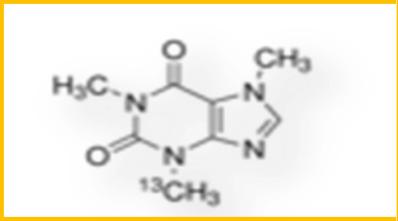




Metropolitan Education and Training
Center
6347 Plymouth Avenue Ste. 500
St. Louis, MO 63133
Phone: 314-746-0772



Family and Workforce Centers of America (FWCA)



FWCA-CAREER INSTITUTE

BIOSCIENCE AND TECHNOLOGY TRAINING

2019-2020

STUDENT HANDBOOK

**6347 Plymouth Avenue
Suite 500
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(314) 746-0772
www.fwca-stl.com**



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WELCOME TO THE FWCA-CAREER INSTITUTE

Dear Student:

The president, faculty, and partners of Family and Workforce Centers of America Career Institute (aka: the Career Institute) welcome you to Bioscience and Technology Training program. The program is structured and equipped such that training participants will experience industry standards of workplace ethics and skills, productivity and personal conduct. As a student, you will have opportunities to improve academic and communication skills, learn computer application, investigate career options, and receive skills training in Bioscience and Technology, and basic computer literacy designed to assist you in successfully achieving your educational and employment pursuits.

During the academic and training process, you will gain knowledge and experience for entry level through advanced techniques. You will be instructed and assisted by a team of professionals who will demonstrate and teach nationally recognized skills and provide insight regarding industry requirements for successful employment.

We want you to gain maximum benefit from the academic and training process. In order for this to occur, you must meet and continually abide by strict workplace and learning standards. This handbook was developed to provide you with the information and standards you will need to know as you proceed through Bioscience and Technology Training program. You will find it useful throughout your course of study.

FWCA's partners, instructors, administration, staff and mentors look forward to your continued success.

Sincerely,

*Chief Administrator
Family and Workforce Centers of America*

OVERVIEW OF THE FWCA-CAREER INSTITUTE

Official School Name and Address

The main campus of ***Family and Workforce Centers of America Career Institute*** is situated within the Metropolitan Education and Training (MET) Center at 6347 Plymouth Avenue, Suite 500, Wellston, Missouri 63133. The School telephone number is (314) 746-0772 and School facsimile number is (314) 746-0735. Additional information about the FWCA-Career Institute may be found on the parent company's website www.fwca-stl.com.

Main Facility Description

The Bioscience and Technology Training program is located on the 5th floor of the MET Center at 6347 Plymouth Avenue, Suite 500, Wellston, Missouri 63133, conveniently location within 100 feet from the MetroLink, easily accessible from all parts of the St. Louis Metropolitan area. Students will find at this 9,136 square feet facility, classrooms which are purposefully designed to simulate and enhance learning consisting of lecture rooms and instructional laboratories. The lab space can accommodate up to 20 students per class cycle with the flexibility to run two classes simultaneously.

This small and informal classroom setting intentionally designed to encourages student/instructor interaction and students receive individual attention to help them reach their potential. The computer labs are equipped with various types of computers appropriate to the demands of different design professions. All labs are equipped with industry current equipment to support the program of study as well as access to the internet. Maximum class size is 20 students. Enrollment Capacity: 80 students per year. Theory classes are limited in size to a 20:1 student/teacher ratio and labs are limited to a 20:1 ratio.

This facility is equipped with modern instructional resources that include microscopies, micropipettes, microbalance, fume hoods, workstations, dried-eraser-boards, various labware, incubators, High Pressure Liquid Chromatographic (HPLC), centrifuges, adequate tools and setc. Additional computer labs are available to students on the third floor that can accommodate 20 students.

Family Workforce Centers of America (FWCA) is the managing partner of the MET Center and it provides customized professional development trainer for various industry sectors including STEM related industries. FWCA is a regionally focused community-based, non-profit, 501c3 corporation dedicated to enhancing the lives of American youth and adults who are in need of family supportive and workforce services. The organization provides direct services in the areas of youth and adult workforce development, customized skilled training, and individual and family supportive services. MET Center and its partners follow the progress of each client through his or her various programs, adjusting and responding to needs or challenges as they arise, we also track outcomes for clients more than a year after they leave the center. That means MET Center, its partners, and its investors have information on placement rates upon graduation as well as retention rates months later, which helps inform our programming and strategies over time.

Overview of Family and Workforce Centers of America

Family and Workforce Centers of America, Inc. (FWCA) is a regionally focused Community Development Corporation dedicated to the prosperity and growth of the American family. As specified in its charter, FWCA is a Missouri nonprofit organization. FWCA was established in July 2011 and is a regionally focused Corporation dedicated to providing high quality youth, childcare, and adult workforce services to individuals and families. The Founder and President of FWCA has spent over thirty years (30), working in the public and private sectors, finding innovative ways to provide quality services in the urban communities. For Wellston, the value of having quality developmental education and activities for our children, in a state-of-the-art facility is absolutely enormous.

Some of the keys to our success have been the ability to effectively manage administratively and programmatically small- and large-scale projects and programs. For example, over the past seven years, the Founder and President of FWCA has managed workforce programs and activities at the Metropolitan Education Training (MET) center. The MET Center serves over 7,000 job seekers annually and places over 2,000 individuals into full-time and part-time employment annually.

The Bioscience and Technology Training is designed as a scientific-based training and career-tracking program that focuses on preparing the entry-level workforce for careers in biotechnology, biomedical devices, pharmaceutical, healthcare, and food and beverage industries. The demand for this program, both from employers and job seekers, has produced a compelling reason to expand the program to serve a **minimum of 80 students per year**. The program integrates targeted technical, academic and experiential training, focused career mapping/planning and advancement support. It also includes workplace skills development, ensuring that employers' needs and workforce issues are appropriately addressed for the professional development of the student. The program encourages the growth of the biotechnology/life science industries that will make significant impacts on economic development in Missouri.

The program collaborating partners include the MET Center, the St. Louis County/City Promise Zone, East-West Gateway Council of Governments, Annie E. Casey Foundation, F.K. Kellogg's, St. Louis County WIB, St. Louis Agency on Training and Employment (SLATE), St. Louis Community College, and Workforce Strategy Center in New York. In addition, employer partners include Washington University School of Medicine, KWS, Pfizer, Inc., Microbe Inotech, Bayer (formally Monsanto), Mallinckrodt, BioSTL, Sigma Millipore, ThermoFisher Scientific (formerly Centocor), The Solae Company, Danforth Plant Science Center, Kelly Scientific Resources, Weststaff, Aerotek, St. Louis Children's Hospital, etc.

FWCA—Mission and Objectives

The mission of FWCA is to provide learning opportunities to its students relevant to their professional goals, to empower students to become leaders in their communities, workplaces, and to ultimately guide students toward self-sufficiency as it benefits their families and the communities in which they live. This mission is supported by our Board of Directors that includes:

Objectives

1. To facilitate multiple levels of student learning, including knowledge, skills, and values, and to promote the use of that knowledge in the student's workplace.

- 2.** To develop skills in communication, critical thinking, collaboration, and information utilization, together with a commitment to lifelong learning for enhancement of students' opportunities for success.
- 3.** To use industry-appropriate modes of instruction that expand access to learning resources and that enhance collaboration and communication for improved student learning.
- 4.** To assess student learning and use assessment data to improve the teaching/learning system, curriculum, instruction, learning resources, and supportive student services.

FWCA-Career Institute—Mission and Objectives

The mission of the FWCA-Career Institute program is to provide a programmatic model that empowers students to combine classroom instruction with on-the-job training to advance to better careers in the science/biotechnology industries.

Objectives

- 1.** To create and sustain a viable, highly skilled, and readily available workforce for the life science/biotechnology industries.
- 2.** To assist unemployed and underemployed Saint Louis region residents to gain career track employment, earning livable wages.

OUR GUARANTEE TO GRADUATES AND EMPLOYERS

At FWCA-Career Institute, we stand behind the quality of our Bioscience and Technology training program. We have skilled and experienced instructors, industry-related equipment, and modern, spacious classrooms and labs. We emphasize "hands-on training" so employers can be confident that our graduate are comprehensively qualified in both theory and practice.

GRADUATES

After graduating from our Bioscience and Technology program, should you determine that you require additional assistance with a skill that was covered in your Program of Study, you may return to the program for additional training, at no cost to you.

EMPLOYERS

In the event that an employer hires a graduate of our Bioscience and Technology Program and determines that the graduate requires additional assistance with a skill that was covered in his or her Program of study, we guarantee that the graduate can return for additional training, at no cost to you or the graduate, to reinforce the skills needed to meet your performance expectations.

PROGRAM INFORMATION

Bioscience and Technology Training—Curriculum

The Bioscience and Technology Training Program runs twelve (12) weeks in length. A brief overview of the curriculum for the program includes general industry skills/knowledge and core competencies that focus on the following areas:

- Biotech terminologies and the work environment
- Biotech and the regulation of food and medical products, (e.g. FDA, EPA, FCC, etc.)
- Introduction to quality and production systems, and scientific documentation
- Basic math and science in biotech manufacturing
- Scientific data collection and analysis
- Basic laboratory operations and equipment skills
- Universal precautions and safety
- Computers in laboratory and manufacturing environments
- Workplace communications and skills
- On-the-job training and internships

Bioscience and Technology Training —Required Contact Hours

The Bioscience and Technology Training program is *twelve-week curriculum* and is designed to teach basic science concepts, laboratory procedures, business communication, and professionalism. Successful completion of the FWCA-Career Institute Program entails consistent participation in the **three hundred ninety (390) contact hour** schedule, including classroom and lab instruction.

Bioscience and Technology Training —Program Timeline

The Bioscience and Technology Training program is uniquely designed to enhance the success of the students; therefore, the *maximum class size is 20 students per cycle* with four (4) cycles per year. The four cycles of the 2019 - 2020 terms are as follows: Cycle One (August through October); Cycle Two (November through February); Cycle Three (March through May); and Cycle Four (June through August). Recruitment and marketing will be conducted throughout the year in an effort to attract interested students.

Program Format and Course Descriptions

Throughout each twelve-week cycle of the Bioscience and Technology Training program, students will be afforded the opportunities to engage in *three hundred ninety (390) hours* of classroom and lab instruction. The program format is as follows:

Topic	Instructional Hours
Bio-tech/ Life Sciences and the Workplace	10
A Safe Workplace	24
Universal Precautions and Safety	20
Workplace Communication Skills	40
Math in Biotech Manufacturing/Production Area	50
Basic Chemistry/Biology Concepts	20
Introduction to Data Collection	36
Documentation	24
Basic Lab and Equipment Skills	50
Computers in the Laboratory	40
Introduction to Quality Systems	20
Clean Room	12
Quality Systems Production	24
Bio-tech/Life Sciences and the Regulation of Food and Medical Products	20
TOTAL BASIC TRAINING HOURS	390

The following courses are offered under the Bioscience and Technology Training program:

- Bio-tech/Life Sciences and the Workplace**

10 Hours

This course offering provides an overview of the biotechnology and life sciences industry and overview of a typical bio-technology company organization and division operations, such as research and development, quality control/quality assurance, and engineering.

- A Safe Workplace**

24 Hours

This course teaches safety rules and regulations of working in scientific environments. The student will learn the working knowledge of safety in the workplace, hazards and risk assessment, and general workplace responsibility.

- Universal Precautions and Safety**

20 Hours

This course reinforces personal and public safety awareness within the work environment.

- Workplace Communication Skills**

40 Hours

The workplace communication skills training is an essential part of this course and consists of structured workshops, video presentations, employer/guest lectures and individual job coaching sessions. The topics covered focus on employer expectations of healthy workplace behaviors and business etiquette.

- Math in Biotech Manufacturing/ Production Area**

50 Hours

As a fundamental part of the course, all students are required to demonstrate solid understanding in basic scientific math and theories that include units of measurement and conversions,

mathematical operations, concentration and dilution/ratio and proportions, exponents and scientific notation, and Computer Based Training (CBT) Instructions in Math, Science and Industry specific reading, etc.

- **Basic Chemistry/Biology Concepts**

20 Hours

This course focuses on theoretical understanding of basic biology and chemistry and calculations necessary for mixing chemicals and preparing cell cultures.

- **Introduction to Data Collection**

36 Hours

One of the most important functions of scientific work is data collection and analysis. This section emphasizes skills development and techniques as well as tools commonly used in scientific data collection and analysis.

- **Documentation**

24 Hours

This course introduces the student to proper documentation procedures within the Bio-tech/Life Sciences industry. Students will understand common lab documentation and specific procedures for various production facilities.

- **Basic Lab and Equipment Skills**

50 Hours

Students will gain a thorough understanding of basic laboratory equipment, including but not limited to, balances, pipettes, and pH meters.

- **Computers in the Laboratory**

40 Hours

This course teaches students to demonstrate proficiency in workplace fundamental skills with personal computer, including keyboarding and effective workplace communication.

- **Introduction to Quality Systems**

20 Hours

This course covers concept and hands-on experience of quality management and standard operating procedures.

- **Clean Room**

12 Hours

The students will learn basic laboratory and manufacturing protocols and procedures. This instructional section is primarily conducted by employer partners either in the classroom or at the employer's worksites.

- **Quality Systems-Production**

24 Hours

This session focuses on the fundamentals of Laboratory procedures and quality management techniques.

- **Bio-tech/Life Sciences and the Regulation of Food and Medical Products** **20 Hours**

This section covers the role of the Food and Drug Administration (FDA), typical regulatory processes, lifecycle of typical products, product recall, etc.

Instructional Methods

Students are instructed through the following various methods:

- Classroom Lectures
- Classroom Assignments and Homework
- Computer-based Instruction
- Workshops
- Live Demonstrations/Presentations
- Site Tours

Course Schedule and Calendar

NO.	Course Component	Total Hours/Course	Week	Meeting Days	Times	# of Day/Week	# of Hour/Day	Total Hours	Total Hours Earned	Instructor	
1	Bio-tech/Life Sciences and the Workplace	10	1	M	8:00a – 12:00p	1	4	4	10	V. Sheriff	
			1	M	1:00p – 3:00p	1	2	2			
			1	T	8:00a – 12:00p	1	4	4			
2	A Safe Workplace	24	1	T	1:00p – 4:00p	1	3	3	24	V. Sheriff	
			1	W-F	8:00a – 12:00p	3	4	12			
			1	W-F	1:00p – 4:00p	3	3	9			
3	Universal Precautions and Safety	20	2	M-W	8:00a – 12:00p	3	4	12	20	V. Sheriff	
				M-W	1:00p – 3:40p	3	3	8			
4	Workplace Communication Skills	40	2	Th-F	8:00a – 12:00p	2	4	8	40	J. Annis	
			2	Th-F	1:00p – 4:00p	2	3	6			
			3	M-Th	8:00a – 12:00p	4	4	16			
			3	M-Th	1:00p – 3:30p	4	3	10			
5	Math in Biotech Manufacturing/Production Area	50	3	F	8:00a – 12:00p	1	4	4	50	J. Annis	
				F	1:00p – 4:30p	1	4	4			
			4	M-F	8:00a – 12:00p	5	4	20			
				M-F	1:00p – 4:00p	5	3	15			
6	Basic Chemistry/ Biology Concepts	20	5	T-Th	8:00a – 12:00p	3	4	12	20	M. Goodrich-McGee	
					1:00p – 3:40p	3	3	8			
7	Introduction to Data Collection	36	5	F	8:00a – 12:00p	1	4	4	36	D. Seward	
				F	1:00p – 3:00p	1	2	2			
			6	M-F	8:00a – 12:00p	5	4	20			
8	Documentation	24	7	M-W	8:00a – 12:00p	3	4	12	24	D. Seward	
					1:00p – 4:55p	3	4	12			
9	Basic Lab and Equipment Skills	50	7	Th-F	8:00a – 12:00p	2	4	8	50	V. Sheriff	
					1:00p – 4:00p	2	3	6			
			8	M-F	8:00a – 12:00p	5	4	20			
					1:00p – 4:15p	5	3	16			
10	Computers in the Laboratory	40	9	M	8:00a – 12:00p	1	4	4	40	M. Goodrich-McGee	
11	Introduction to Quality Systems	20	10	T-F	8:00a – 12:00p	4	4	16	20		
					1:00p – 2:25p	3	1	4			
12	Clean Room	12	11	M-T	8:00a – 12:00p	2	4	8	12	V. Sheriff	
					1:00p – 3:00p	2	2	4			
13	Quality Systems-Production	24	11	W-F	8:00a – 12:00p	3	4	12	24		
					1:00p – 3:00p	3	2	6			
			12	M	8:00a – 12:00p	1	4	4			
14	Bio-tech/Life Sciences and the Regulation of Food/Medical Products	20	12	T-Th	8:00a – 12:00p	3	4	12	20	M. Goodrich-McGee	
					1:00p – 3:45p	3	3	8			
Total		390						390	390		

Note: This is a projected schedule, as course schedules vary by activities and times each week. Due to site tour, live demonstration, workshop, and class project scheduling, some of the course component schedules may be subject to change. Please view the syllabus for each cycle's schedule.

Who Can Attend

The key beneficiaries of this program include TANF/WIOA and other public benefits recipients who are unemployed, the underemployed, displaced workers, and individuals who desire to enter the BioScience & Technology profession but lack formal industry/academic training, associated work experience, market knowledge, and career planning support to successfully obtain positions within the field. Also included are individuals who enjoy intensive, hands-on and industry-specific training in a simulated work environment.

This *twelve-week curriculum* program is designed to teach basic science concepts, laboratory procedures, business communication, and professionalism. Participants must have attained a *high school diploma or equivalency* upon entrance into the program.

Program Completion Requirements and Course Evaluations

The Bioscience and Technology Training program does not allow students to accumulate more than **thirty nine (39) hours** of absences and tardiness throughout the length of one academic and training cycle. If a student exceeds **thirty nine (39) hours** of absences and tardiness, he or she will not be considered for completion of the program. Students are required to complete **14 course components** that total **390 contact hours** to receive the Bioscience and Technology Training Certificate. Each course component must be completed with a passing score of **75% or higher**.

The following course components are required for completion of the program and must be taken in sequence:

1. Bio-tech/Life Sciences and the Workplace	10 Hours
2. Safe Workplace	24 Hours
3. A Universal Precautions and Safety	20 Hours
4. Workplace Communication Skills	40 Hours
5. Math in Biotech Manufacturing/ Production Area	50 Hours
6. Basic Chemistry/Biology Concepts	20 Hours
7. Introduction to Data Collection	36 Hours
8. Documentation	24 Hours
9. Basic Lab and Equipment Skills	50 Hours
10. Computers in the Laboratory	40 Hours
11. Introduction to Quality Systems	20 Hours
12. Clean Room	12 Hours

13. Quality Systems-Production **24 Hours**

14. Bio-tech/Life Sciences and the Regulation of Food and Medical Products **20 Hours**

Upon successful completion of the 14 course components, the students will demonstrate solid understanding of the fundamentals of science and biotechnology that allows them to continue their studies in specialized areas such as biology and chemistry. Professions within the bioscience and technology vary widely from the health to biological sciences. Areas of study include biotechnology, plant science, medical sciences, ecology, dental science, chiropractic science, and pharmacy. Students are encouraged to work closely with a counselor or academic advisor in planning their study programs, since the acceptance of credits is at the discretion of the transfer institution.

During the *twelve-week curriculum* program students are evaluated on their progress. Students will be given three progress reports updating the student on their course performance. The progress reports are distributed after week three, six, and nine giving students the opportunity to see their progress and improve, if needed. If the students score below 75%, the student will be referred to remediation. Students may be referred to the student academic remediation program located within our Job Placement Assistance Center by any of their instructors at any time during the course at no additional cost. A referral is issued when an instructor becomes concerned about a student's ability to successfully complete the course. Representatives of the Chief Academic Officer meet with the referred students for a consultation to identify appropriate learning strategies, resources and services available. The frequency and duration of this service is customized to address the needs of the individual student. The student must complete all required activities and score high enough on subsequent evaluations to raise their cumulative score to at least 75%. Students who fail to comply with these requirements may be subject to dismissal from FWCA-Career Institute.

Students should complete an end-of-course evaluation following each component. Completion of this evaluation is voluntary and will not affect the student's course performance. The student's responses are important in helping FWCA assess effectiveness and implement enhancements to course components, as necessary.

Measures of Academic Progress

The grading system for Bioscience and Technology Training is based on a pass-fail grading system. Student academic performance is evaluated on a point system. Each student will be provided a syllabus that includes a list of course expectations and learning objectives on the first day of class. In order to earn a passing grade, students must successfully meet all course expectations at the competency level designated for the program.

Every effort will be made by the Bioscience and Technology Training faculty and staff to assist students with successful completion of course requirements. However, if a student fails to meet minimum course completion requirements listed in the course syllabus, the student will not receive a certificate of completion. The student will be referred for remediation. To receive a "Pass" students are required to score 75% or above. This grade will be a "**P**" or "**F**" (for pass/fail). Grades are based on assignments, homework, quizzes, and tests given throughout the course.

In addition to maintaining a minimum average of 75%, students must demonstrate acceptable progress toward the Bioscience and Technology Training Certificate. Contact hours earned do not include grades of **R** (Remediation), **F** (Fail), **I** (Incomplete), **W** (Excused Withdrawal), or **UW** (Unexcused Withdrawal). Courses that have been repeated will be counted for each enrollment as hours attempted and will be counted as hours passed or earned if a grade of PASS is received.

In continuing to monitor academic progress, professional ratings criteria are reviewed during the *twelve-week curriculum at the end of week three, six, and nine*. In addition to academic and technical skills, the professional ratings are provided along with the progress reports to update students on their sense of professionalism that could enhance their ability to be promoted on the job. The **ratings are not calculated into the final grade or percentage** of the Bioscience and Technology Training Program and will have no influence on the completion of the Certificate.

The professional ratings were designed to build students professional abilities within the field of Bioscience and Technology upon graduation from the Program.

Professional Ratings	Maximum Point Value	Description of Excellence
Demonstrates Required Job Skills and Knowledge with great Attitude	4.0	Consistent and proactive demonstration of performance acumen in all phases of instruction and facilitation, frequently exceeding lesson expectations.
Completes All Assigned Tasks Without Procrastination	4.0	Usually meets or beats deadlines on all required performance standards, objectives and goals, occasionally demonstrating enhanced motivation ahead of time.
Meets Attendance Requirements	4.0	Usually meets required attendance and punctuality performance standards, objectives, occasionally demonstrating enhanced motivation for compliance.
Professionalism	4.0	Consistent and proactive demonstration of performance acumen and frequently assumes a leadership role, displaying initiative, drive, determination, reasonably works well individually and in team.
Offers Constructive Suggestions for Improvement	4.0	Consistent and proactive demonstration of performance acumen in all phases of instruction and facilitation, frequently exceeding personal and facilitator expectations.

Program Completion Certificate

At the completion of the twelve-week program, students in good standing (Pass) shall receive a certificate of completion. Students who are not eligible for program completion shall be informed by FWCA program staff regarding alternate or remedial action.

Policy on Credit Transfer:

FWCA-Career Institute does not accept contact hours completed at other institutions and does not have articulation agreement(s) to transfer contact hours earned to other intuitions.

Academic Integrity and Professional Behavior

Academic integrity and professional behavior are highly valued at ***Family and Workforce Centers of America (FWCA)***. A lack of respect and integrity is evidenced by cheating, plagiarizing, misuse of equipment and FWCA facilities, removing books and other property that is not one's own, defacing FWCA property, disrespecting staff and faculty, and disrupting classes or any other learning environment.

Cheating is defined as intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. It is assumed that whatever work is submitted is the student's own work and is new work for that course. Fabrication is defined as intentional and unauthorized falsification, invention of any information, or citation in an academic activity. Plagiarism is defined as representing the words or ideas of another as one's own in any academic exercise. Anyone who facilitates any of the above will be held equally responsible as the primary individual. Penalties may include restitution, a failing grade on an individual paper or exam, a failing grade for that portion of the course, disciplinary probation, suspension, or dismissal from the program.

Academic Records

All information in each student's institutional record folder is considered ***confidential*** information and is issued only to authorized individuals. Requests for official academic records from any individual or agency will not be filled until authorization has been received in writing from the individual student.

There will be no charge for the first two requests for academic records. A fee of \$5.00 is charged for each additional academic record requested. A request for academic records should be made in writing to the case manager or Program Director's Office, including name, Social Security Number, date of attendance, and current address. Average processing time for academic record request is **three (3)-five (5)** business days.

COST INFORMATION

Tuition for each course must be paid according to the terms and conditions outlined for the Primary Financial Option selected on the Student Financial Agreement form. Students who are not in compliance with their Primary Financial option term will not be allowed to attend courses. A student may be administratively withdrawn for failure to make payment in a timely manner, preventing the student from attending future class sessions until the amount owed is paid in full or satisfactory payment arrangements are made.

Costs of Program Attendance

The cost of attendance the *Bioscience and Technology Training program* is **\$4,980** per student and comprises tuition, fees, books, tools, consumables supplies and miscellaneous expenses for the (390 contact hours). The cost of attendance is calculated by the chief of financial officer's office and is used to determine eligibility for need-based and non-need-based financial aid.

The cost breakdown is as followed:

Category	Cost Per Student
Tuition	\$ 4,495
Application Fee	\$ 45
Drug Test/Background Screening	\$ 45
Books/	\$ 60
Course Supplies/Consumables	\$ 235
Computer/Lab Fee	\$ 100
Total per Participant	\$ 4,980

Payment Terms and Conditions

All program costs must be paid or payment arrangement made at the Chief Financial Officer's office prior to the first day of the classes. Students receiving scholarships, financial aid, employer reimbursement, or vouchers must provide appropriate documentation or commitment letters prior to enrollment in the program. Additionally, a \$50 late fee will be charged to any unpaid balance by the designated due date. Also, a \$25 late fee will be charged for any return check.

Any student owing a balance after the end of the first week of classes will be precluded from moving forward in their program and official transcripts may be withheld until the obligation has been relieved in full.

Available Financial Assistance

For students receiving TANF/WIA and other public benefits, financial assistance for program participation may be derived from Individual Training account (ITA) funding. Financial assistance, through governmental aid (i.e., Federal grants, State grant programs) and applicable scholarships, may also be available (Please contact Chief Financial Officer for additional information). Employer reimbursements and/or educational vouchers may be obtained, based on availability, through employer-initiated mechanisms. Depending on the program, student eligibility may be need based, non-need based.

Cancellation/ Withdrawal Policy

Any student who finds it necessary to interrupt his/her attendance by cancellation or withdrawing from the program should follow required procedures to avoid additional charges. For students receiving federal financial aid, a change in enrollment may result in a cancellation or reduction of funds.

Cancellation Policy - Students are required to notify the Chief Academic Officer *in writing within the first three days of training* of the applicable cycle for cancellation from the program. Students may cancel their program within three days, excluding Saturdays, Sundays, and holidays, after signing the enrollment agreement and receive a full refund of all monies paid (with the exception of the drug test fee, if previously paid). After the first three days (excluding Saturdays, Sundays, and holidays) of instruction for the cycle enrollment cannot be canceled. Only a withdrawal will be accepted.

Excused Withdrawal - Students are required to notify the Chief Academic Officer of any desire to withdraw from the program in writing prior to exit from the program. Students that appropriately complete withdrawal procedures will be granted a refund in *accordance with the refund policy* and given current student enrollment status if they choose to readmit the class in a later session or cycle. Excused withdrawals will be recorded in the student's file as "W".

Unexcused Withdrawal - Students that stop attending a particular class or session and do not follow withdrawal procedures will be granted a refund in *accordance with the refund policy*. However, readmission in a later session or cycle will be granted on a first-come, first-serve basis along with other eligible new applicants. Unexcused withdrawals will be recorded in the student's file as "UW".

When a student withdraws, any classes in which the student was enrolled will be dropped from his or her schedule, and he/she will no longer be eligible to attend for that session or any future cycle until the student is readmitted. The student's transcript will not reflect any course work, but will indicate a withdrawal for the applicable session.

Refund Policy

The amount of assessed costs that a student may be responsible for at the time of withdrawal or cancellation is prorated according to the effective date of cancellation or withdrawal as follow:

- | | |
|--|------------------|
| • <i>Cancellation</i> prior to the first day of classes | 100% |
| • <i>Withdrawal</i> by the end of the first week of training | 90% |
| • <i>Withdrawal</i> by the end of the second week of training | 75% |
| • <i>Withdrawal</i> by the end of the third week of training | 60% |
| • <i>Withdrawal</i> by the end of the fourth week of training | 45% |
| • <i>Withdrawal</i> by the end of the sixth week of training | 15% |
| • <i>Withdrawal</i> after the end of the sixth week of training | No Refund |

STUDENT SERVICES

Admission Requirements and Procedures

Recruitment

The recruitment for the Bioscience and Technology Training program will include developing/printing and disseminating marketing materials through newspaper, radio, television and other PSA announcement outlets. The primary target population is low-to-moderate-income individuals and the general public, at least 18 years of age, free of drug and a felony background. Candidate must provide a copy of high school diploma or High School Equivalency certificate.

Assessment (Admission Process)

Prior to admission, The FWCA-Career Institute will conduct a comprehensive evaluation of participant training, skill deficiencies, and employment needs that will lead to accelerated training. To ensure participants' success, a thorough assessment is conducted on each candidate that includes TABE, WIN, WorkKeys (estimated cost is \$45 per test per student), as well as face-to-face interviews with program staff. Subsequent Individual Education/Employment Plans (IEPs) are developed, consisting of occupational, basic skills, potential priorities and challenges that could interfere with achieving training and employment goals. We will provide combination of supportive services to enhance students' ability to complete training and obtain employment. Candidates scoring 10.0 or better on the TABE test will be admitted to the program. However, remediation services are made available for those candidates who score below the required 10.0 points and who have a demonstrated need. The candidate will not be fully admitted until he/she scores the required 10.0 or better on the TABE test. The cost of TABE and WIN assessments are free to the applicants, however, the cost of WorkKeys will be charged to students if the cost is incurred by the FWCA-Career Institute.

If applicant is admitted and later cancels or withdraws from the program after the background screening has been conducted, the costs may be nonrefundable.

Readmission

Students who have left the program prior to completion may apply for readmission. All candidates must submit a separate readmission application. Once accepted for readmission, applicants must submit a nonrefundable \$45 registration fee to the Chief Financial Officer's office at the time of registration. Contact the Main Campus Director's office for additional information.

Instructional Faculty

Instructional faculty members have both the academic preparation necessary to teach discipline-specific theory and the practical experience to render the theory relevant and useful. Faculty of the Bioscience and Technology Training Program focuses on content but also integrate relevance into the course work. The Training also employs a core of Administrative and Lead staff members. These faculty members provide instructional leadership, oversee academic quality assurance, and provide guidance and support for the faculty and students. They are involved in faculty selection and training, participate in curricular oversight, and ensure the quality of the proprietary school's academic and training programs.

Members of the Bioscience and Technology Training's faculty possess at least a Bachelor's degree in the related course from regionally-accredited institutions of higher education and at least three years of instructional/practical experience. Faculty members are required to meet the approved levels of academic preparation and appropriate course work in addition to the required amount of professional experience identified for that course.

Attendance Policy

FWCA requires regular and punctual attendance, a critical component to success in all of its educational and skills training programs. Therefore, we have adopted the following policy of regular attendance and punctuality for all students. Students may not accumulate more than **thirty-nine (39) contact hours** of absences and tardiness throughout the length of one academic and training cycle. For purposes of this policy, a tardy is defined as failure to be seated in the classroom or failure to be at the appropriate workstation in shop at the start of class or lab and after allotted break-times. Students must make up all missed work requested by the faculty member. Any absence may affect students' progress in the program. (***90% Class attendance is required during the program.***)

STUDENTS ACCUMULATING MORE THAN THIRTY NINE (39) CONTACT HOURS OF ABSENCES/TARDIES SHALL BE DISMISSED FROM THE PROGRAM.

Holiday Schedule

FWCA-Career Institute observes 11 holidays during the calendar year. Classes are not in session on the following days:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday After Thanksgiving
- Christmas Day
- New Year's Eve

When a holiday falls on a weekend, FWCA Career Institute will designate the Friday preceding or Monday following as the observed holiday at the discretion of the Program Director and/or parent company management.

Inclement Weather

FWCA will remain open except under severe weather conditions. When severe weather strikes, please listen to KMOX/KLOU, call the St. Louis County Informational Hotline-(314-615-5555), or other local media stations for snow and severe weather.

Personal Information Changes

To maintain current student records, students are required to notify the case manager or Program Director of the training program immediately following any changes of name, address, telephone number or other relevant information.

Family Educational Rights And Privacy Act of 1974 (FERPA)

The purpose of the Family Education Rights and Privacy Act of 1974 is to afford certain rights to students concerning their records. The primary rights afforded are the right to inspect and review student records, the right to seek to have the records amended, and the right to have some control over the disclosure of information from the records. FWCA-Career Institute does not disclose student information (other than directory information) unless a Release of Information Authorization has been completed and signed by the student. Student information/records include educational records as well as financial aid and business office account information. Directory information consists of student name, program of study, dates of attendance and degrees or certificates and honors awarded. FWCA-Career Institute requires all students to complete and sign a Release of Information Authorization whether they are authorizing release of information or not. Additional information on FERPA or a complete copy of the policy is available from the Admission's office. The complete policy includes information on the procedure to inspect student records, rights of the FWCA-Career Institute to refuse access, refusal to provide copies of records, type/location/retention length/custodians of student records, procedure for the disclosure of student records. For more information regarding FERPA, contact:

Family Policy Compliance Office
U.S. Department of Education

FWCA-Career Institute reserves the right to change the rules governing admissions, tuition, and granting of degrees or certificates, or any other regulations affecting its students. FWCA-Career Institute also reserves the right to make changes to curriculum and subject continuity and the right to cancel any course for which there is an insufficient number of applicants.

Equal Opportunity Policy

FWCA complies with Title VII of the Civil Rights Act of 1964, and the Rehabilitation Act of 1973 to afford equal treatment and equal opportunity in the administration of its educational policies and admissions requirements to all individuals regardless of race, national origin, ethnic background, color, religion, sex, marital status, sexual orientation, age, physical handicap or disability, or any other protected classification. It is the policy of FWCA to adhere to all laws and regulations designed to ensure non-discriminatory practices. Therefore, FWCA will:

- Recruit, evaluate, admit, dismiss, and place students without regard to any of the attributes listed above.
- Recruit, admit, and place students to further the principles of equal opportunity.
- Administer all program policies and procedures, such as those related to evaluation, attendance, conduct, and placement without regard to any of the attributes listed above.
- Make every effort to give each student with a disability an equal opportunity to participate in the mainstream of FWCA program matriculation.

FWCA-Career Institute Grievance Policy

Grievance policy procedures are designed to provide prompt and orderly resolution of complaints or disputes arising at FWCA. Any student who believes that any action taken by FWCA staff does not conform to these policies must appeal directly to the Lead Instructor. If the matter is not resolved at this level, any student has the right to present in writing, to the Program Director, any grievance ***within ten (10) business days*** of the occurrence. The grievance will be considered by the Program Director on its merits.

If the student disagrees with the Program Director's response to the grievance, the student can appeal the grievance decision to the Main Campus Director and, lastly to the Chief Academic Officer. It is the student's responsibility to present a grievance appeal ***in writing within (5) business days*** following receipt of the Program Director's decision. The appeal must include the student's specific request for action. The Administrative staff will conduct an appropriate investigation of the matter and provide a written response to the student filing the appeal ***within (10) business days***.

No decision may be made at any step of the grievance procedure that conflicts with or modifies an approved FWCA policy that is contrary to any law or any funding contract to which the FWCA is a party.

If a student is dissatisfied with the resolution offered by the school after the appeal process, the student may contact the Missouri Department of Higher Education at (573) 751-2361 for information on filing a formal complaint against the school.

Harassment Policy

It is the policy of ***Family and Workforce Centers of America (FWCA)*** that harassment of any kind by any student, employee, or partner is not acceptable. Harassment based on race, national origin, ethnic background, color, religion, sex, marital status, sexual orientation, age, physical

handicap or disability, or any other protected classification will not be tolerated. In addition, making false, disparaging, vicious or malicious statements concerning any student, employee or partner, faculty or management, or the program itself, including without limitation, its' teaching or training methods is not acceptable conduct.

Sexual Harassment – FWCA is committed to providing an educational and work environment for its students, employees, and applicants that is free from discrimination, including discrimination in the form of sexual harassment. In keeping with this commitment, FWCA maintains a strict policy prohibiting sexual harassment by any student, employee, or any agent. Sexual harassment in any form, including verbal, written, physical, or visual harassment is prohibited. Sexual harassment may include unwelcome sexual advances, attempts to coerce an unwilling student, employee, or applicant into a sexual relationship or to punish such persons for refusing to submit to sexual advances, or conduct of a sexual nature which creates an intimidating, hostile, or offensive educational or working environment.

It may be difficult to determine whether a particular incident constitutes sexual harassment. Therefore, ***any student who believes he or she has been subjected to sexual harassment should report a complaint within (10) business days of the incident or occurrence pursuant to the grievance policy procedures of the FWCA.*** Complaints about sexual harassment will be responded to promptly and fairly. If students or applicants fail to file a complaint and fail to take the reasonable steps to avoid being harmed by harassment, it may be impossible for them to obtain protection under this policy.

All information regarding complaints of sexual harassment is confidential and may not be revealed to anyone not directly involved with the investigation and/or resolution of the complaint. Unlawful retaliation against any student or applicant who brings a complaint of sexual harassment is prohibited. FWCA policy provides that any staff member or student found to have committed sexual harassment will be subject to discipline up to and including immediate discharge or dismissal. The complaining ***employee or student will be informed about the action taken in writing within (10) business days of the complaint, as appropriate.***

Code of Conduct

FWCA's Code of Conduct supports the organization and proprietary school's mission to provide learning opportunities to its students relevant to their professional goals, to empower students to become leaders in their homes, communities, and workplaces, and to ultimately guide students toward self-sufficiency as it benefits themselves, their families, and the community at large. Students are expected to conduct themselves with integrity as responsible members of the proprietary school's training community. This requires the demonstration of mutual respect and civility in academic and professional activities. Students are expected to respect the rights and privileges of others and to wholly contribute to an environment conducive to learning. Students are expected to be accountable for their actions and are required to work well independently and collaboratively to achieve their learning objectives.

As willing participants within this learning environment, students accept an obligation to abide by this Code of Conduct. Conduct, either on or off-site, that is determined to impair, interfere, or

obstruct the opportunities of others to learn or that disrupts the mission, processes, or orderly functions of the proprietary school will be deemed misconduct and shall be subject to appropriate disciplinary action. Misconduct for which students are subject to disciplinary action includes, but is not limited to, the following violations:

- 1.** Actions, verbal statements, and written statements which threaten or violate the personal safety of any member of the faculty, staff, or other students, or any conduct which interferes with the educational process or institutional functions.
- 2.** Being under the influence of illegal drugs, misused prescription medications or alcohol during class hours or while on FWCA premises or assigned training sites.
- 3.** Possession, use, sale, purchase, distribution, or offer to hold, sell, or distribute drugs or alcohol on FWCA premises or at any time during class hours at assigned training sites.
- 4.** Possession of firearms or other dangerous weapons either on one's person, in the classroom/lab area, in the surrounding areas, or on FWCA premises or assigned training sites.
- 5.** Gambling, of any form, on FWCA premises or at any time during class hours at assigned training sites.
- 6.** Harassment, sexual or otherwise, that has the effect of creating a hostile or offensive educational environment for any student, faculty, or staff member.
- 7.** Disruptive behavior that hinders or interferes with the educational and training process.
- 8.** Violation of any applicable professional codes of ethics or conduct.
- 9.** Failure to promptly comply with any reasonable directive from faculty or proprietary school officials.
- 10.** Failure to cooperate in a proprietary school investigation.
- 11.** Falsification, omission, or invention of any information, citation, or document, or lying during any proprietary school investigation.
- 12.** Cheating - using or attempting to use unauthorized materials, information, or study aids in any academic activity.
- 13.** Plagiarism - representing the words or ideas of another as one's own in any academic activity.
- 14.** Unlawful use or acquisition of copyrighted works.

- 15.** Helping or facilitating another student cheat, fabricate, plagiarize, or unlawfully acquire or use copyrighted works.
- 16.** Failure to respect the privacy of personal or professional information communicated about clients, one's employer, other students, or their employers.
- 17.** Dishonesty or failure to report dishonest acts, whether knowledge of such acts is obtained directly or indirectly.
- 18.** Violation of proprietary school regulations and policies, in addition to those regulations and policies covered by items 1-17 above.
- 19.** Violation of federal, state, or local laws or regulations that impacts the proprietary school's academic and training environments.

All instances of alleged misconduct shall be reported to the Main Campus Director and the Chief Academic Officer. Any student found to have engaged in prohibited conduct, as defined in FWCA's Code of Conduct, while within its jurisdiction shall be subject to disciplinary action by FWCA.

Disciplinary action shall be imposed according to the severity of the misconduct. Multiple sanctions may be imposed should the behavior call for the imposition of a more severe penalty. In all cases, FWCA reserves the right to require and impose disciplinary action of students as deemed appropriate. Failure to comply with the regulations of FWCA administration or any law enforcement officer acting in the performance of their duties or posted or written rules will result in the following disciplinary action:

Probation

FWCA-Career Institute may impose specific restrictions or place extra requirements on the student for a specified period. Probation may vary with each case and may include action not academically restrictive in nature, such as restriction from participation in FWCA activities or other requirements. Disciplinary action should be consistent with the philosophy of providing constructive learning experiences as a part of the probation. A student may be required to meet periodically with Main Campus Director and the Chief Academic Officer or his or her designee (sanctioning administrator). Any further misconduct on the student's part during the period of probation may result in disciplinary suspension or dismissal.

Suspension

FWCA suspension prohibits the student from being present on specified FWCA owned, leased, or controlled property without permission of the Main Campus Director and the Chief Academic Officer or his or her designee (sanctioning administrator) for a specified period of time. The sanctioning administrator shall determine the effective beginning and ending date of the suspension. Students seeking to attend FWCA programs after the conclusion of his or her suspension shall first request permission from sanctioning administrator to re-enroll and then apply for readmission.

Dismissal

Permanently prohibits the student from attending classes at FWCA or permanently prohibits the student from re-enrolling at FWCA-Career Institute.

A *Disciplinary Reprimand Report* will be given to notify the student in writing that the misconduct and sanction will be recorded in the students file and if misconduct recurs, it may be taken into consideration in determining further sanctions.

Appearance Policy

Family and Workforce Centers of America traditionally have taken great pride in maintaining a high community reputation. Such things as quality training programs, civic involvement, integrity, and appearance have helped to build this image. While FWCA is not opposed to accepting current attire trends, as long as such changes are made in good taste. We cannot, however, afford to compromise our identification with high quality standards and our respected position in the community.

We expect students to be neat and well-groomed at all times. Appearance should be appropriate for the classroom/laboratory settings and consistent with what is acceptable for the profession being trained in. Dress and grooming should at all times be consistent with sound safety procedures applicable to each setting.

When faculty or staff determines that a student is inappropriately dressed and/or groomed, corrective action will be taken. This may involve a change in classroom/laboratory assignment if reasonable and appropriate options are available, or the student may be sent home to change into more appropriate attire. In the case of repeated or deliberate disregard for established standards, the student may be subject to disciplinary action, up to and including program discharge.

ACCEPTABLE DRESS/ GROOMING

MEN	WOMEN
Collared and collarless shirts	Dress/ skirt (max. 3 inch above knee)
Business dress slacks/ khaki pants	Heels 3 inches or less
Belts and suspenders, as appropriate	Hair neatly groomed
Hair neat and groomed	Business dress slacks/ khaki pants
Athletic apparel (as appropriate)	Shirt or blouse (appropriate length and fit)
	Athletic apparel (as appropriate)

UNACCEPTABLE DRESS/ GROOMING

MEN	WOMEN
Hats or do-rags	Cleavage or Midriff revealing tops
Tank tops or graphic t-shirts	Tank tops or graphic t-shirts
Sagging pants or jeans	High splits in skirts or dresses
	Shorts or skirts higher than 3 inches above knee

Job Placement Assistance Center

When it comes to our students, completing the training is not the only concern to FWCA-Career Institute. **Although our Bioscience and Technology Training program is only a 12-week curriculum, our commitment to students begins much earlier and last a career lifetime.**

We provide *remedial training for math and reading prior to admission* for candidates as well as students attending courses who need them to increase scores to minimum requirements for program enrollment at no additional cost. The frequency and duration of this service is customized to address the needs of the individual.

Following a student admission, career advisor/coach will be assigned to each student to guide/advise throughout the training and job placement process to ensure progression toward established career goals. Services provided include resumes writing, preparation, hosting job fairs, internship opportunities, job placement, job coaching, follow-up/retention, employer sponsorship, career advancement activities, and linking participants to professional and networking groups.

FWCA-Career Institute understands the depth of the daily challenges students face; therefore, additional supportive services are provided to address those challenges that impede their ability to complete the course and obtain jobs. As are identified, career advisor/coach staff will address and take appropriate corrective action to minimize or eliminate those barriers through referrals to internal as well as external resources for all students who seek it. These services may include but is not limited to wrap-around services designed as an innovative and integrated delivery approach to assist students in addressing barriers to quality training and employment, such as financial literacy, clinical services, legal services, transportation assistance, healthy relations education, and leadership training that may lead to resolving legal issues, attaining family resolutions/re-unification, dealing with child custody issues, voting rights restoration, asset building, etc. All supportive services are provided based on availability of resources and first come first serve basis.

**Hours of operation is year-round:
Monday thru Friday, 8:00 a.m. – 5:00 p.m.**