**Wallace Community College**

**Essential Functions for Career and Technical Programs**

The Alabama Community College System endorses the Americans’ with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to perform safe and effective job duties and responsibilities in career and technical programs. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout each program of learning. Admission, progression and graduation are contingent upon one’s ability to demonstrate the essential functions delineated for each program with or without reasonable accommodations. Each program and/or its affiliated co-op/internship partners may identify additional essential functions. All career and technical programs reserve the right to amend the essential functions as deemed necessary.

In order to be admitted to and progress in a career and technical program one must possess a functional level of ability to perform the duties associated with the program. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The following essential functions listed below, are functions/skills that students must demonstrate for admissions, progression and completion of career and technical programs at Wallace Community College.

* Meet admission requirements of the College.
* Have never been diagnosed with or treated for a mental illness (Applies to Criminal Justice program).
* Possess and apply cognitive/critical thinking skills.
  + Effectively read, write and comprehend the English language.
  + Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical decisions in a variety of settings.
  + Perform basic math.
  + Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator.
  + Satisfactory achieve program objectives
* Hear tool and equipment/machinery (program appropriate) noises which signal malfunctions or locations of defects. Effectively hear to communicate with others.
* Possess tactile ability sufficient for mechanical assessment. Discern tremors, vibrations, pulses, texture, temperature, shapes, size, location and other physical characteristics.
* Possess olfactory senses (smell) sufficient for assessment of abnormal conditions.
* Ability to communicate with other students, instructors, staff, administrators, potential employers, etc.
* Verbally and in writing engage in two-way communication and interact effectively with others, from a variety of social, emotional, cultural and intellectual backgrounds.
* Work cooperatively and effectively in both professional and nonprofessional groups.
* Work effectively independently.
* Discern and interpret nonverbal communication.
* Express one’s ideas and feelings clearly.
* Communicate with others accurately in a timely manner.
* Obtain communications from a computer.
* Possess manual dexterity to use implements, equipment, materials and products.
* Ability to lift 50 pounds. **Note: 165 pounds for Criminal Justice.**
* Ability to attend lectures and complete lab assignments within the physical area of the instructional facilities on campus.
* Possess manual dexterity required to use program appropriate/job related implements, tools, machines, products, etc. in a safe manner and in keeping with industry standards.
* Ability to sit or stand for extended periods. Remain continuously on task for several hours while standing, sitting, moving, lifting, bending and/or working in awkward positions.
* Ability to focus and concentrate on diagnostic, repair, and maintenance tasks requiring program related technical skills.
* Possess identified cognitive, psychomotor and affective domain skills as they relate to expected program specific student learning outcomes.
* Ability to present professional appearance and implement measures to maintain own physical and mental health, and emotional stability.

Demonstrate mobility.

* + Twist.
  + Bend.
  + Stoop/squat.
  + Move quickly. Respond rapidly to emergency situations.
* Ability to perform program relevant gross motor and fine motor skills. (Note: May not apply to some Business Technology or other program concentrations.)
  + Reach above shoulders.
  + Reach below the waist.
  + Balance.
  + Stoop.
  + Kneel down.
  + Pick up objects with hands.
  + Grasp small objects with hands.
  + Squeeze with finger.
  + Handle small delicate equipment/objects without extraneous movement, contamination or destruction.
  + Move, position, turn, transfer, assist with lifting or lift and carry heavy objects (165+ lbs.) without injury of object, self or others.
  + Stand on both legs.
  + Coordinate hand/eye movements.
  + Push/pull heavy objects without injury to object, self or others.
  + Walk without a cane, walker or crutches.
  + Function with both hands free for completing tasks or transporting items.
  + Transport self and objects without the use of electrical devices.
  + Maneuver in small areas.
  + Operate a computer.
* Possess normal visual functions in each eye, to include but not limited to, normal color vision (Ability to differentiate between colors and color intensity), peripheral vision, depth perception, see details at a distance, etc.
  + - Read fine print in varying levels of light.
    - Read for prolonged periods of time.
    - Read cursive writing.
    - Read at various distances.
    - Read data/information displayed on monitors/equipment.

Demonstrate professional behavior.

* + - Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a positive attitude toward others.
    - Handle multiple tasks concurrently.
    - Demonstrate a mentally healthy attitude that is age appropriate in relationship to others.
    - Perform safely and effectively in classroom and lab settings.
    - Understand and follow the policies and procedures of the College and work-based learning business and industry partners.
    - Not pose a threat to self and others.
    - Function effectively in situations of uncertainly and stress.
    - Adapt to changing environments and situations.
    - Remain free of chemical dependency.
    - Accept responsibility, accountability, and ownership of one’s actions.
    - Examine and modify one’s own behavior when it interferes with safe and effective practices.

No recommendation is made or implied with regard to the level of reading or writing required for this program. This is an academic matter, which will be discussed with the student after administration of the College placement test and a conference with a counselor or advisor.

Every effort is made to create a learning environment similar to the actual workplace. However, Wallace College cannot predict the essential functions as identified by various employers. The skills identified on the essential functions form are those which the department recognizes as necessary for completion in the program. No representation regarding industry standard is implied.

Any reasonable accommodations will be made for you as determined by Wallace Community College. Business and Industry standards may vary. Accommodation requests should be directed to Dr. Ryan Spry at (334) 556-2587 (Dothan Campus) or Ms. Terri Ricks at (334)687-3543, ext. 4270 (Sparks campus).

**STUDENT ACKNOWLEDGEMENT**

I have reviewed the Essential Functions for Career and Technical Programs and I certify that to the best of my knowledge, I have the ability to perform these functions. I understand that a further evaluation of my ability may be required and conducted by the program faculty if deemed necessary, to evaluate my ability prior to admission to a program and for retention and progression through a program.

I understand that Wallace Community College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of program or provide accommodations that inflict an undue burden on the College.

I understand that if my health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, that I may be withdrawn from the program in which I am a student.

I understand that if I need accommodations, it is my responsibility to contact the appropriate College official. My request should be directed to Dr. Ryan Spry at (334) 556-2587 (Dothan Campus) or Ms. Terri Ricks at (334)687-3543, ext. 4270 (Sparks campus).