



# Youth Transition To Work Nursing Program Student Handbook

9-25 Alling Street 3<sup>rd</sup> Fl.  
Newark, NJ 07102

Phone: (973) 643-1600 Fax :( 973) 643-0376  
Email: [t.d.staff@gmail.com](mailto:t.d.staff@gmail.com)

[www.1199JTraining.org](http://www.1199JTraining.org)

# Table of Contents

<b>Training and Development Fund</b>	
<b>Summer 2010 YTTW Program Sample Schedule</b>	
<b>Student Responsibilities and Procedures</b>	
Class Attendance.....	
Messages for Instructors.....	
Student Code of Conduct.....	
Dress Code.....	
<b>Course Procedures</b>	
Assessment Testing.....	
Academic Advisement .....	
Course Syllabus.....	
Testing and Grading .....	
Tutoring.....	
Textbooks and Educational Materials .....	
<b>Faculty and Staff .....</b>	
<b>List of Contributing Institutions.....</b>	
<b>Forms</b>	
Basic Code of Conduct.....	
Medical Form.....	
Permission Slip	

# **Training and Development Fund**

New Jersey Health Care Employers District 1199J-AFSCME Training and Development Fund's (Fund) was established in 1987, as a joint labor/management collective bargaining agreement to provide upgrading opportunities to Union members. It is considered the training-arm of the Union and maintains a rich and rewarding history.

The Fund implements programs to assist Union members with developing and maintaining both educational and professional skills needed for career advancement. Employee representation includes, but is not limited to nurses, service and maintenance, clerical and technical professional workers.

A unique aspect of the Fund is its ability to work directly with members from the point of entry. Governed by genuinely interested Board of Trustees and staff members, the Fund seeks to implement educational training programs designed and structured to deter obstacles in career paths of its membership.

The Fund is always assessing the needs of its members and working towards providing quality training programs and academic/counseling services. Employees working for contributing institutions can participate in any of the Fund's programs. Currently, the Fund offers Free Internal Training Program and Tuition Reimbursement. The Fund's Free Internal Training Program includes:

- Adult Basic Education**
- LPN Preparatory Nursing Program**
- English as a Second Language**
- Individual/Group Tutoring**
- Computer Applications**
- GED Preparation**
- Public Speaking for Health Care Workers**

The burgeoning **Youth Transition to Work Nursing Program (YTTW)**, which is a program of the Fund, is involved with preparing Newark-Metro area high school juniors and seniors for post-secondary academic rigors, and apprenticeship placements.

Students are administered a basic skills test to gauge academic achievement. Students are then offered the chance to participate in a preparatory session, which offers them the chance to experience the work and training in Nursing first hand. "Work readiness workshops" are also offered to prepare them for a career in healthcare.

The YTTW program allows for students to form a career bridge, beginning with becoming a Certified Nursing Assistant (CNA's), leading to Licensed Practical Nurses (LPN's), and finally a Registered Nurse (RN). Along the way, YTTW solidifies the linkages between each field of the study in Nursing, allowing students to build successful careers in healthcare.

The Union has a history of dedication and commitment to its membership. Education as means of assisting employees and students with training and advancement opportunities has and will continue to be at the forefront of the Fund.



# Summer 2010 YTTW Program Sample Schedule

<b>JULY 2009 (Week 1-3)</b>					
<u>Time</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
9:00am – 10:30am	READING	READING	READING	READING	READING
10:30am – 12:00pm	MATH	MATH	MATH	MATH	MATH
<b>LUNCH 12:00pm – 12:45pm</b>					
12:45pm – 2:00pm	ENGLISH	ENGLISH	ENGLISH	ENGLISH	ENGLISH
2:00pm – 3:00pm	TUTORING	TUTORING	TUTORING	TUTORING	TUTORING
3:00pm – 3:15pm	WRAP UP	WRAP UP	WRAP UP	WRAP UP	WRAP UP

<b>JULY 2009 (Week 4)</b>					
<u>Time</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
9:00am – 11:30am	PRE-NURSING	PRE-NURSING	PRE-NURSING	PRE-NURSING	FIELD TRIP
<b>LUNCH 11:30pm – 12:15pm</b>					
12:15pm – 1:45pm	ENGLISH/READING REVIEW	ENGLISH/READING REVIEW	ENGLISH/READING REVIEW	ENGLISH/READING REVIEW	FIELD TRIP
1:45pm – 3:00pm	MATH	MATH	MATH	MATH	FIELD TRIP
3:00pm – 3:15pm	WRAP UP	WRAP UP	WRAP UP	WRAP UP	FIELD TRIP

# Student Responsibilities and Procedures

## Class Attendance

Students are required to demonstrate the necessary commitment needed to progress satisfactorily in his or her course of study. Regular class attendance is required for all members participating of the YTTW program, which includes:

1. Attending all schedule class meetings
2. Arriving to class on time
3. Notification of an illness or unexpected circumstances

Attendance will be taken by instructors each class. It is the students' responsibility to make certain instructors document attendance each day especially when arriving late. In the event of an absence or lateness, the YTTW's staff must be notified by phone at 973-643-1600. If a staff member is unavailable, a voicemail message can be left with the following:

1. Name
2. Date and Time
3. Course Name and Instructor
4. Reason for lateness/Absence

Failure to notify the YTTW program will result in an unexcused absence. In addition, students will be required to notify the YTTW program promptly of any circumstances, such as illness or personal problems, which may result in a prolonged absence from a program.

The YTTW program reserves the right to discontinue eligibility to members' who demonstrate lack of satisfactory due to excessive absenteeism and tardiness.

## Messages for Instructors

Messages can be left for instructors by calling the main telephone number or via the YTTW's staff. All messages will be forwarded to the instructor by the YTTW's staff. Messages can also be sent to instructor's company email address. Instructors will provide their email address to students directly. Personal telephone numbers for instructors will not be provided to students by the YTTW's staff. It is at the instructors' discretion to provide students with alternate contact information.

## Arrival & Departure

- Important announcements about delayed opening or early dismissal can be heard through The Training Fund voicemail system. Call (973) 643 - 1600
- Upon arrival, students should present their identification card to the guard located in the main lobby. They are also expected to respect the building facilities by QUIETLY ENTERING & DEPARTING each day. Students are expected to use proper judgment and respect for others when using the entranceways, lobbies, hallways & elevators of the building.
- Summer Arrival – Students should check with YTTW intern each morning. The YTTW intern will keep a daily attendance log and place lunches in the refrigerator. Students should then report to their assigned homeroom.
- Fall & Spring Arrival – Students should check –in with the program Director each Wednesday afternoon & Saturday morning. Students should then report to their assigned homeroom.
- Departure – Students will be dismissed from their assigned homeroom at the end of each day. Dismissal is conducted under the guidance of the YTTW Staff at the designated time. There may be special circumstances that warrant early or delayed dismissal. Parents will be notified (in advance when possible) if circumstances warrant an alternate dismissal time.

## Student Code of Conduct

The following behavior is unacceptable and will be considered infractions of the YTTW's disciplinary philosophy. Participants of the YTTW program should expect official consequences for violations of offenses stated below:

- 1. Misdemeanor Offenses** – an accumulation of such offenses will warrant consequences (e.g., lateness, plagiarism)
- 2. Serious Offenses**
  - a. Verbal disrespect to members, staff, or faculty (cursing, talking back, etc...)
  - b. Improper body language (invading other's personal space, publicly inappropriately touching one's self, etc...)
  - c. Falsifying documents
- 3. Zero-Tolerance Offenses**
  - a. Harassment (Physical and Verbal)
  - b. Physical endangerment, vandalism, stealing

- All students have the right to be treated with courtesy and respect at all times.
- All students have the right to one's personal property and good name.

-All students have the right to be in a safe environment that makes it possible to pursue one's education without disruption or interference.

Though the YTTW program will make an effort to correct behavior in the most constructive way, we reserve the right to introduce appropriate measures to correct behaviors. Students with repeated violations on any levels may result in the expulsion of the YTTW program.

- **Disciplinary Action**

- Disciplinary action may be deemed necessary by the Director of STEP for violation of the program rules and regulation, academic concerns and/or other inappropriate actions. Disciplinary action may include the application of appropriate sanction(s) against a student up to and including DISCIPLINARY WARNING, DISCIPLINARY PROBATION and/or dismissal from YTTW.

- -All students have the right to be treated with courtesy and respect at all times.
- -All students have the right to one's personal property and good name.
- -All students have the right to be in a safe environment that makes it possible to pursue one's education without disruption or interference.

Though the YTTW program will make an effort to correct behavior in the most constructive way, we reserve the right to introduce appropriate measures to correct behaviors. Students with repeated violations on any levels may result in the expulsion of the YTTW program.

## **+ Illegal Substances & Inappropriate Items**

The possession of illegal substances is prohibited. Students found in possession of these substances will face appropriate DISCIPLINARY ACTION, which may include immediate referral to law enforcement officials and or dismissal from YTTW. Secondly inappropriate items such as "gag or joke" items are not permitted at anytime during YTTW.

## **+ Respect For Building Facilities**

Students are expected to observe a sense of respect for the building, office, classroom and restroom facilities. This includes cleaning up after themselves and as part of a group both inside the building and in the surrounding neighborhoods. Those who abuse such instructions could face DISCIPLINARY ACTION.

## **+ Lunch Period**

Students must bring a lunch each day during the Summer Component. They may also bring a snack during the fall and Spring Components. Refrigeration facilities are available for use by the students. Students are not permitted to leave the premises during the lunch period.

## Dress Code

Upon entering the healthcare field, it is very important to practice good hygiene. Your hair must be neatly kept. Long and dirty nails are unacceptable, and you must always wear closed-toed shoes. Since you will be in an educational-work environment, you must dress appropriately. Baggy jeans, tight and revealing clothing, and short skirts/shorts are not permitted. Any clothing with degrading images, signs, or profanity is inadmissible, and will not be tolerated

## Cell Phones

- The use of cell phones and beepers is prohibited during YTTW hours of operation. In case of an emergency, students and parents may contact each other through the YTTW office at (973) 643 – 1600.
- Cell phones and beepers should be kept safely in backpacks or students lockers. Cell phones and beepers that are out in the open and/or used during the program day will be confiscated. All confiscated items will be returned to parents at a scheduled meeting with the program Director.

# Course Procedures

## Assessment Testing

Upon entrance to the YTTW program, each student must take a pre-assessment test for placement in the appropriate course program/level called the T.A.B.E (Test for Adult Basic Education) test. This adult achievement assessment test assesses students on four subjects which include Reading, Language Arts, Math Computation, and Applied Mathematics.

Each student must also take an assessment-test that will be used as aids in the individual student program outlines and evaluations.

## Academic Advisement

Academic Advisement is the process of receiving advisement from the executive director regarding educational goals and advancement. This is a **required** process for all students enrolled in the YTTW program. The process of academic advisement includes an entrance interview with students to outline program plan, expectations, and goals with the use of assessment tests and interview questions. A midterm evaluation will be reviewed by the



executive director and instructor(s) to ensure students educational needs are being fulfilled as per program arrangements. Lastly, an exit interview is conducted to review student's progress and to ensure outlined program needs have been met.

## Course Syllabus

A course syllabus is an official description of a course and its requirement for that course. Each student will be provided a copy of the course syllabus, which will include:

1. Course information, objectives, and description
2. Instructor's information
3. Textbooks, readings and materials

## Testing and Grading

The YTTW program is a non-credit program; however, a grade system of satisfactory/unsatisfactory shall be used as student program evaluation. The grading system used in class by instructors, for the purpose of quizzes test, midterms and final exams, will be structured to that of a county college. The grading grids are as followed:

**Course Grading System**

# Value	Letter
<b>100 - 90%</b>	<b>A</b>
<b>89 - 80%</b>	<b>B</b>
<b>79 - 70%</b>	<b>C</b>
<b>69 - 60%</b>	<b>D</b>
<b>59 - below</b>	<b>F</b>

**Program Grading System**

Letter	Final Evaluation
<b>A</b>	<b>(S)</b> <b>Satisfactory</b>
<b>B</b>	
<b>C</b>	
<b>D</b>	<b>(U)</b> <b>Unsatisfactory</b>
<b>F</b>	

## Tutoring

Tutoring is available to all students in the YTTW program and will be integrated into the academic day.

## **Textbooks and Educational Materials**

The YTTW program will provide students with textbooks and materials for the summer program. Students are responsible for taking care of the materials given to them and have them stay in an acceptable condition. Students are required to return the textbooks and educational materials at the end of the summer.

## **Academic Preparation & Performance**

Students are expected to take a proactive part in their learning experience. This includes actively participating in class, completing quality homework assignments, proper and thorough preparation for quizzes, tests and follow through on other assignments and all make-up work. Students are also expected to come well rested and with all materials and supplies fully prepared to participate in the program each day. A pattern of being unprepared or incomplete work may jeopardize a student's academic standing, regardless of actual grades earned, and it may result in the issuance of a Warning notice, Academic Warning, Academic Probation and/or Dismissal from YTTW. The Director, at his/her discretion, may select the measure and level of sanction.

- **WARNING NOTICES** are issued to students who display an academic or disciplinary deficiency. Warning Notices outline academic and/or disciplinary concerns and require immediate improvement in the areas outlined.
- **ACADEMIC WARNING** is issued to students who display a lack of effort or unsatisfactory academic performance in a specific subject. Students placed on academic warning are assigned specific academic goals, which must be achieved during a given period of time.
- **ACADEMIC PROBATION** is issued to students who have failed to meet their specific academic goals during a period of time as indicated under the conditions of their academic warning.
- **ACADEMIC INTEGRITY** is also issued to students who display academic dishonesty. Issuance of Academic Probation requires immediate improvement by the student in all aspects of their academic performance.

# Faculty and Staff

## STAFF

**Executive Director..... Stephanie Harris-Kuiper**

**Administrative Assistant.....**

**Program Coordinator-YTTW.....**

## FACULTY

**English/ Reading Mark Kuiper**

**Instructor(s).....**

**Math Instructor(s).....**

**Nursing Instructor(s).....**

**Tutor(s)..... Allen Kuiper**

Contributing Institutions

**Clara Maass Medical Center  
Chartwells School  
Cornell Hall Convalescent  
Daughters of Israel Geriatric Ctr.  
Daughters of Miriam Center  
Elizabeth Nursing & Rehab Center  
Green Hill Retirement Home  
Hoboken University  
Hudsonview Nursing Home  
Maple Glen Ctr. Genesis Elder Care  
Mountainside Hospital  
New Community Extended Care  
Newark Beth Israel Medical Ctr.  
Parkway Manor Health Ctr.  
Riverton Geriatrics Ctr.  
Sodexo Marriott @ St. Barnabas  
St. Barnabas Medical Ctr.  
St. James Hospital  
St. Michael's Medical Center  
Star Bright  
Waterview Ctr. Genesis Elder Care**

---

**New Jersey Health Care Employers District 1199J-AFSCME  
Training and Development Fund**

*9-25 Alling Street 3rd Fl Newark, NJ 07102*

Phone: 973-643-1600

Fax: 973-643-0376

E-mail: [t.d.staff@gmail.com](mailto:t.d.staff@gmail.com)

---

**“An Educated Union is a Powerful Union”**