

**Michigan Department of Corrections
Career and Technical Education**

The mission of the MDOC Career and Technical Education Centers is to increase the prisoners' opportunities for future institutional and/or outside employment by providing training in technical skills and workplace competencies, including job skills and life skills, which will assist them in becoming, not only productive members of the institution workforce, but also contributing members of society's workforce upon release from prison.

MDOC Career and Technical Centers

Region	Level	CMIS CODE	Facility	Trades Instructors P-11	General Education Staff (Teacher P-11)	Total CTE Staff	Capacity (1:30) students per day
I	I	HTF	Hiawatha	4	3	7	210
I	II	KCF	Kinross	8	4	12	360
I	I	MPF	Pugsley	4	1	5	150
I	I	MTF	West Shore	2		2	60
II	II	OTF	Boyer Rd.	4	2	6	180
II	I	STF	Mid-Michigan	6	2	8	240
III	I	SMT	Parnell	4	2	6	180
III	I	JCS	Cooper St.	3	2	5	150
III	II	JMF	Southern Mich.	5	3	8	240
III	I	ATF	Parr	3	2	5	150
III	IV	NRF	Mound	5	2	7	210
Totals				48	23	71	2130

Career Assessment and Evaluation (Appendices A - J)

All CTE students, who have not been tested for interest and aptitude at *RGC* or an academic education center will be tested using *CareerScope*. Each prisoner will be counseled regarding the test results and assisted in developing goals and an educational plan of action which leads to meaningful employment.

During the transition period in FY2002, *CareerScope* will be installed at each Academic Education Center (*AEC*) and *CTE Center* so that those presently incarcerated can be assessed and placed in the appropriate facility for education programming. There will be unlimited testing allowed at each facility from January 2002 through March 2003 and facilities are encouraged to test as many prisoners as possible during this time period. *Target group for testing will be students with a GED or high school diploma who are within 5 years of earliest release date.*

Data gathered during this transition period will be used in the future programming decision process.

After March 2003, each center will be allowed a limited number of licenses. Testing will be done after a student completes the GED and potentially as part of a pre-release program if not tested in the previous two years.

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It is recommended that the AEC Tester will administer the *CareerScope*, interpret the results, and make recommendations for appropriate CTE programming. Each CTE Center will designate staff responsible for testing/interpretation based on facility needs.

Academic Requirements (Appendices D, H, I)

An agency verified *GED/HSD* is a prerequisite for all students.

As part of future planning, *CTE* programs will be developed for special needs students and those inmates who have an exemption from the GED requirement due to various disabilities.

CTE Center Components and Enrollment Process (Appendices K, L, N) Transition Period FY 2002

All CTE Centers will have the same components. However, the *technical training component will vary depending on which CTE programs are offered at the facility. (i.e. Auto Body is offered only at KCF, while Business Education Technology is offered at several centers). Each center will deliver services differently based on facility needs, physical plant, and staff availability, however the curricula will be standardized.

1. Verification of GED/HSD (At RGC for newly admitted - others at institution)

2. **TABE Survey** (RGC, full TABE for newly admitted - survey at institution for those with GED/HSD over 3 years old)

3. **CareerScope** (RGC for newly admitted - at institution for those not tested previously)

4. **Assessment/Evaluation/Counseling** -(RGC for newly admitted - at institution for those with no previous counseling- (Appendix E, J)

5. **Workplace Skills** - (Individual prescription compiled during counseling)

A. **Computer literacy** - Introduction to Computers/Keyboarding -

B. *Applied Skills*

C. *Technical Math*

D. *Job Related Social Skills*

E. *Portfolio Completion*

F. **Michigan Occupational Information System (MOIS)**

G. **Release Plan**

6. **Completion of CTE program** - technical training in 12 trades areas (2-1-02) placement based on length of sentence.

7. **Institutional work experience/service learning** experiences

8 **Pre-release**

Programming by Level (Appendix L)

CTE programming will include training for institutional jobs and training for outside employment for those within three years of earliest release date. In some cases the curriculum may be all or part of the core of an existing CTE program.

Those inmates, who have a short time to release will be trained in general workplace skills. These will be computer based and arranged in employment focused clusters, which will include applied skills, computer literacy, MOIS, and portfolio completion. There will be an emphasis on these types of programs at Level I facilities and/or those which have a limited physical plant.

New program recommendations will take into consideration the data gathered from interest and aptitude testing, cost of start up, and employment opportunities. Curriculum that can be adjusted with the changing needs of the marketplace should be considered. It is recommended that no new programs be added to centers until the present programs have been relocated to the appropriate institutions as approved by the Education Steering Committee.

Curricula (Appendix N, O, U, V, W)

Each CTE Center will be provided with a curriculum guide that includes all approved progress plotters, resource lists, and other pertinent information.

It is recommended that all new and revised CTE curricular materials be forwarded to the CTE Coordinator for review by the CTE Committee and approval of the Education Steering Committee.

It is recommended that all CTE students will be required to take a course in computer literacy unless they have demonstrated such literacy through previous documented course work. This course should be separate from a regular CTE class. Computer labs/classroom stations previously used for ABE/GED will be utilized. (Appendix K, X)

Transfers

Only prisoners with a verified HSD/GED or an approved GED Exemption will be sent to CTE Centers. It is recommended that a prisoner enrolled in a CTE program not be transferred before completion unless it is to a facility that has the same program.

Schedule/Teacher-Student Ratio

A 32 contact hour/1:30 per day teacher-student ratio schedule will be recommended by the principal with final approval by the warden. On average, each CTE instructor will teach two 3.2 hour blocks per day, with a standard of 15 students per class. (Appendix M).

***General education staff* may teach technical support classes that are 1, 2, or 3, hours in length, and teacher- student ratio may vary depending on each facility's program needs.**

Staffing

1 *School Principal 13* (may be a shared service position)

1 Secretary

Trades Instructors P-11*

School Teachers P-11**

*** Trades Instructor P-11(CTE instructor) - Civil Service qualified to teach specific technical area; may teach technical support classes(i.e. pre-release, job related social skills) if combination assignment with trades area**

****School Teacher P-11 (General Education Staff) - hold Michigan Teaching Certificate - will provide integrated instructional and evaluation services in testing, technical math, applied skills, computer literacy, employment counseling, job related social skills, pre-release. During the transition period, they will provide ABE/GED instruction to those who have not completed the GED and are waiting to transfer to an academic center**

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Hours to Completion (Appendix N)

The projected number of hours required for an average student to complete the core program for each trade is printed on each of the approved student progress plotters. Upon completion of CTE course requirements, a standard CTE certificate (Appendix P) will be issued for each technical program.