



# STAFFORD TECHNICAL CENTER

## Program Descriptions and Entry Requirements 2019-20

[www.staffordonline.org](http://www.staffordonline.org)

Stafford Technical Center (STC) operates a full day, flexible block schedule. This schedule allows juniors and seniors to complete a technical program in one year. Most students attend their technical program from 9:15 a.m. – 1:45 p.m. Most program schedules offer the opportunity for up to two to three academic credits (math, science, English, social studies, etc.) as well as up to four elective credits toward high school graduation. Some students take additional academic courses (e.g. algebra, chemistry) at STC, Rutland High School, or a local college to meet graduation or college entry requirements. Our schedule allows flexibility for serious students. Each Technical Program has embedded academic credit. Please speak with your Guidance Counselor about which credits are available.

The primary objective of our CTE programming is to provide each student with specific knowledge, skills, and theory to enable him/her to either obtain employment upon completion of the program and/or to pursue post-secondary education. All eligible second year students participate in a “Work-Based Learning Experience” (internship) related to their technical field during their program at STC. For successful students, this may evolve into a paid work (Co-op) position. **Industry credentials and/or licenses are affiliated with most programs.**

**College Connection:** Many STC programs qualify for dual enrollment or articulation agreement credits that award eligible student’s college credit for their STC program. Dual enrollment courses result in college transcripts and transferable credit. Articulation agreements require students to enroll in their post-secondary program after graduation before the credits will be listed on their college transcript.

Industry certifications and college credits are renewed annually and subject to change.

**APPLICATION PRIORITY DEADLINE IS DECEMBER 15TH**

### Admission Requirements:

- 1) Student Interview with program instructor
- 2) Potential for success in the career area/program chosen as indicated by meeting the recommended prerequisite skills/indicators of success for each program
- 3) Minimum of 11<sup>th</sup> grade status (10<sup>th</sup> grade status may be considered if they exhibit the skills and maturity necessary to be successful in the program) and on track for graduation
- 4) Good attendance (unless there are extenuating circumstances)
- 5) Ability to work both independently and in group situations
- 6) Ability and willingness to follow safety instructions
- 7) Respect for self, others, the community, and the learning process

**To aid in the enrollment process, Guidance Counselors must attach the following information in order for the application to be complete:**

1. Attendance records for the preceding school years
2. A transcript that indicates previous coursework and most recent report card
3. Credit Analysis – 4 year plan and/or student's PLP

All students agree to visit the program of his/her choice and meet with the instructor prior to acceptance. Once enrolled, the student, parent, and sending school agree to a **fifteen school day probationary period**. Within that period of time, a student may be asked by Stafford Technical Center or the sending school to withdraw. This will occur if it is determined that the student is not appropriate for the program or if the program is not appropriate for the student either academically or behaviorally. (This does not preclude students from being removed from Stafford Technical Center based upon standard disciplinary procedures.)

**Applying to a Stafford Program denotes agreement on the part of the student, parent and sending school that school admission requirements and the prerequisites for individual programs have been met or that a reasonable plan to meet the prerequisites has been developed with the Stafford Technical Center instructor and staff. For more information, contact us at 802-770-1050.**

### **AUTO BODY REPAIR**

This program focuses on analyzing and repairing structural and non-structural vehicle damage. Students gain experience in detailing, mechanical and electrical repair, frame straightening and panel replacement, plastics and adhesives, refinishing techniques and procedures, management and operation of a privately owned auto body business.

**Recommended Prerequisite(s):** an understanding of basic algebra and geometry as well as the ability to add, subtract, multiply, divide whole numbers, fractions, and decimals; basic customary and metric measuring skills; ability to perform physical labor on the job site and in classroom; competency with fine and gross motor skills, and attention to detail; ability to be self-directed.

**Reading Level of course materials:** Grade 10.6

**Certifications:** Axalta Paint Certification, Safety Practices SP2, SEMS Plastic Repair, ICar

**College Connections:** articulation agreement with Lincoln Technical Institute

### **AUTOMOTIVE TECHNOLOGY**

Students interested in cars should consider this program where they learn how to diagnose and repair vehicles. Stafford's well-equipped lab provides a valuable opportunity for hands-on learning. Here students develop entry level skills in the areas of engine performance, engine repair, electrical/electronics, brakes, suspension and steering, automatic transmissions/transaxles, standard transmissions and drive trains, and heating-ventilation-air conditioning (HVAC).

**Recommended Prerequisites:** add, subtract, multiply, divide whole numbers, fractions, and decimals; basic customary and metric measuring skills; Basic Algebra skills; ability to perform physical labor on the job site and in classroom; competency with fine and gross motor skills

**Reading Level of course materials:** Grade 11.8

**Certifications:** NATEF Certification

**College Connections:** articulation agreements with University of Northwestern Ohio, Lakes Region Community College, Universal Technical Institute, Lincoln Technical Institute and SUNY Canton

## **CONSTRUCTION TECHNOLOGY**

This program offers a strong introduction to the tools and techniques of the industry. Students learn to use hand and power tools safely and accurately, develop project-estimating skills and become familiar with contemporary building materials. Students build with panelization methods. Students gain practical experience from foundation to finish on and off-campus at Stafford's residential house project.

**Recommended Prerequisites:** add, subtract, multiply, divide whole numbers, fractions, and decimals; basic customary and metric measuring skills; ability to perform physical labor on the job site and in classroom; competency with fine and gross motor skills

**Reading Level of course materials:** Grade 10.3

**Certifications:** OSHA-10 Construction Safety Certification; American Heart Association Heartsaver® First Aid/CPR, NCCER Core Curriculum

**College Connections:** articulation agreement with New England Institute of Technology

## **COSMETOLOGY**

This program prepares students for a successful career in the cosmetology industry. Students enroll in the program for two academic years. During this concentrated instruction, students may accumulate 1,500 clock hours required to be eligible for the VT State Cosmetology Licensing Exam. Applied academics in the areas of business and finance, cosmetic chemistry, and language arts are an integral part of the program. Students that are currently a sophomore or junior are encouraged to apply.

**Recommended Prerequisites:** basic math skills – addition, subtraction, multiplication, division, geometric shapes, understanding angles; measuring skills (length and volume); competency with fine motor skills; strong hand-eye coordination skills; proficient in positive social/interpersonal skills; completed 10<sup>th</sup> grade; is at least 16 years old.

**Reading Level of course materials:** Grade 11.1

**Certifications:** 1,500 hours for VT State Cosmetology License

**College Connections:** dual enrollment with CCV

## **CULINARY ARTS**

In Culinary Arts students will be provided with a unique opportunity to explore and experience the skills, stamina and education associated with the industry. Students will gain knowledge and training through our on-site bakeshop and restaurant. Our laboratory features some of the newest electric, environmentally friendly technology that is currently available. Practical experiences will include: food safety and food sanitation, food preparation, pastry arts, purchasing, cost analysis, production, fabrication, knife skills, professionalism, marketing, nutrition, and other skills needed to operate a business. Good math skills and physical stamina are essential.

**Recommended Prerequisites:** basic math skills – addition, subtraction, multiplication, division of fractions; measuring skills (weight and volume); simple money math; competency with fine motor skills; ability to work as part of a team and independently; ability to thrive in a fast-paced, physical environment.

**Special Consideration:** Due to state competencies and regulations, this program works with food in all categories. Students with airborne food allergies should consider their ability to be a part of the program safely.

**Reading Level of class materials:** Grade 11.1

**Certifications:** Serv/Safe Certification

**College Connections:** accelerated status agreement with the New England Culinary Institute (NECI) and Culinary Institute of America; dual-enrollment with NECI

## **DIGITAL ARTS**

Digital Arts is a college bound course where students explore graphic design, web and game design, digital photography, illustration, computer animation and fine arts. Students create and communicate through hands-on project based learning. The class often functions as an advertising agency/production house creating materials for the school and local clients. Personal vision and individual artistic aesthetic are nurtured and encouraged, fostering student's investment in learning. The Digital Arts curriculum is based on freshman foundation courses at a college of art and design. The assignments will help students develop a strong portfolio of work for the college application and scholarship process.

**Special Requirement of all students:** all applicants must complete an additional essay requirement

**Recommended Prerequisites:** fine arts and computer applications classes; college preparatory coursework

**Reading Level of class materials:** Grade 10 - 13

**College Connections:** articulation agreements with Castleton University and Community College of Vermont; dual enrollment classes with CCV

**Essay Requirement for Digital Arts** - Please address the following in a 1-2 page essay:

Why do you want to enroll in the Digital Arts program at Stafford Technical Center? What are your career goals? Please describe any artistic and/or computer experience that you have (i.e. classes, extracurricular activities, hobbies, or influences).

Portfolios or examples of work are highly recommended. This could be a photocopy of a drawing or an address to a web page that you created. The instructor recommends that students write the essay after their interview for the program.

## **ELECTRICAL & PLUMBING**

The Electrical/Plumbing program will help students develop skills to enter their chosen career through VT Apprenticeship program or continue studies at the college level. The classroom experience is enhanced by on-site practical applications at the residential building project and other electrical or plumbing construction projects in the area. In addition, students have a "hands on" introduction to applications in Solar and Wind Renewable Energy, Energy Conservation, HVAC, Blueprint Reading, and Electrical/Plumbing/HVAC System Design.

**Recommended Prerequisites:** add, subtract, multiply, divide whole numbers; understand and work with fractions; basic customary and metric measuring skills; able to read a tape measure; ability to perform physical labor on the job site and in classroom; competency with fine and gross motor skills

**Reading Level of course materials:** Grade 13.3 (Electrical Wiring)

**Certifications:** OSHA Construction Safety Certification; can lead directly to VT Apprenticeship courses offered at Stafford; 400 hours practical experience toward apprenticeship

**College Connections:** articulation agreements with SUNY Delhi and Lincoln Technical Institute

## **ENGINEERING**

A firm grasp of Science, Technology, Engineering, and Mathematics is essential for success in today's highly skilled global economy. The Engineering Program incorporates advanced technologies through project-based learning. Through the nationally recognized **Project Lead the Way Pathway to Engineering program**, students will apply the design process and acquire strong teamwork communication, critical-thinking, and problem-solving skills. Students gain valuable experience working with fundamental engineering principles and applied physics, advanced manufacturing, 3D printing, laser cutting, robotics, and machine tools. The course of studies includes Introduction to Engineering Design, Computer Integrated Manufacturing, Principles of Engineering, Digital Electronics, and an engineering capstone project that incorporates all areas and challenges students to solve real world engineering problems.

**Recommended Prerequisites:** college preparatory coursework; Algebra 2 (or can take concurrently with STEM); able to work as part of a team; strong interpersonal skills; effective communication skills; proficient with technology. Sophomores are welcome, but recommended for juniors and seniors.

**Reading Level of course materials:** Grade 12

**Certifications:** Autodesk Inventor Certification, CPR, OSHA 10, Conover Workplace Readiness

**College Connections:** dual enrollment through New Hampshire Institute of Technology (up to 15 credits), articulation agreement with Rochester Institute of Technology (RIT)

## **HEALTH CAREERS**

Through a partnership with Castleton University, CCV, Southern Vermont Area Health Education Center and Rutland Regional Medical Center, and other partners, our Health Careers Academy provides an in-depth, two-year program, combining classroom learning with hands-on practice in a wide variety of health care environments.

**Year One:** This program explores the variety of health career choices with both hands-on and observational experiences. Students will learn career exploration, medical terminology, communication skills, anatomy and physiology, growth and development, medical math, CPR and the skills and knowledge necessary to prepare for the Licensed Nursing Assistant Exam.

**Year Two:** Students are selected for the second year of the program based on their first-year performance. Students will

focus on the health career of their choice by building on the skills and experiences gained from the first year's work. Students will spend ten (10) hours a week in the career of their choice, have a professional preceptor in the clinical sites, receive a stipend for the hours worked in their clinical setting and participate in a Capstone project which focuses on application of knowledge. Students may take up to six (6) college credits each semester at Castleton University or CCV, tuition free.

**Recommended Prerequisites:** basic Algebra; number sense; fractions and decimals; strong work ethic; ability to perform physical labor on the job site and in classroom; strong interpersonal skills; effective communication skills; **must have completed 10th grade**

**Reading Level of course materials:** Grade 9.0 - 11.5

**Certifications:** LNA Certification; American Heart Association HeartSaver® First Aid/CPR with AED for Healthcare Providers; and paid co-op

**College Connections:** 2nd year - dual enrollment with Castleton University and/or CCV

## **HUMAN SERVICES**

Students explore the physical, intellectual, emotional and social development throughout the life cycle. Students expand interpersonal skills, focus on communication issues and explore problem solving, leadership and teamwork skill building. Fieldwork includes service in the preschool lab and at various community agencies. Students learn to strengthen personal relationships and workplace skills.

**Special Requirement of all students:** due to the professional requirements in this field, all applicants must be able to satisfy the criminal records check required by the state Child Care Services Division

**Recommended Prerequisites:** basic math and number sense; ability to read and follow a recipe; strong interpersonal skills; effective communication skills.

**Reading Level of course materials:** Grade 9.2

**Certifications:** VT Child Care Industry and Careers Council; Fundamentals for Child Care; and paid co-op at STC Pre-school

**College Connections:** dual enrollment with CCV; articulation agreement with College of St. Joseph

## **LEADERSHIP & MARKETING (3<sup>rd</sup> year)**

The nature of business is changing. Students entering the 21<sup>st</sup> Century marketplace need a variety of academic, interpersonal, technical and business skills to be successful. This program builds on the technical and academic foundations covered in years one and two of a particular STC program. Students will learn to develop business plans, work with clients, manage resources and market a successful small business.

**Recommended Prerequisites:** successful completion of two years in the same STC program; add, subtract, multiply, divide whole numbers, fractions, and decimals; ability to work well with others; self-motivation; effective communication skills

**Reading Level of course materials:** Grade 12-14

**Certifications:** MoneySKILL Financial Literacy Certification

**College Connections:** dual enrollment with CCV

## **NATURAL RESOURCES & FORESTRY**

This program helps students interested in forestry and conservation gain skills, knowledge and experience while developing valuable relationships with industry professionals. Students will be involved in practical experiences related to the forest products industry, outdoor recreation, wildlife and fisheries science, soil and water quality analysis and conservation, heavy equipment operation, landscape installation and greenhouse management. The natural areas of western Vermont become the lab as students explore working forests, nature preserves and recreational areas, nurseries and farms, and processing facilities.

**Recommended Prerequisites:** add, subtract, multiply, divide whole numbers, fractions, and decimals; basic customary and metric measuring skills; basic understanding of area and volume vs. weight; able to read a tape measure; effective communication skills; strong work ethic; ability to perform physical labor on the job site and in classroom; competency with fine and gross motor skills

**Certifications:** Game of Logging; Wilderness First Aid; and OSHA Construction Safety Certification

**College Connections:** articulation agreements Paul Smith's College and Unity College; dual-enrollment with VTC

## **POWER MECHANICS & WELDING**

Students learn how to repair and service compact agricultural equipment. Students gain experience in the latest metal fabrication equipment, including plasma cutting, Oxy-Acetylene cutting, SMAW (Stick Metal Arc Welding).

**Recommended Prerequisites:** add, subtract, multiply, divide whole numbers, fractions, and decimals; basic customary and metric measuring skills; ability to perform physical labor on the job site and in classroom; competency with fine and gross motor skills; ability to read and comprehend course materials

**Reading Level of course materials:** Grade 13-14

**Certifications:** American Welding Society (AWS) Certification; OSHA Construction Safety Certification

**College Connections:** articulation agreement with Lincoln Technical Institute

## **PUBLIC SAFETY & CRIMINAL JUSTICE**

This program is designed for students interested in pursuing careers in the criminal justice system with an emphasis on what it takes to become a law enforcement officer. Students will examine law enforcement, the courts and corrections in addition to practicing crime scene investigation skills used by forensic investigators. Through hands on skill building, guest speakers, field trips and career exploration projects, students investigate the variety of career opportunities available to them in public safety and criminal justice while earning industry recognized credentials through the Federal Emergency Management Institute.

**Recommended Prerequisites:** able to perform customary measurement; ability to perform physical activities in a gym and during simulated scenarios; ability to work well with others; effective communication skills; commitment to avoid unlawful and delinquent behavior

**Reading Level of course materials:** Grade 10

**Certifications:** Incident Command Certification, SOLO Wilderness First Aid

**College Connections:** dual enrollment through CCV

## **VIDEO COMMUNICATIONS**

This course introduces students to careers that require visual storytelling such as a video journalist, camera operator, television/film producer, video editor and on-camera talent such as an actor or news reporter. Students film live video productions, produce short films and create commercials for community non-profits and other clients. Students also create news packages and commercials that are fed into a professional online television station called STCN - Stafford Technical Center Network or shown in the monthly "Stafford Report" school news show. Students get experience using professional High-Definition cameras, editing software, and audio devices, and working with clients in a variety of industries as a way to network and explore careers. Students who participate in this program get technical and workplace skills needed to seek further opportunities in college and in the professional world.

**Recommended Prerequisites:** proficient in grade level reading and writing standards; strong interpersonal skills; effective written and oral communication skills; ability to work as part of a team; comfortable using technology

**Reading Level of course materials:** Grade 10

## **Procedures for Appointment as a Second Year Student**

### **Criteria to be considered as a second year student:**

- Meet 90% of program competencies to achieve status of CTE Program Completer (VT AOE)
- passing all academic classes
- on-track for graduation
- positive recommendation from current technical program instructor
- good attendance
- self-motivated
- positive attitude/behavior
- proven proficiency in the transferable skills (3.0 or higher)
- Some select programs have additional criteria for students planning a second year in these programs. Specific information is available in the STC Guidance Office.

### **The Process for requesting a Second Year appointment:**

- ★ You and your sending school Guidance Counselor need to complete the application.
- ★ Complete the "Student Information Form" and submit it to the Stafford Technical Center Guidance Coordinator.
- ★ Request that your current Program Instructor complete a "Teacher Information Form". Your Instructor will fill out the form and give it directly to the Stafford Technical Center Guidance Coordinator.
- ★ For a student wishing to stay in the same Program Area, in all but a limited number of cases, the expectation is that you will participate in a Co-op/Work Experience. Students participating in a Co-op must be able and willing to represent Stafford Technical Center in a professional manner. Transportation to co-op/work experience is not provided by the technical center.
- ★ By staying for a second year you should be enhancing your personal career opportunities.

**For more information, contact 802-770-1050**

### **CONTINUOUS NOTICE of Non-discrimination**

The Stafford Technical Center is committed to ensuring a working and learning environment that is free from unlawful discrimination. No student or employee will be denied access to, excluded from participation in, denied the benefits of, or subjected to discrimination under any of the Center's educational programs or activities due to race, color, national origin, sex, disability, religion, sexual orientation, gender identity, age, and marital status.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Eloise McGarry, Director of Support Services  
6 Church Street  
Rutland, Vermont 05701

### **Administrative Procedure 1990-3221 Public Complaints:**

The following chain of command is provided for complaints. It is predicated upon the assumption, for the most efficient use of everyone's time that the best resolution of complaints is at the lowest possible level of the school district organization.

1. The citizen with a complaint should make every possible attempt to reconcile the complaint or difference of opinion at the teacher, department level, or school building level.
2. If no reasonable answer is obtained at the first step, the citizen may contact the next level supervisor in search of an amicable solution. The citizen shall have the right of appeal, finally to the Superintendent.
3. If no reasonable answer is provided for the complainant, the citizen should then bring the issue to the attention of the school board.



For more information about all of our programs visit us at

**[www.Staffordonline.org](http://www.Staffordonline.org)**

or call us at 770-1050