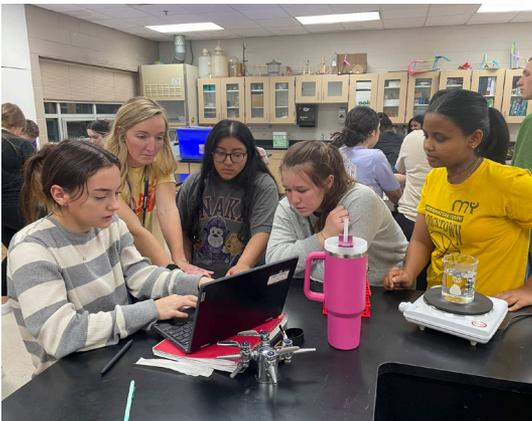




# DMACC CAREER ADVANTAGE

## PARENT & STUDENT HANDBOOK

COLLEGE CREDIT FOR HIGH SCHOOL STUDENTS



DMACC AT PERRY VANKIRK CAREER ACADEMY

## PURPOSE

The purpose of this handbook is to provide background information and address the specific rules, policies and procedures that are pertinent to high school students enrolled in the Career Advantage program and the DMACC at Perry VanKirk Career Academy.

# WHAT IS DMACC | CAREER ADVANTAGE

Career Advantage is a partnership between DMACC and area high schools that enables students to complete college-level courses while still enrolled in high school. Career Advantage programming is authorized by Iowa Code 282.26.

- » Career Advantage courses supplement high school courses.
- » DMACC course competencies, course materials and textbooks are used in the classroom.
- » Courses are the same content and quality as courses taught on the college campus.
- » All instructors meet DMACC instructor qualifications.

## WHAT IS A CAREER ACADEMY?

Career Academy programs are specific programs that introduce high school students to career/vocational program opportunities. College credits earned can lead toward a specific program completion certificate or license, college diploma or two-year Associate's Degree.

### CNA ACADEMY

Prepares students for a health occupations career. Students complete Basic and Advanced Care programs, including clinical experiences, in preparation for state testing and CNA licensure. Students also receive DMACC Honor Cord certification.



### WELDING ACADEMY

Prepares students for employment in the welding industry. This skilled trades program allows students to gain experience and career ready skills along with welding related certifications and DMACC Honor Cord recognition.



## DMACC CAREER ADVANTAGE OFFERS THREE OPTIONS FOR HIGH SCHOOL STUDENTS:

- » Classes at DMACC — DMACC Career Academies are located on the DMACC Campuses and Attendance Centers. They offer career and technical programs to high school students who wish to explore various career options and get a head start on college.
- » Classes at your high school — DMACC offers a variety of courses within area high schools. These courses are taught by high school instructors who have been approved and certified by DMACC. DMACC course offerings vary at each high school.
- » Classes online — The DMACC Online Career Academy (OLCA) provides high school students the opportunity to take a college class at DMACC through an online environment. DMACC provides a variety of course options.

## STUDENT ELIGIBILITY REQUIREMENTS STUDENT

eligibility is determined by the Iowa Department of Education Senior Year Plus Guide.

## WHY CONSIDER CAREER ADVANTAGE?

- » High school students earn college credit and college experience at no cost to the student.
- » Programs and courses lead directly to degrees, diplomas, certificates and apprenticeships.
- » Students gain hands-on training in an area of personal interest.
- » Career and technical programs give students excellent opportunities to explore career options before they leave high school, and without requiring an investment in postsecondary programs they may ultimately not pursue.
- » The college credits earned apply toward a two-year degree at DMACC.
- » Career and technical programs are equipped with state-of-the-art technology.
- » Students enter the workforce with marketable skills.
- » Students save time and money with an early start on college.

## ADDITIONAL INFORMATION

**Tuition:** Tuition for students enrolled in Career Advantage programs is paid by the local school district. On average, a student enrolled in a Career Academy program completes 12 credits in a school year, resulting in a savings of more than \$2,000 in tuition costs. High schools are billed each semester for Career Advantage courses in which their students are enrolled.

**Course Textbooks and Materials:** All textbooks, classroom materials and tools required for the respective programs/courses are provided to the student on loan from DMACC.

**College Credit:** Students may use their college credit toward a degree at DMACC, or may transfer that credit to another postsecondary institution. It is the responsibility of the student to communicate with the receiving college to decide if and how credit will be accepted. The receiving institution makes all decisions regarding transferability of course credits.

Visit DMACC's transfer resources at [transfer.dmaccc.edu](https://transfer.dmaccc.edu)

### Cancellation of Career Advantage Courses:

DMACC reserves the right to decline or cancel any contractual agreements with secondary school systems regarding Career Advantage courses for reasons that include, but are not limited to, the following:

- » Limitations on available and qualified staff
- » Limitations on equipment
- » Financial reasons
- » Course found to not meet Iowa Department of Education requirements
- » Course does not meet DMACC content, time requirements or rigor
- » Any other reason as determined by DMACC to not be in the best interest of the College

# DMACC AT PERRY VANKIRK CAREER ACADEMY

**TO LEARN MORE ABOUT THESE CAREER ACADEMY PROGRAM OPPORTUNITIES, VISIT [CAREERADVANTAGE.DMACC.EDU](http://CAREERADVANTAGE.DMACC.EDU)**

## LIBERAL ARTS TRANSFER ACADEMY

Students have the opportunity to take liberal arts coursework in a variety of academic disciplines as they prepare to obtain a Bachelor degree. Students sign up for individual courses in this academy so the number of credits will vary.

### COURSES INCLUDE:

- » American National Government
- » American History 1877 - Present
- » Biology
- » Children's Literature
- » Composition I
- » Composition II
- » Developmental Psychology
- » Educational Psychology
- » Environmental Science
- » Fundamentals Of Oral Communication
- » Introduction to Psychology
- » Introduction to Sociology
- » Study Strategies

## CRIMINAL JUSTICE ACADEMY

The Criminal Justice program introduces students to criminal law and crime scene investigation and prepares them for entry into the criminal justice field. Twelve DMACC credits are available upon completion of this DMACC Career Academy course offering.

### COURSES INCLUDE:

- » Introduction to Criminal Justice
- » Ethics in Criminal Justice
- » Survey of Criminal Justice Agencies
- » Criminal Investigation

## HUMAN SERVICES ACADEMY

This program is designed for those who have an interest in working in the field of social work and the helping professions. Topics covered in this academy range from child welfare, disability rights, housing, student and self-advocacy to health care, substance abuse, diversity, and criminal justice to name a few. Students will focus on developing an understanding of the many different facets of social work, along with mental health therapy and public health interventions. A volunteer experience is part of the curriculum for students to engage in hands on learning.

### COURSES INCLUDE:

- » Introduction to Human Services
- » Interviewing/Interpersonal Relationships

## HEALTH OCCUPATIONS ACADEMY

This program will provide students the opportunity to explore careers in health care and work toward CNA training. Nine DMACC credits are available upon completion and the student will earn a C.N.A. Certificate.

### COURSES INCLUDE:

- » Nurse Aide 75 Hours
- » Advanced Nurse Aide
- » Medical Terminology

## EMERGENCY MEDICAL TECHNICIAN (EMT) ACADEMY

Ready to make a difference? The Emergency Services Program provides students the fundamental knowledge and skills needed to provide lifesaving services. EMT students will function in uncommon and high-stress situations by performing comprehensive patient assessments, obtaining vital signs, controlling hemorrhaging, bandaging wounds, administering cardiopulmonary resuscitation, and providing pre-hospital emergency medical care of simple and multiple system injuries. Students must be at least 17 years of age by the first day of class. In addition to classroom time, students will be required to attend clinical and field rotations during the course of the class, which will require time outside the classroom. Students will also have to complete a criminal background check.

### COURSES INCLUDE:

- » Emergency Medical Technician

# DMACC AT PERRY VANKIRK CAREER ACADEMY

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## TEACHER ACADEMY

The Teacher Academy provides students with an opportunity to explore education-related professions and take part in real-life teaching experiences. Students will spend a total of 120 hours shadowing elementary and secondary school teachers during portions of their assigned class time. These courses transfer into many teacher education programs and some paraeducator certificates. Fourteen DMACC credits are available upon completion of this DMACC Career Academy course offering.

### COURSES INCLUDE:

- » Foundations of Education
- » Exploring Careers
- » Developmental Psychology
- » Initial Field Experience
- » Electronic Portfolio Development
- » Educational Psychology

## WELDING ACADEMY

This program allows students to engage in experiential learning in the area of welding. Eleven credits are available.

### COURSES INCLUDE:

- » Intro to Welding, Safety and Health of Welders
- » GMAW Short Circuit Transfer
- » Print Read/Sym Inter Sense 1
- » OFC-1 Manual
- » Inspection/Test Princ: Sense 1

## APPLIED ENGINEERING TECHNOLOGY ACADEMY

Applied Engineering Technology is an exploratory academy that provides students with basics of electricity, motor control, print reading, hydraulics and pneumatics. This is an ideal program for students interested in entering the workforce in industrial maintenance, as a construction contractor, in an electrical field, or pursuing a degree in engineering. Eleven DMACC credits are available upon completion of all DMACC Career Academy course offerings.

### COURSES INCLUDE:

- » General Industry Safety
- » Basic Electrical
- » Basic Hydraulics
- » Basic Pneumatics
- » Hydraulic Maintenance
- » Motor Controls
- » Machine Shop Measuring

## COMPUTER PROGRAMING ACADEMY

This program allows students to learn basic programming concepts, solve problems using various programming languages, gain skills for a technology-based career, earn certificates in C# Application Developer and Java Application Developer. Earn certificate and be eligible for internships with Hi Tech Companies.

### COURSES INCLUDE:

- » Intro to Programing with Logic
- » C#
- » Intro to HTML and CSS
- » Java
- » Intro to Databases
- » Advanced C#
- » Database and SLQ
- » Java II

# DMACC AT PERRY VANKIRK CAREER ACADEMY

## DMACC PERRY VANKIRK COURSES

The courses listed below are open to high school students in any school district. The courses will be located at the DMACC Perry VanKirk Center and include both morning and afternoon classes.

### Semester Course Offerings (August – December)

ENG 105 Composition I — M/W/F 7:40-8:40am

SDV 115 Study Strategies — M/W/F 8:45-9:20am

*\*Study Strategies is required to be taken with in person sections of ENG 105.*

LIT 105 Children's Literature — T/Th 7:45-9:15am

POL 111 American National Government — T/Th 7:45-9:15am

HIS 152 American History 1877 - Present — T/Th 1:45-3:15pm

BIO 104 Biology — M/W/F 1:45-3:15pm (W Lab at 1:25pm)

ENG 105 Composition I — M/W/F 1:45-2:45pm

SDV 115 Study Strategies — M/W/F 2:45-3:20pm

PSY 121 Developmental Psychology — T/Th 1:45-3:15pm

SPC 101 Fundamentals Of Oral Communication — T/Th 1:45-3:15pm

SOC 110 Introduction to Sociology — M/W 1:45-3:15pm

CRJ 100 Introduction to Criminal Justice — M-F, 7:45-9:15 a.m.

CRJ 107 Survey of Criminal Justice Agencies — M-F, 7:45-9:15 a.m.

HSC 172 Nurse Aide 75 Hours — M-F 7:25-9:15 a.m.

HSC 181 Advanced Nurse Aide — M-F 7:25-9:15 a.m.

*\*Courses require extended clinical sessions in evenings and/or weekends.*

HSC 114 Medical Terminology — T/Th (1:45-3:15pm)

EDU 210 Foundations of Education M-F, 1:45-3:15

WBL 100 Exploring Careers — M-F, 1:45-3:15

PSY 121 Developmental Psychology — M-F, 1:45-3:15

WEL 228 Introduction to Welding, Safety and Health of Welders — M-F, 7:25-9:15 a.m. or 1:25-3:15 p.m.

WEL 266 PAC/CAC — M-F, 7:25-9:15 a.m. or 1:25-3:15 p.m.

WEL 244 GMAW Short Circuit Transfer — M-F, 7:25-9:15 a.m. or 1:25-3:15 p.m.

IND 114 General Industry Safety — M-F, 1:25-3:15 p.m.

IND 209 Basic Electrical — M-F, 1:25-3:15 p.m.

IND 243 Basic Hydraulics — M-F, 1:25-3:15 p.m.

CIS 125 Introduction to Programing with Logic — Meets Virtually M-F, 8:00- 9:15 a.m. or 2:10-3:25 p.m.

CIS 169 C# — Meets Virtually M-F, 8:00- 9:15 a.m. or 2:10-3:25 p.m.

CIS 303 Introduction to Databases — Meets Virtually M-F, 2:10-3:25 p.m.

CIS 174 Advanced C# — Meets Virtually M-F, 2:10-3:25 p.m.

### Semester Course Offerings (January – May)

ENG 106 Composition II — M/W 7:45-9:15am

PSY 111 Introduction to Psychology — M/W 7:45-9:15am

POL 111 American National Government T/Th 1:45-3:15pm

ENG 106 Composition II — M/W 1:45-3:15pm

PSY 281 Educational Psychology — T/Th 1:45-3:15pm

ENV 115/116 Environmental Science — M-Th 1:45-3:15pm

SOC 110 Introduction to Sociology — T/Th 1:45-3:15pm

HSV 109 Introduction to Human Services — M-F, 7:45-9:15 a.m.

HSV 130 Interviewing/Interpersonal Relationships — M-F, 7:45-9:15 a.m.

HSC 172 Nurse Aide 75 Hours M-F

HSC 182 Advanced Nurse Aide M-F

*\*Courses require extended clinical sessions in evenings and/or weekends.*

HSC 114 Medical Terminology — T/Th (7:45-9:15am) .

EMS 214 Emergency Medical Technician — M-F, 7:25-9:15 a.m.

*\*Courses require extended clinical sessions in evenings and/or weekends.*

EDU 218 Initial Field Experience — M-F, 1:45-3:15

SDV 164 Electronic Portfolio Development — M-F, 1:45-3:15

WEL 233 Print Read/Sym Inter Sense 1 — M-F, 7:25-9:15 a.m. or 1:25-3:15 p.m.

WEL 262 OFC-1 Manual— M-F, 7:25-9:15 a.m. or 1:25-3:15 p.m.

WDV 101 Intro to HTML and CSS — Meets Virtually M-F, 8:00- 9:15 a.m. or 2:10-3:25 p.m.

CIS 171 Java — Meets Virtually M-F, 8:00- 9:15 a.m. or 2:10-3:25 p.m.

CIS 332 Database and SLQ — Meets Virtually M-F, 2:10-3:25 p.m.

CIS 175 Java II — Meets Virtually M-F, 2:10-3:25 p.m.

WEL 254 Inspection/Test Princ: Sense 1 — M-F, 7:25-9:15 a.m. or 1:25-3:15 p.m.

IND 211 Basic Pneumatics — M-F, 1:25-3:15 p.m.

IND 244 Hydraulic Maintenance — M-F, 1:25-3:15 p.m.

IND 241 Motor Controls — M-F, 1:25-3:15 p.m.

MFG 105 Machine Shop Measuring — M-F, 1:25-3:15 p.m.

CRJ 101 Ethics in Criminal Justice

CRJ 141 Criminal Investigation

To enroll in any courses, contact your High School Counselor. Questions? Contact Eddie Diaz, VanKirk Career Academy Site Director, ediaz@dmacc.edu 515-428-8120 or Tom Lipovac, Career Advantage Advisor, tflipovac@dmacc.edu 515-428-8100

# DMACC AT PERRY VANKIRK CAREER ACADEMY

## POLICIES AND PROCEDURES

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### ATTENDANCE/TARDY POLICY

Student attendance is an expectation. Missing class time can impact a student's performance and progress. Students who will be absent from class or late to class are expected to contact the instructor directly (instructors will share contact information) to provide notification of the impending absence or lateness. It is the student's responsibility to meet with the instructor to review classroom assignments and content information that was missed. Office hours are established by instructors for missed class time. Attendance records are maintained daily, and the partner high school will be contacted with attendance concerns. Students with excessive absences or tardies will be encouraged to withdraw from the course.

### STUDENT RESPONSIBILITIES

Students enrolled in Career Academy programs are expected to:

- » Assume responsibility for their learning and achievement.
- » Demonstrate respect for fellow classmates, instructors and school property and equipment.
- » Make a commitment to attend classes and give their best effort each day.
- » Communicate with their instructors if they are absent from class.
- » Assume responsibility for completing any makeup work required as a result of an absence from class.

### WEATHER-RELATED POSTPONEMENTS/CANCELLATIONS

Poor weather conditions may require postponement or cancellation of classes. Depending on the nature of the weather conditions, classes may be postponed for the morning session only or may be cancelled for the entire day. The Perry Campus has an alert system to inform students about delays and cancellations via phone call, text and email. In the event that DMACC is in session, but the local high school is not in session due to weather conditions, the parent and student will make a decision about attendance on that day. On occasions when weather deteriorates during the school day, school principals can make the decision not to have their students attend DMACC if they feel it is unsafe for them to travel. The local schools will contact DMACC if their students will not be attending.

### ACADEMIC CALENDAR DATES

The academic calendar for Career Academy programs is established by DMACC and can be found online at [www.dmacc.edu/students](http://www.dmacc.edu/students). Students are expected to attend classes when they are in session. On days when DMACC is not in session, but the student's high school is, students are expected to attend their regularly scheduled high school classes. DMACC will work with local high school administrators when special schedules occur that may require students to miss part of the school day at either DMACC or at the local high school.

# DMACC AT PERRY VANKIRK CAREER ACADEMY POLICIES AND PROCEDURES

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## FERPA

DMACC will comply with the Family Educational Rights and Privacy Act (FERPA) mandated by the U.S. Congress as it pertains to student records. DMACC does not release personally identifiable education information and/or records without the written permission of the person involved.

## GRADES

Grading scales and criteria for coursework should be specified in the course syllabus and will be reviewed with students by the individual instructors. Some programs have specific performance standards that must be attained for students to demonstrate proficiency.

## GRADE REPORTING

Progress Grade Reports are distributed to the high school counselor two times per semester. At least one of the progress reports is provided prior to mid-semester and the deadline for dropping classes. This report notifies students who have quit attending or are not progressing satisfactorily (receiving grades of C- or lower) of services available to help them improve their academic performance.

Official Final Grade Reports are issued from the DMACC Office of Academic Records in mid-February and in late June. Upon completion of Career Advantage courses, students earn permanent grades that appear on an official college transcript. Final grade reports are available to Career Advantage students by signing in to their myDMACC account. A copy of the final grade report is also filed with the local high school counselor.

## TRANSPORTATION AND PARKING

Students enrolled in Career Academy programs at the DMACC Campus are responsible for transportation to and from the DMACC campus. Many students from the same district carpool together. Students enrolled in the Certified Nurse Aide Academy and the EMT Academy are responsible for their transportation to and from their clinical experiences. Adequate parking is available at the DMACC campus for students attending classes. Students are asked to park in the designated areas.

## ADD/DROP POLICY

Students may change their schedule by contacting a Career Advantage Academic Advisor. Students may drop/withdraw from courses up until the official Drop Deadline date (set by the DMACC Registrar's Office). In order to drop a class, students must complete an official add/drop form.

*NOTE: High school students should be aware that if they are taking a college course for concurrent credit and decide to drop the class, they must also drop the high school credit. This could have an impact on the number of credits a student will need for high school graduation. Prior to being approved for dropping a program/course, students must communicate with both their local high school counselor and the DMACC Academic Advisor. Students must also consult with their high school counselor to review high school graduation requirements and verify their high school credit status.*

# DMACC AT PERRY VANKIRK CAREER ACADEMY

## POLICIES AND PROCEDURES

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### ACADEMIC ADVISOR SERVICES

An Academic Advisor is available at DMACC to assist students in planning their educational programs, monitoring their academic progress, developing their academic skills, using college resources to meet their educational needs and meeting graduation requirements. The Advisor will also visit local high schools to provide support and information regarding DMACC programs, credit and transfer procedures, and any other student educational needs.

### STUDENT SUPPORT SERVICES

Tutoring is a support service available to all DMACC students. The Tutoring Department employs peer tutors to assist students with challenging courses. Knowledgeable tutors can help students by reviewing the course material, answering questions, and reviewing for exams. Contact 515-965-7004. Students in need of technology assistance may request Tech Support. Contact 800-362-2127 ext. 7300.

### IEP SERVICES

DMACC will provide reasonable accommodations to support students with disabilities. Modifications that alter the curriculum or the academic expectations for students are not permitted. In the Career Academy setting, DMACC and the home high school will collaborate to ensure proper services are provided. The following list represents common or frequent accommodations used by students with disabilities in DMACC programs. It is not intended to be a comprehensive list of possible options.

### TYPES OF ACCOMMODATIONS:

- » Taped/Scanned Textbooks
- » Testing Accommodations
- » Readers and Scribes
- » Software
- » Sign Language Interpreters, as arranged by the district
- » Alternate Formats (Braille, Large Print, Closed Captioning)
- » Notetakers
- » Digital Recorders and Assistive Listening Devices

If a student enrolled in programs requires specific one-on-one instructional support, the local school district assumes responsibility for providing this support.

### ACADEMIC INTEGRITY

Academic Integrity (doing one's own work in course assignments and on tests) is one of the most important values in higher education. Receiving credit for plagiarizing or cheating diminishes the value of all degrees conferred. It is unacceptable for students to submit another person's work as their own. If students quote, summarize, paraphrase or use an author's idea, they must acknowledge the source; otherwise they are plagiarizing. Allowing others to accept credit for work not their own is also cheating. Students who plagiarize or cheat will be held accountable by their instructor and are subject to the sanctions outlined in the Academic Misconduct Procedure (ES 4670).

# DMACC AT PERRY VANKIRK CAREER ACADEMY

## POLICIES AND PROCEDURES

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### CONFIDENTIALITY REQUIREMENTS

Due to their placement in a work environment with potential access to a wide variety of information, students enrolled in the Health Occupations program are required to complete confidentiality agreements for their respective work sites and clinical experiences. These agreements will be provided to the student and must be completed before placement in a work or clinical experience can begin.

### IMPACT OF LOW GRADES/DROPS/WITHDRAWALS ON FUTURE FINANCIAL AID

A student's college transcripts become a part of his or her permanent record. As such, it is important to give your very best effort at all times and keep the doors of opportunity open and available to you. Low grades, drops and withdrawal from programs can cast a negative light upon your eligibility for future financial aid. Students must maintain a college GPA of 2.0 or above and complete at least 67% of credits they enroll into to maintain eligibility.

### TRANSFER OF CREDITS

Students considering transfer to another college or university should contact an admissions or transfer counselor at that institution early in the planning process. The following outline provides tips for a successful transfer:

- » Research and visit four-year colleges as soon as possible to decide on a transfer college. DMACC offers many partnership programs with four-year colleges and universities. For more information, visit [TRANSFER.DMACC.EDU](http://TRANSFER.DMACC.EDU).
- » Schedule a campus visit as soon as possible with any institutions you may be considering. When scheduling a visit, ask for an appointment with an advisor. Write down the names of contact people at the transfer college.
- » Complete an application for admission to the selected college or colleges. Complete financial aid, scholarship and housing applications. Watch for deadlines and complete all materials as early as possible.
- » Request to have all college transcripts sent to the transfer college. Students must contact each college attended and request that they release all academic transcripts to the selected transfer college.
- » Attend a registration/orientation day at the transfer college. Some colleges allow students to preregister for classes. Be alert to any registration/orientation procedures and stay in touch with the transfer college.

### TRANSCRIPT REQUESTS

Students can mail or fax requests to the DMACC Office of Academic Records. Transcript request forms are available at each campus, from a Career Advantage advisor or at this website:

[CAREERADVANTAGE.DMACC.EDU](http://CAREERADVANTAGE.DMACC.EDU).

Transcript requests should include the student's name, Social Security number or DMACC ID number, telephone number, dates of attendance, and the address to where the transcript should be mailed. Career Academy transcripts are sent at the end of February and end of July. There is no fee for transcripts unless special services are requested. Copies of transcripts issued to students are stamped with the words "Issued to Student."

# DMACC AT PERRY VANKIRK CAREER ACADEMY

## POLICIES AND PROCEDURES

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### LOST AND FOUND

Lost or misplaced items are turned in to the building administrative assistant and can be claimed at the front desk.

### TOBACCO-FREE CAMPUS

All DMACC campuses are tobacco-free. Tobacco is defined to include any lit cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product; and smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form. Engaging in smoking tobacco products or using smokeless tobacco products while on DMACC property is prohibited. This policy applies to:

- » All DMACC campuses, attendance centers and anywhere that DMACC provides a service (e.g., rental facilities).
- » Housing owned by DMACC or situated within the boundaries of a DMACC campus.
- » No DMACC location is exempt. This includes personal vehicles located on DMACC property, DMACC vehicles, walking trails and outdoor athletic complexes.

Sanctions for violation of this policy may include a letter of reprimand, disciplinary conference with administration and a monetary fine.

### DRUG-FREE SCHOOLS AND CAMPUSES ACT

DMACC strives to provide an educational environment that promotes the health and safety of students, faculty and staff. Accordingly, DMACC complies with the Drug-Free Schools and Campuses Act. The following behaviors are prohibited:

- » Using, possessing, misusing or being under the influence of any alcoholic beverage or other intoxicating beverage on College property or at College-sponsored functions, except as authorized by College regulations or College authority.
- » Manufacturing, processing, selling, delivering, providing, using, purchasing, misusing or possessing any narcotic drug, marijuana or other addictive, dangerous or controlled substance on College property or at College-sponsored functions. Drug paraphernalia is also prohibited.
- » The use of tobacco products, which include smokeless or smoking tobacco, is prohibited on all campuses and all attendance facilities in compliance with state law.

The unlawful possession, use, distribution or misuse of illicit drugs or alcohol by students may result in sanctions including suspension from DMACC. More information about the DMACC Student Conduct Code and possible sanctions can be found at: [www.dmacc.edu/studentconduct](http://www.dmacc.edu/studentconduct).

# DMACC AT PERRY VANKIRK CAREER ACADEMY CONTACT INFORMATION

## ADMINISTRATIVE STAFF

### Eddie Diaz

VanKirk Career Academy Site Director  
ediaz@dmacc.edu

### Jessica Chapman

Administrative Assistant: Programming & Registration  
jlchapman2@dmacc.edu

### Dorothy Stoltz

Administrative Assistant: Lcan & Special Events  
dmstoltz@dmacc.edu

### Kathryn Whitver

Administrative Assistant: Career Advantage & Publications  
kwhitver@dmacc.edu

## STUDENT SERVICES STAFF

### Connie Saenz

Lcan Advisor  
caoliversaenz@dmacc.edu

### Tom Lipovac

Career Advantage Advisor  
tflipovac@dmacc.edu

### Rico Moss

Student Services Specialist  
rlmoss1@dmacc.edu

## INSTRUCTIONAL STAFF

### Savanna Judson

Biology & Environmental Science  
skjudson@dmacc.edu

### Katie Tuel

CNA Academy  
kmtuel@dmacc.edu

### Linda Kaufman

Composition & Literature  
lakaufman@dmacc.edu

### Rico Moss

Criminal Justice Academy  
rlmoss1@dmacc.edu

### Allisa Bahney

Education  
abahney@dmacc.edu

### Christine Krohn

Education  
cjcrohn@dmacc.edu

### Mike Thomason

EMT Academy  
mrthomason@dmacc.edu

### Danielle Navarro

Health Occupations  
dnavarro@dmacc.edu

### Jan Lauer

Health Occupations  
jrlauer1@dmacc.edu

### Megan Nikolish

Health Occupations  
mnikolish@dmacc.edu

### Erin Helleso

Human Services Academy  
elhelleso@dmacc.edu

### Thomas Rial

Political Science  
tmrial@dmacc.edu

### Maggie Jambor

Psychology  
mrjambor@dmacc.edu

### Aaron Vincent

Sociology  
advincent1@dmacc.edu

### Cynthia Gehrie

Speech  
cpgehrie@dmacc.edu

### Julie Kopecky

Teacher Academy  
jmkopecky@dmacc.edu

### Brent Rowe

Welding Academy  
bmrowe@dmacc.edu

### Jim VonBehren

Welding Academy  
jlvonbehren@dmacc.edu

### Bob Hunt

Welding Academy  
rrhunt@dmacc.edu

### Travis Arterburn

Welding Academy  
tjarterburn@dmacc.edu



**CAREER  
ADVANTAGE**

TO LEARN MORE ABOUT HIGH SCHOOL  
PROGRAMS, SCAN THE QR CODE

**CAREERADVANTAGE.DMACC.EDU**



DMACC shall not engage in nor allow discrimination covered by law against any person, group or organization. This includes in its programs, activities, employment practices, hiring practices or the provision of services. The full DMACC Nondiscrimination policy is available online at [nd.dmacc.edu](http://nd.dmacc.edu). 15839-11-23-M