



## **New Student Orientation 2021**

Dear ECM Student and Parent(s),

Congratulations to our new students and welcome to the Early College of Macomb 2021 – 2024 Cohort! As you embark on this amazing adventure, one that will change you—and your future—for the better, know that in uncertain times, the value of higher education cannot be overstated. Whether it is an associate degree, a bachelor’s degree or higher, your education is something no one can take from you; it will grow your confidence and help secure your future financial stability. Not only does ECM makes that education more affordable, it helps to ensure your success.

Our orientation provides you with all the important details of the Early College of Macomb and introduces you to our ECM staff. Normally, we have one orientation meeting at South Campus and another at the MISD (Center Campus). However, given the current situation, we are providing the information in a new format.

All the following information must be reviewed by student and parent/guardian(s) PRIOR to attending a Scheduling Appointment with one of our ECM Counselors in May. If you have any comments, questions, concerns, etc., prior to this appointment, please contact Joyce Arbaugh at 586.228.3437 or [jarbaugh@misd.net](mailto:jarbaugh@misd.net). Thank you very much for your attention to this matter and take care – we look forward to meeting you in person sometime soon!

Sincerely,  
The ECM Staff

### **Early College of Macomb Personnel**

#### **Macomb Community College**

Aimee Adamski, Director of Admissions & Outreach

Dr. Carrie Jeffers, Registrar/Director of Enrollment Services

Andy Ray, Manager of Admissions, Outreach & Early Admit Programs

#### **Macomb Intermediate School District**

Dr. Alesia Flye, Asst. Supt. of Instruction/Chief Academic Officer

Deb Fortuna, ECM Administrative Assistant

Janine Hendershot, ECM Counselor

Tom Hodge, ECM Counselor

Shannon Kent, ECM Counselor

Sarah Strohbeck, MISD Career Readiness and Counselor Consultant

Joyce Arbaugh, Early College of Macomb Coordinator

## Macomb Community College

### Application, Orientation

- First things first: you have been accepted...but you are not yet a Macomb student!
- Watch this short [PowerPoint](#) demonstrating the quick, easy application process
- After you create an admissions account and apply, Macomb will process your application, and you will receive an [admissions email](#) with your **student number** in it
- You must use your student number to login and complete the required New Student Orientation process, or we will be unable to schedule you for classes
- One or two weeks after you are admitted, you will receive a student id card in the mail

*Note: the admissions process may be slower than normal due to issues arising from COVID-19.*

## Early College of Macomb Policies and Procedures

### Overview

- ECM is a three-year program
- The goal of ECM students is to earn an associate degree, not just college credits
- Students planning on earning college credits for two years and then dropping out and going to a four-year university/college, rather than staying for the third year and earning a degree, should not register. Instead, students can take dual enrollment classes through their high school
- To accept a spot and then not finish the third year is to take the spot of someone who may have stayed for the third year
- Each student and parent is required to sign a letter of commitment before acceptance to the program

### Expectations

- ECM students are representatives of three entities: Macomb Intermediate School District, Macomb Community College and their home high school. All students should keep this responsibility in mind at all times and act accordingly, with the highest regard for being a good ambassador of all entities, as well as themselves
- This is a School of Choice, so students may be asked to return to their home school
- ECM Student Guidebook is online ([www.ECMacomb.misd.net](http://www.ECMacomb.misd.net)). Read it carefully. There is a detailed Code of Conduct in the Guidebook. Note Code of Conduct in the MCC rules Section 5B
- Students are expected to attend MCC classes faithfully and on time, without exception
- Students will be placed on Academic Probation for poor or failing grades, poor attendance, or low (below 2.0) cumulative GPA
- ECM dress code is defined in the Guidebook. In general, students are expected to follow the home high school's rules for dress code while on the college campus

### Communication

- Cell phone numbers (both parent and student) and email addresses (both parent and student) are required to be registered with the ECM
- Cell phones/email/address changes: Contact Deb in ECM Office ([dfortuna@misd.net](mailto:dfortuna@misd.net)), as well as MCC Admissions, when there are changes to cell number, email address and/or home address
- You will miss essential communications if ECM does not have your current contact information. MCC prevents any student without updated contact information to register

## Technology

- Read MCC Rules and Regulations and Acceptable Use of Information Technology Resources documents *very carefully*
- Technology fee is \$150.00 (check make payable to MISD). It must be kept whole (always maintain a \$150 balance in each student's account) and will be used for fees charged due to reckless use, loss and/or accidents
- Forms should be completed and returned, along with \$150 Technology Fee check (made payable to MISD), to Deb at [dfortuna@misd.net](mailto:dfortuna@misd.net)
- Students will receive computers during Summer Camp, if requested (be sure to bring protective case/sleeve!) and books at the MCC Bookstore before classes begin in August

## Summer Camp

- There will be two Summer Camps, either in-person or online, at the MISD from 9:00 a.m. to 2:00 p.m.:
  - Summer Camp I: Monday, July 27<sup>th</sup>, AND Tuesday, July 28<sup>th</sup>
  - Summer Camp II: Wednesday, July 29<sup>th</sup>, AND Thursday, July 30<sup>th</sup>
- Summer camp is required as it is an essential overview of and “boot camp” for all things college.
- **Technology Use** form and **Guidebook Review** form must be signed on Open Apply

## Textbooks

- Textbooks are provided by ECM, but there is a charge for lost and damaged books. All books must be returned to MCC Bookstore at the end of each term
- Students will purchase books through the ECM account at the MCC Bookstore before classes begin in August
- ECM covers the cost all books and supplies for courses, such as art materials, lab goggles/coats, and other special program requirements/fees
- Students will need to bring the following with them when making purchases:
  - Form of I.D. (Macomb One Card, Driver's License, or other form of identification)
  - Copy of fall schedule, including course names with section numbers

### South Campus - K Building

(starting February 1, 2021)

14500 E. 12 Mile Rd

Warren, MI 48088-3896

Phone: 586.445.7385

Email: [mccsouth@bkstr.com](mailto:mccsouth@bkstr.com) or [bookstore@macomb.edu](mailto:bookstore@macomb.edu)

### Center Campus Bookstore

P Building

44575 Garfield Road

Clinton Township, MI 48038-1139

Phone: 586.286.2093

Email: [mcccenter@bkstr.com](mailto:mcccenter@bkstr.com)

## ECM Counselors

**Janine Hendershot** (Center Campus)

**Thomas Hodge** (South & Center)

**Shannon Kent** (Center Campus)

- Each student is assigned to one ECM Counselor for the entire three-year program
- The counselor serves as the liaison between the student, college staff, high school counselor and parent
- Communication is a KEY component to success in our program!
- Students are expected to openly and frequently communicate with the ECM Counselor. Any social, emotional or academic question, need, concern or problem should be directed to the assigned ECM counselor in a timely manner
- Parents are encouraged to discuss any concerns or questions directly with the assigned ECM Counselor
- ECM Counselors will NOT communicate in place of a student with college professors/staff. Assistance and direction are provided, but students are held accountable to interact in a professional manner with college personnel. Students are expected to advocate for themselves

## Seminar

- ECM Counselors run the Seminar class, which meets twice a week for 1.5-hour sessions
- Seminar typically includes both a lesson plan (45-60 mins.) and support time (30-45 mins.) within each session
- In addition to learning essential college, career, and life readiness skills, in Seminar students enjoy support from both their counselor and peers, some of whom may become lifelong friends
- Seminar earns .5 high school elective credits per term and is reported on the high school transcript. At the end of the program, students who earned a C or higher all six terms of the program earn three college credits from MCC for Seminar
- The best students use their resources wisely, and seminar is one of the best resources afforded to ECM students. Students get to begin their adult lives with the guidance and assistance of caring professionals whose role is to help them be successful and reach their goals

## Credits, Transcripts, and Grades

- Classes at MCC earn credits toward an associate degree, can be used to “double dip” and count toward high school graduation requirements, and may also be transferred to four-year schools to count toward a bachelor’s degree!
- Because of the number of credits required to graduate, students generally must place all college classes taken junior year on the high school transcript. This includes the ECM seminar course
- Grades for high school core graduation requirements fulfilled by college courses MUST be placed on the high school transcript
  - Examples: Economics, Government, History, Science, English, Math and VPAA courses
- Sometimes a college grade can be withheld from a high school transcript. This should be discussed with the high school counselor and the decision made prior to a class starting. This is a complicated issue and can be discussed in more detail at scheduling time
- Classes taken at MCC do NOT generally earn honor points. Any questions about G.P.A. bumps should be directed to your high school district
- Classes placed on the transcript DO generally get factored into the high school cumulative grade point average
- Your home school district has ultimate control over your high school transcript. Policies vary; consult your high school counselor/administrators for answers related to most transcript questions, including how credits are reported and the impact of college grades on high school GPA

## College Calendar

- Macomb classes and ECM seminar start in mid-August each year
- Students are able to adjust to college/seminar for two-three weeks before high school classes begin
- College and high school calendars do NOT completely align

- **High school and college Spring Breaks do NOT align**
- High school break is in April; the college break is in March
- Thanksgiving and Winter breaks tend to overlap
- ECM expects students and families to schedule vacations around the MCC calendar
  - It is easier for students to make-up work and pre-arrange vacation leave with the high school
  - Missing a week of college classes can be detrimental to the grading process in college courses

### Important MCC 2020-2021 Dates

- **MCC Fall Term:** classes start August 23, 2021
- **Labor Day Recess:** no MCC classes September 6, 2021
- *Most high schools start September 7, 2021*
- **Thanksgiving Recess:** no MCC classes November 24-27, 2021
- **Winter Recess:** MCC Fall term ends December 17, 2021; no MCC/ECM classes 12/17/21 – 1/7/22
- *High School resumes January 3, 2022*
- **MCC Winter Term:** classes start January 10, 2022
- **MLK Day:** no MCC classes held January 17, 2022
- **MCC Spring Break:** no classes held March 7-13, 2022
- **End of Term:** Winter term ends May 9, 2022

## College Scheduling

Counselors will create a schedule of two college classes plus ECM seminar for the fall term. They will work around high school classes, sports, clubs, and activities, but ECM expects that students arrange any part-time work around their schooling. Please know that the ECM Counselors do their best to meet student requests for particular classes and times, but because they have no control over what Macomb offers or when and must work with what is available, they appreciate your patience, understanding, and flexibility.

Scheduling is by individual appointment with one of the ECM Counselors (Janine Hendershot, Tom Hodge, or Shannon Kent). This year, appointments will take place online or by phone. Below, find instructions on what to do before, during, and after your scheduling appointment.

### Before Scheduling:

- Schedule your [appointment](#) online Slots fill quickly—don't wait!
- Complete the [scheduling packet](#) and upload it to the ECM website
  - You must complete the packet, including scheduling preferences and conflicts, and upload it to the website before your appointment
  - It is ok if you do not know exactly what you want or need to do. Take your best guess!
  - The counselor must ask you to reschedule if you do not upload a completed packet prior to your appointment.
- Be on time. Appointments are tightly scheduled and strictly kept to 20 minutes. Being late means you have less time for discussion since the next appointment will begin at the scheduled time
- If you will meet through Zoom, login to the meeting a few minutes ahead of your scheduled time. If you will meet by phone, the counselor will call you. Either way, be some place where you can talk without being disturbed. Some may be in person, please take note of this and follow CDC Guidelines.

### During Scheduling:

- Counselors will confirm what classes you have had and still need to complete high school graduation requirements and any scheduling conflicts
- Using your packet, ECM Counselors will make a list of classes you must take at the college for high school requirements, as well as other classes you wish to take

- Based on their experience working with hundreds of high school students enrolled in college, ECM Counselors will provide guidance, advice, and recommendations
- Appointments are strictly kept to 20 minutes. If you have many unanswered questions, ask to talk again later, or send an email with your questions

#### **After Scheduling:**

- You will be emailed a DRAFT schedule that includes your two Fall term college classes, plus your assigned ECM Counselor and Seminar.
- Review your schedule. If you would like to request a change, you have one week to do so. After one week, the schedule is sent to Macomb and will not be changed.
- Students will be registered for the Fall term 2021 on Friday, July 2nd. They do NOT register themselves.
- Login to your Macomb student account on July 5<sup>th</sup> to double check your schedule. *This is essential.* A mistake or problem is more easily corrected early on--before classes have filled. If there is an issue, notify your assigned ECM counselor immediately!

## **Job Shadowing Experiences and Internships**

### **KEY POINTS**

- The job shadow and internship paperwork, as well as all expectations and requirements, are explained in depth in Seminar during the first several weeks of fall term. The Internship Coordinator visits each Seminar to go over the components of the project, as well as to answer questions students may have.
- Students are presented with information early in fall term, and projects are not due until the end of March. There is no reason that, with the guidance of the student's Internship Coordinator and ECM Counselor, a student should feel overwhelmed or as though they cannot complete the assignment.
- Students may seek out whomever they wish for their job shadows/internships. They are encouraged to research their career path and reach out to companies that they may not have a specific connection with because this helps them to build important skills. Students are also invited to use their personal network and may job shadow/intern with family members, friends of the family, etc. Juniors are expected to source their own job shadows; however, guidance and additional assistance are available from both their ECM Counselor and the Internship Coordinator, who works more closely with 12<sup>th</sup> and 13<sup>th</sup> year students.

### **11<sup>TH</sup>-YEAR STUDENTS**

11<sup>th</sup>-year students at the ECM are required to complete a total of an 8-12-hour job shadow experience. This is considered a job shadow and not an internship experience because many students at this grade level are still researching and deciding the career path they would like to take after high school. If students are undecided, a suggestion is to break up the hours into two or even three job shadow experiences. If they know their career path, then they are more than welcome to complete the hours at one location. If not, then shadowing at multiple locations helps give them a hands-on experience at different locations to see what areas interest them the most.

### **12<sup>TH</sup>-YEAR STUDENTS**

12<sup>th</sup>-year students at the ECM are required to complete a total of a 25-hour internship. This is considered an internship and not a job shadow, because of the number of hours and the responsibility given to students at this level. Many students at this point have an area or two of interest and focus their 25 hours on one or two locations for their internship.

### **13<sup>TH</sup>-YEAR STUDENTS**

13<sup>th</sup>-year students at the ECM are required to complete a total of a 40-hour internship. At this point, students should have a clearer understanding of their career path; however, this does not mean that they must have a definitive career path. They should complete all 40 of their hours at one location. If they have had a successful internship in the past, they are welcome to continue at that location. In some instances, from previous internship experience, the employers have hired interns into a part time/full time position. When this is the case, we encourage the opportunity and allow students to complete their hours while having a paid internship.

### **WHAT IS A JOB SHADOW?**

Job shadowing is an unpaid experience where a student follows an employer for a short period of time to learn about an occupation or industry. This activity helps students explore the world of work and the range of opportunities found within an occupational area.

**Benefits to Students** Job shadowing helps students develop realistic outlooks on careers and the educational preparation, competencies, and experience it takes to enter the workforce. A visit to the workplace exposes students to careers they do not know exist and shows them workplaces they otherwise might not have an opportunity to know about or experience. A shadowing experience assists students in connecting what they are learning in the classroom to the skills needed to succeed in careers. It can help students to define and explore their own career interests and discover career paths, including higher education, which will enable them to achieve their career goals. Some students develop long-term, positive relationship with adults as a result of their job shadow experiences.

**Benefits to Employers** For employers, hosting job shadows is a chance to make a difference in the workforce of the future without making a major time commitment. It's exciting to help students make the link between learning and earning, and many employers state that they and their employees discover new skills and talents in the process of sharing their job skills.

**Benefits to Schools** Staff in schools report that students who participate in job shadowing are excited and often are more motivated learners. Integrating job shadowing into a school's program enables the school to enhance their career development curriculum. As a result of arranging job shadowing for their students, schools form positive relationships with community members and local employers.

*Adapted from Vermont Agency of Education*

### **WHAT IS AN INTERNSHIP?**

Student internships are situations where students work unpaid or paid for an employer for a specified period to learn about an industry or occupation. Student's workplace activities may include special projects, a sample of tasks from different jobs, or tasks from a single occupation. These may be paid or unpaid experiences.

Internships are supervised, structured work experiences that involve the practical application of previously studied theory for which school credit is awarded. Many times, the internship is a required component of the program. Credit hours and the length of the internship, as well as the intensity, may vary depending on the course of study. There is a strong emphasis on coordination and integration between work site and classroom learning.

**Benefits to Students** Internships offer students the opportunity to develop needed work skills while participating in the world of work, often earning school credit as well. Students gain practical skills in their chosen career area and have an opportunity to learn work terminology, work climate, and business/industry protocol. Most importantly, they have a chance to decide if the career area is appropriate for them.

**Benefits to Employers** Internships offer employers the opportunity to work with schools and get real tasks accomplished with students/employees who already have some skills and training. By offering internship placements, an employer helps develop a potential pool of trained workers in the employer's industry.

**Benefits to Schools** Internships enable schools to offer students a more intense study of a career area. In addition, schools can document and assess a student's level of skill in a performance-based manner before program completion.

*Adapted from Vermont Agency of Education*