

# MINORITY CONTRACTORS COLLABORATION (MCC)

## Student Handbook



## Minority Contractors Collaboration Student

Hand Book 7/2018 Vol. 1

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## Introduction

Welcome to Minority Contractors Collaboration. We are excited about assisting you in meeting your career goals.

### Minority Contractors Collaboration Mission Statement:

MCC's mission is to give student the tools they need to learn how to live an alternative lifestyle, prioritizing the importance of eradicating poverty. Our goal is to help individuals gain life-transforming skills through vocational training.

#### I. Orientation Process:

##### A. *Application for MCC:*

Application for students must be filled out completely, and legible. For record-keeping purposes, your information will be kept on file for three (3) years.

##### B. *Two (2) form of I.D.:*

All applicants must have two (2) forms of I.D. to be copied. Identification must be either state I.D. or driver's license, Social Security card, or birth certificate. All I.D.'s must be valid.

##### C. *Resume:*

It is your responsibility to schedule a time for resume building and job search. If you do not keep your schedules appoint and your absence is unexcused, we reserve the right to reschedule you for another appointment.

#### II. Class Conduct and Behavior:

##### A. *Professionalism:*

Here at MCC, we host a professional environment and we expect all those participating in the training program to be professional as well. This means that you are to present yourself throughout the course in a professional manner. Always. Including, but not limited to, dress appropriation, conductive speech, and respect to fellow participants and instructors and staff. MCC holds the right to terminate any participant who does not follow the rules. These are attendance, aptitude, and attitude.

##### B. *Attendance:*

All absences will be received on a case-by-case basic. 3 approved absences trigger a probation period and can result in termination of the program.

Any two (2) consecutive unexcused absences will result in automatic termination of the program.

The number to call in absences is the office line (317) 991-3150. You must leave a voice message explaining the reason for your absence with MCC administration for it to be reviewed for approval.

**Any unexcused absence can result in termination of the program**

C.

*Attitude:*

All participants are to adhere to the following:

- i. Participants are to follow the instructions of the instructor. Participants should be ready learn and meet the expectations and responsibilities in the training.
- ii. No illegal drugs, concealed weapons, or alcohol.
- iii. Any of these violations could lead to the termination of the program. Cell phones and smoking are permitted in designated areas on break. Your instructor will inform you of where the designated area is located.

III. Aptitude:

A. *Sign-in sheet:*

All participants must sign in and sign out on time sheet. Time sheet must be written clean and legible in black ink.

B. *Books and Materials:*

Books and materials will be provided by MCC.

All participants are responsible for materials and books given to them and are to handle them with care.

C. *Test/Performance/Surveys:*

There is a test for every module given in the training. These training modules are tailored to the training course. Performance profiles are also recorded to ensure that participants are retaining information given in the training. It lets us know how we (MCC) are conducting proper training and helps us assist participants in meeting training requirements. This way we are sure to get the best results out of our participants.

D. *Completion of Course/Registered NCCER:*

You must pass with a score of 70% or higher, as well as complete the performance profile with a passing mark.

IV. Career Advancement

A. *Job Placement:*

Upon starting the program, we strategically connect each student with one of our community-based companies based on the student's current qualifications. Once application is completed, the coordinator will contact an employment partner to schedule and interview with the graduate participant. Participant should make it to the interview on time, once approved.

Upon hiring, participant should follow up with coordinator to ensure completion of records.

**We here at MCC wish to thank you and congratulate you for your determination towards a future of career success!**

This signature is an acknowledgment that you understand and comply with the contractual agreement per the Minority Contractors Collaboration Student Handbook.

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_