

CAREER ACADEMIES FOR HIGH SCHOOL STUDENTS



**PARENT/STUDENT
HANDBOOK**

COLLEGE OF
MARIN



CAREER AND TECHNICAL EDUCATION at College of Marin, in partnership with the Marin County Office of Education, is happy to offer Career Academies for high school students on our campuses. The aim of the Career Academies is threefold: to provide hands-on career experiences; offer opportunities to receive college units while in high school; and introduce high school students to a college setting (and to what all College of Marin has to offer!)

It is important to note that these Academies are college-level courses that have been tailored to a schedule that better accommodates high school students. Expectations will remain high and full attendance is required.



WHY CONSIDER A CAREER ACADEMY?

Career Academies provide exposure to – and a deeper understanding of – a variety of occupations. Students are exposed to the rigors of college through lecture, hands-on training, and expert speakers and panelists.

WHAT IS A CAREER PATHWAY?

A Career Pathway is a series of structured and connected education programs and support services that enable students to advance to jobs and high levels of education and training. Each step on a career pathway is designed to explicitly prepare students to progress to a career and/or further education.

Marin schools are committed to assisting students with career awareness and preparation. Marin is one of the few counties in California to offer a formal program that provides internships, job shadows, and career days to high school students. College of Marin builds on this by offering free dual enrollment courses for high school students. Many of these classes are articulated with high school classes (so students get both high school and college credits in selected high school courses).

MARIN HIGH SCHOOLS OFFER SEVERAL PATHWAY OPPORTUNITIES:

- Engineering Design
- Architecture
- Engineering Technology
- Environmental Engineering
- Biotechnology
- Medical Assisting
- Software & Systems Development
- Agri-Science
- Agri-Tourism
- Agri-Welding
- Agri-Mechanics

COLLEGE OF MARIN OFFERS THE FOLLOWING CAREER EDUCATION CERTIFICATES:

- Accounting
- Administration of Justice
- Automotive Collision Repair Technology
- Automotive Technology
- Business Administration
- Business Information Worker
- Computer Information Systems
- Court Reporting
- Dental Assisting
- Early Childhood Education
- Entrepreneurship & Small Business Management
- Environmental Landscaping
- Graphic Design (Multimedia Studies, Design)
- Hospitality Management
- Machine and Metals Technology
- Medical Assisting
- Multimedia Studies, Entertainment
- Real Estate
- Registered Nursing
- Web Design (Multimedia Studies, Authoring)

To obtain more information about each program, Career Pathway Sheets are available at cte.marin.edu.



WHAT IS A COLLEGE UNIT?

Some of the Career Academies allow students to earn college credits, or 'units'. A college unit is based on the length of a college course. Because the Career Academies are short-term, most offer 1 unit. This unit is recorded on the student's permanent college transcript.

Typically, students will need to take about 30 units to complete a career certificate of achievement, and 60 units to transfer. College units from College of Marin are usually accepted at other universities. Most college units from College of Marin are transferable to Cal State Universities and/or University of California sites.

WHAT CAREER ACADEMIES ARE OFFERED?

All of our Career Academies are online. Check the marincareers.org/career-academies to view current offerings.

2018 Career Academies include:

- Career Exploration
- CyberPatriots
- Digital Game Development
- Entrepreneurship
- Introduction to Education Occupations
- Introduction to Health Occupations
- Microsoft Business
- SunPower Solar Energy

HOW MUCH DOES A CAREER ACADEMY COST?

College of Marin courses and Career Academies are free to all Marin high school students through a dual enrollment agreement between Marin high schools and College of Marin. Although the enrollment fee (\$46/unit) is waived, students are responsible for the mandatory health (\$20) and transportation (\$3/unit) fees. Optional student fees for student activities/representation and the technology fee may be waived by completing a waiver form. (Note that a graduated high school senior is no longer a high school student. The cost for an academy, therefore, is \$46 per unit.)

HOW DO I SIGN UP FOR A CAREER ACADEMY?

There is a 4-step process to register for a Career Academy:

- 1.** Apply online through MarinCareers.org/career-academies.
- 2.** Participate in a mandatory orientation to complete the College of Marin application. For unit-earning academies, students must bring their College Credit Program (CCP) form and their Intent to Participate form. These forms require signatures from school personnel, parents, and students.
All required forms will be emailed to you upon acceptance.
- 3.** Upon turning in the CCP form, the Intent to Participate form, and attending the orientation, students will be enrolled in the proper Career Academy course. *
- 4.** Once enrolled, students can pay the student fee through the MyCOM student portal or at the COM Cashier's Office (at either the Kentfield or Indian Valley campus).

* Spots may be given away if students fail to attend the mandatory orientation.

WHAT TO BRING

Students are encouraged to bring their own lunch/dinner and snacks to the Career Academy. A COM water bottle will be provided at the beginning of the Academy (with plenty of stations around campus to fill up!)

TRANSPORTATION

All students who register for a Career Academy course will receive a COM Student ID card upon paying the student fee. The ID can be used throughout Marin County to ride on all Marin Transit buses at no cost.

A BIT OF HISTORY: COM CAREER ACADEMIES

Statewide, colleges and high schools are working together to create programs that offer career training and jobs development. The COM Career Academies grew out of a California Career Pathways Trust grant, requiring area high schools to partner with community colleges to build guided career pathways. The idea is that students begin a certificate program in high school and finish up at the community college. Along the way, students are encouraged to participate in enhancement programs (like internships, job shadows and/or the career academies) to get hands-on experience in a career while earning college units.

HOW CAN A STUDENT FOLLOW UP ON THE COM CAREER EDUCATION EXPERIENCE?

College of Marin has a number of Career Education courses in which high school students can enroll to advance their skills and continue to earn college units. Many courses are offered in the summer, on weekends, and in the evening. Check on the marincareers.org website for the class schedule.

OTHER HIGH SCHOOL PROGRAMS

JUMPSTART COLLEGE CREDIT PROGRAM

Current high school students can enroll in up to 11 units and pay no tuition—a savings of \$506 per semester!

- Available Fall, Spring, and Summer terms
- Free tuition is available only for current high school students (not available after graduation)
- Classes vary per term and are in many fields
- Students are only responsible for mandatory fees and the cost of books and materials. (Note that optional student fees normally charged may be waived with waiver request form)

For more information, see marincareers.org/high-school-classes

SUMMER BRIDGE PROGRAM

For graduating students entering college. The bridge program is an intensive three-week college preparatory program with a combined focus on math and English skill building, college success skills, and group bonding. Students earn one college unit. To enroll, students must register for COUN 115.

For more information, see marin.edu/high-school-programs.

CONTACT CAREER AND TECHNICAL EDUCATION

415.457.8811 x 8200

ABOUT THE COLLEGE

College of Marin is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges and is one of 113 public community colleges in California. Approximately 13,000 credit, noncredit, and community education students enroll annually.

EQUAL OPPORTUNITY STATEMENT

The Marin Community College District is committed by policy not to discriminate on the basis of, or the perception of, race, ethnic group identification, ancestry, color, religion, age, gender, national origin, sexual orientation, disability (mental or physical), marital status, medical condition (cancer, genetic characteristics, or pregnancy), and status as a veteran, in any of its educational and employment programs and activities, its policies, practices, and procedures. College of Marin students seeking instruction-related disability accommodations should contact the Student Accessibility Services (SAS) Office, (415) 485-9406. Individuals seeking special assistance to accommodate a disability may call the Student Activities & Advocacy (SAA) Office, (415) 485-9376.

GAINFUL EMPLOYMENT

For more information about College of Marin graduation and completion rates, the median debt of students who have completed our programs, and other important gainful employment information, please visit our website at www1.marin.edu/gainful-employment.

Indian Valley Campus

1800 Ignacio Blvd.
Novato, CA 94949

Kentfield Campus

835 College Avenue
Kentfield, CA 94904

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