

## **2.2 INTRODUCTION TO CENTER LIFE**

### **PURPOSE**

- P1. To welcome new students and assist them in acclimating to center life.
- P2. To acquaint new students with center systems, benefits, rules, and procedures to enable them to participate successfully in the program.

### **REQUIREMENTS**

#### **R1. Activities**

Centers shall provide new students with an introduction to center life that includes:

- a. Activities designed to make them feel welcome and safe upon arrival.
- b. Experiences and information that will lead to an understanding of the opportunities and benefits available and the program's expectations of Job Corps students to include the following:
  - 1. Job Corps' Mission
  - 2. The Career Development Services System
  - 3. The center's basic schedule of training and activities
  - 4. Assessment testing
  - 5. Student progress evaluation
  - 6. Student rights and responsibilities
    - (a) Conduct standards and expectations
    - (b) Equal opportunity, civil/legal rights, religious rights, sexual harassment policies
  - 7. Student government and leadership programs
  - 8. Student benefits
    - (a) Pay and allotments

- (b) Accountability, leave and absence policies
    - (c) Support services (e.g., food services, mail, telephone, and voting rights)
  - 9. Center and community life
    - (a) Dormitory life
    - (b) Independent living skills development
    - (c) Recreation/leisure time activities
    - (d) Information about the local community
  - 10. Health and wellness services (including the Trainee Employee Assistance Program and Disability Program)
  - 11. Safety and security (including water safety)
  - c. An introduction to diversity to acquaint new students with the diversity represented on the center and in the community.
- R2. A variety of opportunities for new students to meet and interact with:
- a. Center managers
  - b. Career development/transition managers and/or specialists
  - c. Counselors
  - d. Staff representatives from all major program and support areas
  - e. Student leaders
- R3. Student Handbook

Centers shall develop and distribute to all students a student handbook which accurately reflects current center benefits, policies and procedures in the areas included in Section 2.2, R1.b above, at a minimum.

**QUALITY INDICATOR(S)**

- Q1. Students report feeling welcome upon arrival.
- Q2. Students can describe center expectations, systems, benefits and services available to them through Job Corps.
- Q3. Students are acquainted with staff and know who to ask for assistance with their needs.
- Q4. Students' needs for assistance with personal issues are appropriately identified and addressed.