

MCTI Employability Checklist

The purpose of this checklist is to help assess an individuals' readiness for MCTI-and start the initial process of educating customers about MCTI. This checklist is one tool that can be used to address areas where planning, skill development and/or accommodations are needed to lay the foundation for customers to have a positive and successful experience at MCTI.



Important Features of MCTI Learning Environment

- MCTI's primary mission is to prepare people with disabilities to acquire vocational skills necessary to enter competitive employment.
- MCTI has specific trade training requirements for each program that must be met. These requirements are specified in the MCTI Course Catalog.
- MCTI evaluates potential students based on their demonstrated abilities and potential. Potential students must be able to eventually meet the trade program requirements and manage their disability effectively.
- MCTI has considerable opportunities for hands-on learning, while also having academic components in every trade program. Students can receive limited one-on-one attention from instructors and staff members. They are expected to use reasonable accommodations, learn independently and/or work as a member of a group.
- The MCTI Student Handbook describes expectations for student conduct with the understanding they will be able to follow these rules.
- MCTI's training day is from 8:00 am until 3:30 pm. Students are expected to be on time and in class for the entire day.
- MCTI is an open campus and students must be responsible for making good decisions during their free time. Many positive leisure options are available for students to select from such as swimming, bowling, playing pool, etc.
- MCTI is located in a rural environment which presents new challenges for some students. Students need to be comfortable in a setting that is located away from city life. When students do not have their own transportation, they need to be comfortable staying on the MCTI campus and arranging transportation to visit and return home.
- Students in recovery for substance abuse are expected to participate in random drug or alcohol screens.
- Personal information regarding MCTI students can only be released to parents with the student's written consent.

Successful Students at MCTI Have the Potential to . . .

Independent Living Skills - Students need to function independently to be successful at MCTI and be able to...

- Take medications independently, reliably, and at prescribed times
- Travel to and from MCTI
- Adjust to living away from home
- Live with and get along with a roommate
- Maintain grooming, hygiene and appropriate supplies
- Use washers and dryers to do their laundry
- Keep room reasonably clean
- Manage a budget and spending money

Self-Management and Communication Skills - Students need to have positive problem solving and coping skills to be successful at MCTI by being able to...

- Resolve conflicts through positive communication
- Arrive to class on time
- Manage anger and seek appropriate support if needed
- Relate needs to and ask questions of teachers and staff
- Follow three-step written and verbal directions
- Abstain from the use of profanity
- Use a planner to track medications, school assignments, and appointments
- Maintain a healthy diet
- Regulate personal schedule to ensure adequate sleep
- Follow dress code outlined in student handbook
- Say "no" and make responsible decisions about dating/social relationships
- Make responsible decisions about sexual activity
- Learn from and work with individuals from diverse cultures, races, gender, religions, lifestyles, and viewpoints
- Not get in cars or accept rides with students they do not know

Training Requirements - Students need to be prepared academically and physically for their trade area by...

- Understanding and following the process for obtaining reasonable accommodations
- Being able to select and utilize optional learning modalities to best meet their training needs
- Meeting trade requirements including interests, aptitudes, temperaments, physical demands, environmental demands, and reading and math levels,—with reasonable accommodation
- Having the physical conditioning to sustain 6.5 hours of physical activity per day of training
- Demonstrate health and safety practices and drug-free behavior in the workplace setting
- Using effective study skills and completing homework assignments

Disability Management - All students need to have skills to manage their disability by . . .

- Seeking counseling support as needed
- Scheduling and tracking medical appointments
- Following plan(s) to maintain stability of disability (diet, rest, etc)
- Planning for health care (insurance coverage, state health plan, Medicaid, etc)

Students with a diagnosis of substance abuse need have the skills to manage their disability by...

- Being able to abstain from use of drugs and alcohol
- Agree to random drug screening
- Committing to and following through with recommendations for treatment (which may include individual /group counseling, AA/NA attendance, etc.)