part-time Medical Assisting Program enrolls in January. This option involves 3 classroom nights and 5 hours of hybrid work per week and a maximum of 18 months. The curriculum in evening option is identical to the full time day option.

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 clock 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
Pass	P	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	COURSE #	HOURS
MA Lab and Theory I	1MAT01, 1EMAT01	160
Anatomy and Associated Terminology I	1MAT02, 1EMAT02	60
Pharmacology I	1MAT03, 1EMAT03	60
Math for Pharmacology	1MAT04, 1EMAT04	30
Medical Office Management	1MAT05, 1EMAT05	60
Computer Applications for Medical Office	1MAT06, 1EMAT06	30
Communications for Medical Assistants I	1MAT07, 1EMAT07	30
SEMESTER II		
MA Lab and Theory II	2MAT01, 2EMAT01	179
Anatomy and Associated Terminology II	2MAT02, 2EMAT02	30
Pharmacology II	2MAT03, 2EMAT03	30
Billing and Coding	2MAT05, 2EMAT05	45
Communications for Medical Assistants II	2MAT07, 2EMAT07	45
Clinical Externship	2MAC01, 2EMAC01	240

**Course numbers with MA are the full-time day program and course numbers with EMA are the part-time evening program.*

Medical Assisting Course Descriptions

Semester I

MA LAB AND THEORY I

#1MAT01, 1EMAT01

160 hours

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, 1EMAT02

60 hours

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, 1EMAT03

60 hours

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, 1EMAT04

30 hours

Math for Pharmacology is a course designed to help students develop a foundation in mathematical concepts and their applications in pharmacology. This course teaches students basic math skills such as algebraic equations, fractions, decimals, percentages, ratios, and proportions. Additionally, students will learn how to apply these skills in a pharmacological context, such as calculating drug dosages.

MEDICAL OFFICE MANAGEMENT

#1MAT05, 1EMAT04

60 hours

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 I

#1MAT06, 1EMAT06

30 hours

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 skills and explore their use in a medical office environment.

COMMUNICATIONS FOR MEDICAL ASSISTANTS I**#1MAT07, 1EMAT07****30 hours**

This course will provide students with fundamental principles of effective communication in a healthcare setting. Students will develop the skills necessary to communicate effectively with patients, families, and other healthcare professionals. The course will cover verbal and nonverbal communication techniques, as well as the different factors that influence communication.

Semester II**MA LAB and THEORY II****#2MAT01, 2EMAT01****179hours**

This course is a continuation of Medical Assisting Theory and Lab I. Clinical skills introduced will include assisting with minor office procedures and assisting groups with special needs. In addition, topics in Laboratory specimen collection and Phlebotomy, Patient Education and Patient Assessment are discussed. The student will continue to study and assimilate information from previous chapters and integrate new skills and tasks related to body systems in Urology, Gastroenterology, Ophthalmology and Otolaryngology and the Reproductive system. Finally, students will study the mechanics and theory of medication administration and correlate this skill with Laboratory practice.

ANATOMY AND ASSOCIATED TERMINOLOGY II**#2MAT02, 2EMAT02****30 hours**

This course is a continuation of Anatomy and Associated Terminology I. The course will focus on the following body systems: Urinary, Gastrointestinal, Reproductive and Special Senses. Specialty terminology for Mental and Behavioral Health and Oncology terminology is also included. The general structure, meaning, origin and use of medical terms related to these body systems will be explored and practiced along with a continuation of the basic anatomical structure and function in each system

PHARMACOLOGY II**#2MAT03, 2EMAT03****30hours**

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, 2EMAT05****45 hours**

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 ICD10 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.

COMMUNICATIONS FOR MEDICAL ASSISTANTS II**#2MAT07, 2EMAT07****45 hours**

This course combines communication skills, career readiness skills, and medical transcription skills to prepare students to enter their new careers. The communication component of the course includes a focus on appropriate therapeutic responses to patients in addition to job readiness skills. The career readiness component includes learning about different career pathways, including the exploration of specialty offices and strategies for networking and job searching. Additionally, the course will cover topics such as resume and cover letter writing, interviewing skills, and professional etiquette.

The transcription component of the course focuses on developing the skills required to successfully interpret and transcribe dictation by physicians and other healthcare professionals into comprehensive healthcare records. This part of the course integrates medical terminology, anatomy and physiology, and pharmacology with the transcription of various medical reports. Upon completion of the medical transcription component of the course, students will be able to transcribe and interpret medical dictation accurately, maintain patient confidentiality, and adhere to ethical standards in the healthcare industry.

CLINICAL EXTERNSHIP**#2MAC01, 2EMAC01****240 hours**

Upon completion of all academic requirements and having attained a 70% or better in all coursework in the Medical Assisting 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. Externship times vary.

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.

Goal 1: To provide a high-quality practical nursing curriculum aligned with the Commonwealth of Massachusetts Board of Nursing 224 CMR 6.04 Standards for Nursing Education Program Approval.

Program Objectives:

- Nursing faculty will align curriculum within the guidelines of the Massachusetts Board of Registration in Nursing using the Board Regulation 244 CMR 6.04: Standards for Nursing Education Program.

- Curriculum will be developed and implemented using the strategies of sensory, graphic, and interactive learning application.
- Students will be prepared to pass the NCLEX-PN exam successfully on the first attempt.

Goal 2: To provide active, hands-on, and high-fidelity simulated learning opportunities throughout the curriculum that allow nursing students to develop proficiency through the application of nursing theory and competency skills.

Program Objectives:

- Students will demonstrate an understanding of nursing theory with application within their didactic and laboratory setting.
- Students will have multiple learning opportunities to master and apply their learned theory and skills within simulation and clinical settings.
- Students will demonstrate competency in their application of skills and theory within the simulation and clinical settings.

Goal 3: To ensure students are prepared for the National Council Licensure examination for Practical Nurses (NCLEX-PN) Exam.

Program Objectives:

- Formative and summative assessments will be aligned within each course to ensure student proficiency and competency.
- Diverse assessment methodologies will be utilized to assure students comprehension and application.
- Students will be prepared to take the NCLEX-PN state board exam.

Goal 4: To prepare students for employment through the development of employability and career readiness skills, while emphasizing professional and ethical standards.

Program Objectives:

- Students will develop the career readiness and job search skills necessary to obtain and maintain employment.
- Students will be prepared to become ethical and professional members of the healthcare industry.
- Students will be assisted and encouraged to obtain a Practical Nurse position within a healthcare environment.

Goal 5: To foster professional growth and development of faculty, by mentoring and supporting them through the Massachusetts Vocational Teacher Licensure process, as well as encouraging lifelong learning activities through ongoing professional development.

Program Objectives:

- Faculty will work with their supervisor to create yearly goals, provide and receive input on job performance, and will be evaluated annually.
- Faculty will have the opportunity to participate in professional development activities and maintain required Continuing Education Units (CEU).
- Faculty will be supported by both administration and their peers to develop and expand educationally sound practices and to foster professional growth throughout their educational career.

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

Admission Policy

Refer to the Practical Nurse Program Admission Policy found on page 43 for specific admission information, process, and details.

Graduation Policy

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

1. Achieved a 75% final grade in all academic courses and a passing grade (P) in all clinical courses.
2. Completed all program course work.
4. Completed all obligations including exit survey with the Office of Financial Aid, if applicable.
5. Completed NCLEX-PN review course.
6. Fulfilled all financial obligations to the school.
7. Participated in Program surveys.
8. Met any other Program and STI requirement for graduation.

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's 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 PN Program at STI has articulation agreements with Massasoit Community College ADN Program, Brockton, MA, and with Bristol Community College ADN Program, Fall River, MA. Therefore, a graduate of STI PN Program 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 and faculty are 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

September – June

Monday – Friday

8:00 – 2:10 p.m. classroom

7:00 – 3:30 p.m. clinical

*Hours may vary in May and June

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 September of the even-numbered years.

Schedule

Program begins in September of even numbered years

September – June, September - June

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	\$1,600
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 grade points (GP) by clock hours for each subject grade.

Divide the sum of the grade points (GP) by the sum of the clock hours.

Grade	GP		Clock Hours	Total GPA
A	4.0	X	40	160
B+	3.30	X	20	66
B	3.0	X	30	90
C	2.0	X	15	30
			Total 105	Total 346
	$346 \div 105$	=	3.3 GPA	

Day and Evening Program Plan

TERM I	COURSE #	HOURS
Integrated Science	1DNT01, 1ENT01	75
Human Growth, Development and Behavior	1DNT02, 1ENT02	45
Introduction to Pharmacology	1DNT03, 1ENT03	30
Fundamentals of Nursing	1DNT04, 1ENT04	180
Clinical Practice I	1DNC01, 1ENC01	100
TERM II		
Nursing Care of Child, Adult, and Aged	2DNT05, 2ENT05	160
Clinical Practice II	2DNC02, 2ENC02	270
TERM III		
Advanced Concepts of Practical Nursing	3DNT06, 3ENT06	50
Clinical Practice III	3DNC03, 3ENC03	170

Day and Evening Course Descriptions

Term I

INTEGRATED SCIENCE

#1DNT01, 1ENT01 75 hours

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

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

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 180 hours

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

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 160 hours**

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

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 50 hours**

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 growth and development are applied in family centered health teaching. The course includes discussion of common professional issues focus 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

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.

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

Admission Policy

Refer to the STI General Admission Policy found on page 39 for specific admission information, process, and details.

Admissions Criteria

The Electricity program adheres to the General Admission policy found on page 37 and requires:

1. Completed application along with a 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	\$340
Program/Student Fees	\$1,875
Uniforms/Equipment	\$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.

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 clock 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
Pass	P	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
Electricity Theory I (Tier 1)	1ELT01	200
Safety	1ELT02	15
Electricity Applications I	1ELT08	220
Job Readiness	1ELT09	15
SEMESTER II – Fall		
Electricity Theory II (Tier 1)	2ELT01	145
Electricity Applications II	2ELT07	155

Electricity Course Descriptions

Semester I – Spring

Electricity Theory I (Tier 1)

#1ELT01

200 hours

This course covers the two modules required by the Electricity board to complete the first 150 hours of tier 1. Included in Module I is jobsite and electrical safety, introduction to the NEC and Process, DC/Alarm Theory and Basic Math. Module II covers Electrical Bonding and Grounding, Low Voltage Systems and Controls, Fire Warning and Security Systems, Design and Testing (NFPA 72).

In addition, students will learn about the fundamental circuits and how to correctly apply them. They will develop an understanding of the terminology used in the field. A focus is the development and interpretation of wiring diagrams, and understanding of the stock required and the development of the stock list for each project.

Safety

#1ELT02

15 hours

Students will be oriented to safe practices in the shop and with all equipment at tools. At the completion of this course, students will obtain the OSHA 10 certification.

Electricity Applications I

#1ELT08

220 hours

The project-based course provides students with the opportunity to apply theory to practice. 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 required of the National Electrical Code (NEC).

Job Readiness

#1ELT09

15 hours

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.

Semester II – Fall

Electricity Theory II (Tier 1)

#2ELT01

145 hours

This second semester course covers the requirements set by the Electricity board to complete the first tier. The two modules include: Module III includes NEC application of DC Theory, Massachusetts Electrical Code and Amendments (527 CMR 12.00) and Wiring Methods. Finally, Module IV covers Fiber, data and Communications Wiring Systems, MA Laws and regulations pertaining to electrical wiring, and conduct of technicians and apprentices including inspection requirements.

Electricity Applications II

#2ELT07

155 hours

This second semester project based course builds on previous learning. Students will learn the basics of installing electrical systems in commercial applications.

HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION

The Heating, Ventilation, 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.

After completion of this course, the graduate will be prepared to take the Massachusetts State Oil Burners License Examination and students will earn 75 hours towards their Sheet Metal Apprenticeship. Graduates will receive their OSHA 10 card, Hot Work Safety Program card, Section 608 EPA Certification, R410 Safety Certification and will have completed 500 hours in a refrigeration course towards the Massachusetts Refrigeration Technician Licensure.

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.

Admission Policy

Refer to the STI General Admission Policy found on page 39 for specific admission information, process, and details.

Admissions Criteria

1. Completed application along with a 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/\$14,000
Books	\$200
Program/Student Fees	\$1,875
Uniforms/Equipment	\$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.

Program Schedule

The HVAC Program is 35 weeks long that begins 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 clock 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
Pass	P	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

SEMESTER I – Spring	COURSE #	HOURS
Introduction to Computers	1ACT01	6
HVAC Safety/OSHA 10	1ACT10	14
Job Readiness	1ACT08	15
HVAC/R Foundation	1ACT11	370
SEMESTER II – Fall		
Practical Sheet Metal Work	2ACT01	75
HVAC/R 2 – Installation and Service of Gas, Oil, and Refrigeration Systems	2ACT11	180

HVAC Course Descriptions

Semester I – Spring

INTRODUCTION TO COMPUTERS #1ACT01 6 hours

This course provides students with an overview of the use of Chrome books in the HVAC program. Students will utilize Google Classroom as a Learning Management System, and become familiar with Google Docs and Google Sheets.

HVAC/R Foundations I: Pipe Joining and Electrical Applications and Introduction to Gas, Oil and Refrigeration Systems 1ACT11. 370 hours

HVAC/R I: Foundations is the introductory course covering HVAC/R systems and the foundational components. Students will learn basic electrical circuitry, safety protocols, Ohm's law, and how to read electrical meters. Key topics include series and parallel circuits, types of switches and controls used in the HVAC industry, and interpreting common electrical symbols and schematics. Additionally, students will develop an understanding of the Massachusetts Electrical Code as it relates to the HVAC industry.

The course also offers hands-on experience with piping skills essential to the HVAC industry. Students will practice torch safety, pipe cutting, pipe bending, pipe threading, making mechanical connections, soldering, and brazing. They will also be introduced to PEX tubing, PVC piping, and related connections.

Furthermore, students will learn the basic installation and service of industrial refrigeration systems, which are critical for keeping restaurant food products fresh, canned beverages cold, and grocery store produce and frozen goods at the proper temperatures.

This course prepares students for the EPA Section 608 examination by introducing them to the relevant EPA laws and regulations governing refrigerants, including their storage, disposal, and recovery methods.

JOB READINESS #1ACT08 15 hours

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.

HVAC SAFETY/OSHA 10 #1ACT10 14 hours

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.

Semester II – Fall

HVAC/R II: Installation and Service of Gas, Oil, and Refrigeration Systems #2ACT11 180 hours

Building on their foundational skills, students in this course will advance their knowledge and expertise. They will learn to set up and install systems, including a hydronic boiler, and construct the associated piping connections. This includes adding various safety valves, pumps, control valves, and accessories to the system. All systems will be tested, adjusted, and live-fired to meet state and local codes.

Students will learn the basic operating sequence for oil-fired heating equipment and identify and correctly use the tools and instruments for troubleshooting oil heating systems. Topics covered include nozzle replacement, electrode adjustment, ignition transformer checks, and setting pump pressure.

Additionally, students will explore how heat transfer occurs in a cooling system, gaining an understanding of the terms and concepts used in the refrigeration cycle. They will calculate temperature and pressure relationships at key points in the refrigeration cycle and use temperature and pressure measuring instruments to take readings. Students will also identify the major components of a cooling system and explain how each type works.

Using this knowledge, students will install a forced hot air heating system with a condensing unit, including the associated electrical, piping, and ductwork components.

PRACTICAL SHEET METAL WORK #2ACT01 75 hours

This course is an introduction to sheet metal in the Heating, Ventilation, Air Conditioning, and Refrigeration trade. Topics include the tools of the trade, safety practices, trade mathematics, as well as blueprints and drawings. 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.

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 receive their OSHA 10 Card and Hot Work Safety Program card. This program may not be utilized for any work hours towards licensure. Graduates of the program will have successfully completed Tier 1 (110 hours). 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 an additional 440 school hours in order to meet eligibility for the Massachusetts Board of State Examiners of Plumbers and Gas Fitters Journeyman licensure exam.

Admission Policy

Refer to the STI General Admission Policy found on page 39 for specific admission information, process, and details.

Admissions Criteria

1. Completed application along with a 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	\$310
Program/Student Fees	\$1,875
Uniforms/Equipment	\$200

*All expenses are subject to change.

Program Schedule

The Plumbing Program is 750 hours and 39 weeks long, beginning 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 clock 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
Pass	P	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

SEMESTER I – Fall

Tier 1a and Plumbing Theory I

Plumbing Applications I

COURSE # HOURS

1PLT02 150

1PLT10 140

SEMESTER II – Spring

Professional Practice

Tier 1b and Plumbing Theory II

Plumbing Applications II

Construction Drawing

2PLT01 14

2PLT06 166

2PLT08 236

2PLT07 44

Plumbing Course Descriptions

Semester I – Fall

Tier 1a and Plumbing Theory I

#1PLT02

150 hours

This course provides students with an understanding of basic Plumbing Theory. It includes and understanding of tools, materials, and joining methods used in the trade. Students will explore various types of water and gas distribution systems. The plumbing of residential and commercial buildings utilizing the Massachusetts State Plumbing Code will be introduced. Through this course students will complete the first half of the Massachusetts Plumbing Tier 1 course. 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.

Plumbing Applications I

#1PLT10

140 hours

Hands on skills are developed during this course. Students will learn the use of a variety of power and hand tools necessary to perform plumbing tasks. Students will be introduced to a variety of joining methods used in the plumbing trade. Several types of valves and devices will be introduced. At the completion of this course students will be able to recognize, identify, and discuss their use in the plumbing trade. 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.

Semester 2 - Spring

Professional Practice

#2PLT01

14 hours

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.

Tier 1b and Plumbing Theory II

#2PLT06

166 hours

A continuation of the first semester course students will deepen their understanding of basic Plumbing Theory. It includes and understanding of tools, materials, and joining methods used in the trade. Water and gas distribution systems are continued as well as the selection and requirements of various types of plumbing fixtures. The plumbing of residential and commercial buildings utilizing the Massachusetts State Plumbing Code will be covered. Through this course, students will complete the second half of the Massachusetts Plumbing Tier 1 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.

Plumbing Applications II

#2PLT08

236 hours

Hands on skills continue to develop through this second semester course. Students will correctly select and install plumbing fixtures. At the completion of this course students will be able to recognize, identify, and discuss their use in the plumbing trade.

Construction Drawing**#2PLT07****44 hours**

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.

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

Admission Policy

Refer to the STI General Admission Policy found on page 39 for specific admission information, process, and details.

Admissions Criteria

1. Completed application along with a 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	\$315
Program/Student Fees	\$1,645
Uniforms/Equipment	\$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.

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 clock 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
Pass	P	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
Hair Care Theory/Lab I	1CTT01	190
Cosmetology Related Science I	1CTT02	40
Skin Care Theory/Lab I	1CTT03	65
Nail Care Theory/Lab I	1CTT04	35
TRIMESTER II		
Hair Care Theory/Lab II	2CTT01	240
Nail Care Theory/Lab II	2CTT04	30
Cosmetology Related Business I	2CTT05	30
TRIMESTER III		
Hair Care Theory/Lab III	3CTT01	250
Skin Care Theory/Lab II	3CTT03	30
Nail Care Theory/Lab III	3CTT04	30
Cosmetology Related Science II	3CTT02	30
Cosmetology Related Business II	3CTT05	30

Cosmetology Course Descriptions

Trimester I

Hair Care Theory/Lab I

#1CTT01 190 hours

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 40 hours

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 65 hours

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 35 hours

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

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**

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**

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 250 hours**

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**

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**

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**

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**

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.

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 including our food truck, 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.

Candidates must be highly motivated and energetic to enter the fast paced and demanding culinary arts field. The program concludes with a 25-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: ServSafe Food Manager Certified, Food Allergen Certified, Food Truck Permitting and Safety Certified and they will receive their OSHA 10 card.

Admission Policy

Refer to the 250-350 Hour Programs Admission Policy found on page 47 for specific admission information, process, and details.

Admissions Criteria

Please refer to Admissions Policy and Process 250-300 Hour Programs.

Estimated Expenses

This program is funded through the Career Technical Initiative grant from the Commonwealth of Massachusetts. The program is available free of charge to those who qualify. Training stipends and paid externships are available. All expenses are subject to change.

Program Schedule

Summer Session: Monday – Thursday, 8:00am – 3:30pm, for seven weeks.

School Year Sessions: Monday – Thursday, 4:00 – 9:30pm, for ten weeks.

Program Details

Uniform: Students must wear closed toe rubber sole shoes.

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 clock 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
Pass	P	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

	COURSE #	HOURS
Cooking Skills I	1CAT01	190
Certifications	1CAT02	25
Nutrition/Menu Planning	1CAT03	10
Externship	1CAE01	25

Culinary Arts Course Descriptions

Cooking Skills I

#1CAT01 190 hours

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. Basic dessert and baking concepts as well as plate presentation and garnishing techniques.

Certifications

#1CAT02 25 hours

ServSafe Allergen, ServSafe Manager, Certification, OSHA, Food Truck Permitting

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

Nutrition / Menu Planning

#1CAT03 10 hours

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.

Externship

#1CAE01 24 hours

Students will work in the industry to gain real-world experience in the field.

Machine Tool Technology (Advanced Manufacturing) 900 hour

The Machine Tool Technology (Advanced Manufacturing) Program is designed to develop entry-level practical skills needed in advanced manufacturing. Students will learn how to work safely on a variety of machine tools that are used to manufacture a wide range of parts for industries such as Aerospace, Medical, Manufacturing and Automotive to name a few. The program includes resume building and career readiness, management and entrepreneurship as well as hands-on industry-based experiences through internship.

The 900-hour program is divided into three modules. Students can elect to attend one, two or all three modules, based on their desired skill level and the needs of the employer.

Graduates of the Machine Tool Technology (Advanced Manufacturing) Program will receive their OSHA 10 Card. Graduates are prepared to start as a Machinist Apprentice with skills to build upon that will offer good wages in a very sought-after field.

Program Objectives

Students will:

- Develop a familiarity with a wide variety of manufacturing processes.
- Apply fundamental principles and applications of setup and operation to a CNC Lathe and CNC Mill, including the reading, editing, and writing of CNC programs.
- Develop skill in the procedures and machining operations encountered in the machine shop.
- Obtain OSHA 10 certification as well as recognize proper safety and hazardous material management.
- Develop appropriate math and blueprint reading skills.

Admission Policy

Refer to the STI General Admission Policy found on page 39 for specific admission information, process, and details.

Admissions Criteria

1. Completed application along with a 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/\$9,000
Books	\$150
Program/Student Fees	\$1,350
Uniforms/Equipment	\$200

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

Program Schedule

The Machine Tool Technology (Advanced Manufacturing) Program is 900 hours and 10 months long, beginning every spring semester. This program is taught five (5) days per week, Monday through Friday from 9:00 a.m. – 3:30 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 clock 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
Pass	P	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.

Machine Tool Technology (Advanced Manufacturing) Program Plan

TRIMESTER I	COURSE #	HOURS
Principles of CNC Machining and Operations	1MTL01	235
OSHA	1MTT02	11
Related Science I	1MTT03	54
TRIMESTER II		
Principles of CNC Machining and Operations II	2MTL01	140
Career Readiness	2MTT02	25
Related Science II	2MTT03	135
TRIMESTER III		
Principles of CNC Machining and Operations III	3MTL01	190
Career Internship	3MTL02	90
Related Science III	3MTT03	90

Machine Tool Technology (Advanced Manufacturing) Course Descriptions

Trimester I

Principles of CNC Machining and Operations #1MTL01 235 hours

The basic concepts of manufacturing operations are introduced in this course. An introduction into computer numerical control (CNC) machines and the role of the machine operator are taught. Manual machining is explored as well including materials, quality, grinding and assembly. Proper operation and selection of instruments to properly care and maintain tools and gauges is covered along with fundamental principles of hand tools, drill sharpening and basic cutting theory.

OSHA #1MTT02 11 hours

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. Students will achieve their OSHA 10-Hour certification.

Related Science I #1MTT03 54 hours

Introductory instruction into technical math and computer applications related to manufacturing are incorporated into this course. Students will utilize algebra and geometry in reading blueprints, machining processes and techniques. Computer aided design (CAD) software/3D printing is also introduced in this course enabling students to draw basic 3D parts, import and make simple alterations.

Trimester II

Principles of CNC Machining and Operations II #2MTL01 140 hours

This course will further develop the student’s ability to setup and operate a CNC lathe and CNC mill. Reading and editing of CNC programs, maintenance of tool holders, tooling and work holding, and produce a production run of parts to the print tolerance. Students will write and troubleshoot programs for the mill and lathe through editing software and CNC control.

Career Readiness #2MTT02 25 hours

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 in their job search. This

course will also address some common job readiness skills such as cover letter preparation, resume preparation, and more.

Related Science II

#2MTT03 135 hours

Students will learn manufacturing quality control and be able to perform common inspection processes. Computer Aided Manufacturing (CAM) software is introduced for students to draw and import designs, select tools, setup speeds and editing through program software. Lean manufacturing concepts are taught to optimize efficiency and reduce waste. Robotics and automation theory in this course introduces the basic principles and concepts of automated systems and describes the tasks that technicians perform on the job.

Trimester III

Principles of CNC Machining and Operations III

#3MTL01 120 hours

This course will enable the CNC Machinist student exposure to basic macro programs, sub programs and 2 & 3 axis programming for lathe & mill. Advanced manufacturing through layout, bench work and job planning. Each student will design, program, and manufacture an assembly of machined parts.

Career Internship

#3MTL02 90 hours

This course is designed to provide students real-world experience within the advanced manufacturing industry. The student will be placed in an environment that helps them further develop their skills within the field.

Related Science III

#3MTT03 90 hours

This course is a continuation of the manufacturing environment. Students will be introduced to troubleshooting automated equipment like pneumatics, hydraulics, motors and controls. This portion of the course will also expand in multi axis machining operations through setup, programming and inspection.

Machine Tool Technology (Advanced Manufacturing) 300 Hour

The Machine Tool Technology (Advanced Manufacturing) 330 Hour Program is a grant funded program designed to develop basic practical skills needed to enter the field of advanced manufacturing. Students will learn how to work safely on a variety of machine tools that are used to manufacture a wide range of parts for industries such as Aerospace, Medical, Manufacturing and Automotive to name a few.

Graduates of the Machine Tool Technology (Advanced Manufacturing) Program will receive their OSHA 10 Card. Graduates are prepared to start as a Machinist Apprentice with skills to build upon that will offer good wages in a very sought-after field.

Program Objectives

Students will:

- Develop a familiarity with a wide variety of manufacturing processes.
- Apply fundamental principles and applications of setup and operation to a CNC Lathe and CNC Mill, including the reading, editing, and writing of CNC programs.
- Develop skill in the procedures and machining operations encountered in the machine shop.
- Obtain OSHA 10 certification as well as recognize proper safety and hazardous material management.
- Develop appropriate math and blueprint reading skills.

Admission Policy

Refer to the 250-350 Hour Programs Admission Policy found on page 47 for specific admission information, process, and details.

Admissions Criteria

Please refer to Admissions Policy and Process 250-300 Hour Programs.

Estimated Expenses

This program is funded through the Career Technical Initiative grant from the Commonwealth of Massachusetts. The program is available free of charge to those who qualify. Training stipends and paid externships are available. All expenses are subject to change.

Program Schedule

TBD.

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 clock hour as indicated below:

Numeric Grade	Alphabetic Grade	Grade Points
93 – 100	A	4.00
90 – 92	A-	3.70
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77 – 79	C+	2.30
73 – 76	C	2.00
70 – 72	C-	1.70
Less than 70	F	No Grade Points
Pass	P	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.

Machine Tool Technology (Advanced Manufacturing) 300 Hour Program Plan

TRIMESTER I	COURSE #	HOURS
Principles of CNC Machining and Operations	1MTL01	235
OSHA	1MTT02	11
Related Science I	1MTT03	54

Machine Tool Technology (Advanced Manufacturing) Course Descriptions

Principles of CNC Machining and Operations #1MTL01 235 hours

The basic concepts of manufacturing operations are introduced in this course. An introduction into computer numerical control (CNC) machines and the role of the machine operator are taught. Manual machining is explored as well including materials, quality, grinding and assembly. Proper operation and selection of instruments to properly care and maintain tools and gauges is covered along with fundamental principles of hand tools, drill sharpening and basic cutting theory.

OSHA #1MTT02 11 hours

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. Students will achieve their OSHA 10-Hour certification.

Related Science I #1MTT03 54 hours

Introductory instruction into technical math and computer applications related to manufacturing are incorporated into this course. Students will utilize algebra and geometry in reading blueprints, machining processes and techniques.

Computer aided design (CAD) software/3D printing is also introduced in this course enabling students to draw basic 3D parts, import and make simple alterations.

Metal Fabrication and Joining Technologies

Metal Fabrication and Joining Technologies is a 300-hour program designed to develop entry-level metal fabrication and welding skills. Students are prepared for an exciting career in construction, pipefitting, facility maintenance and more as a skilled welder. The program includes resume building and career readiness.

Graduates of the Metal Fabrication and Joining Technologies Program will receive their OSHA 10 card and Hot Work Safety Program card. Graduates are prepared to start as an entry-level welder with skills to build upon that will offer good wages in a very sought-after field.

Admission Policy

Refer to the 250-350 Hour Programs Admission Policy found on page 47 for specific admission information, process, and details.

Admissions Criteria

Please refer to Admissions Policy and Process 250-300 Hour Programs.

Estimated Expenses

This program is funded through the Career Technical Initiative grant from the Commonwealth of Massachusetts. The program is available free of charge to those who qualify. Training stipends and paid externships are available. All expenses are subject to change.

Program Schedule

The Metal Fabrication and Joining Program is 300 hours and 16 weeks long, enrolling each fall and spring semester (January and September). This program is taught four (4) evenings per week, Monday through Thursday from 4:30 p.m. – 9:30 p.m.

Program Details

Shop uniform consisting of jeans or work pants, t-shirt/sweatshirt, work 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 clock hour as indicated below:

Numeric Grade	Alphabetic Grade	Grade Points
93 – 100	A	4.00
90 – 92	A-	3.70
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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
Pass	P	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.

Metal Fabrication and Joining Technologies Program Plan

Module	1MJT01	HOURS
OSHA 10 Construction Safety Course		10
SMAW – Shielded Metal Arc Welding Practice		80
GMAW – Gas metal Arc Welding		75
GTAW – Gas Tungsten Arc Welding		75
Print Reading for Welders		45
Job Readiness		15

Metal Fabrication and Joining Technologies Module Descriptions #1MJT01

SMAW – Shielded Metal Arc Welding

80 hours

This course will focus on the basic skills needed to perform the stick welding process. Topics will include the 5 controllable factors of welding; C-L-A-M-S, electrode identification, power supply set-up, metal preparation, joint configurations, and welding safety. Students will utilize time in the welding lab performing the SMAW process in the 1F, 2F, 3F, 4F, 1G, 2G, 3G, and 4G positions using a variety of weld joint configurations on plain carbon steel. We will also use various electrode manipulation techniques to achieve desired results in a variety of welding positions.

OSHA 10 Construction Safety Course

10 hours

Utilizing CareerSafe’s online program, students will complete the OSHA 10 safety course basic modules AND the optional welding/hot work module. Students will receive a certificate and a wallet size card upon successful completion of the course work. Two 5-hour sessions will be dedicated to completing this course. If additional time is required students may come in early or complete the work at home.

GMAW – Gas Metal Arc Welding

75 hours

Classroom- Lecture time will focus on the use and types of shielding gases, electrode identification, consumable parts assembly and power supply set-up.

Lab- Students will utilize this time in the welding lab performing the GMAW process in the 1F, 2F, 3F, 4F, 1G, 2G, 3G, and 4G positions using a variety of weld joint configurations on plain carbon steel, stainless steel and aluminum. We will also use various electrode manipulation techniques to achieve desired results in a variety of welding positions.

GTAW – Gas Tungsten Arc Welding

75 hours

Classroom- Lecture time will focus on the use and types of shielding gases, electrode identification, filler metal selection, consumable parts assembly and power supply set-up.

Lab- Students will utilize this time in the welding lab performing the GTAW process in the 1F, 2F, 3F, 4F, 1G, 2G, 3G, and 4G positions using a variety of weld joint configurations on plain carbon steel, stainless steel and aluminum. We will also set up pipe joints in various positions to be welded and blended.

Print Reading for Welders

45 hours

This course will be broken into several essential modules

- A. The Alphabet of lines- Identification of line typed used on industry standard drawings and prints.
- B. Trade Math-
 - a. Adding, subtracting, multiplying and dividing whole numbers, fractions, and decimals.
 - b. Pythagorean Theorem,
 - c. Basic Geometry- Linear measure, area and volume of 2 and 3 dimensional objects.
- C. Drawing views- Orthographic projection, perspective view drawings and auxiliary drawings.
- D. Dimensioning- Linear, datum point and feature dimensioning will be studied.
- E. Welding Symbols- Welding symbols for fillet and groove type welds will be studied.

Job Readiness

15 hours

Students will search for jobs and will create a portfolio with their pictures from this course. 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.

PROGRAM ACCREDITATION AND APPROVAL

Southeastern Technical Institute is accredited by 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

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

The Cosmetology Program is approved by:
Commonwealth of Massachusetts, Division of Professional Licensure
Board of Registration of Cosmetology and Barbering
1000 Washington Street, Boston, Massachusetts 02118
Telephone: 617.727.9940, www.mass.gov

The Dental Assisting Program is accredited by:
American Dental Association
Commission on Dental Accreditation
211 East Chicago Avenue, Chicago, IL 60611
Telephone: 800.621.8099, 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

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
9355-113th Street North, #7709, Seminole, FL 33775-7709
Telephone: 727.210.2350, 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

This catalog is not intended to be a complete statement of all procedures, policies, rules, and regulations. STI reserves the right to change, without notice, the content in this document.