

# **LINDSEY HOPKINS TECHNICAL COLLEGE**



## **Student Services/Placement & Follow-Up Plan 2020-2021**

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## **Mission**

The mission of Lindsey Hopkins Technical College is to empower students to achieve their career goals and to develop their ultimate potential.

## **Vision**

Lindsey Hopkins Technical College will be a showcase institution. Our administration, faculty, and staff, united in purpose, will provide our student body with the most advanced career/technical and academic education.

## **Overview**

Lindsey Hopkins Technical College constantly strives to provide our students with quality services in order to successfully complete market driven career and technical education programs. The Student Services department collaborates with department chairpersons and the teachers to achieve that goal. The school has developed a comprehensive Student Services/placement and follow-up plan that delineates the various types of services offered in the department, the availability of student services staff, the evaluation of student retention in the programs, procedures to provide placement services to students and to follow up with completers and completers' employers to ensure the effectiveness of services offered by the student services department.

## **Student Services Accessibility**

The mission of the student services department is to provide counseling services commensurate with each student's interests, aptitudes, and capabilities, providing each student the opportunity to grow and develop to their full potential. Guidance Counselors are available from 8:00a.m. to 8:00 p.m. Monday to Thursday, and 8:00a.m. to 3:00 p.m. on Friday. Financial Aid Officers assist students in obtaining financial assistance for their education. This is evidenced by Sign-In Sheets, Counselor/Student Interview/ Communication Logs, Counselor's notes in FOCUS, and Student Referrals for attendance, behavior, and progress.

## **Counseling Services**

Counseling services available to students include conflict resolution, test-taking skills, social skills, self-esteem, tolerance, and acceptance. Students are also referred to outside agencies for assistance beyond the school's scope of services such as financial assistance, social services, or therapy. Counseling sessions are offered individually, in small or large groups. The counselors monitor the students progress, guide them with proper class/program placement, and serve as liaisons between the students and the teachers to provide students the appropriate support until they graduate and are placed from the program.

## **Determination of Student Services Effectiveness**

The school implements a Student Survey system to assess the effectiveness of the Student Services department. The survey addresses counseling, testing, registration, and financial aid services. Whenever the students complete an OCP or a CTE program, they fill out a survey to evaluate their experience with the student services staff: guidance counselors, financial aid officers, and office/registration personnel. The results of the surveys are reviewed in the Leadership Team and the Student Services meetings to discuss the feedback and make the necessary adjustments.

## **Employment Opportunities**

The administrator in charge of the Career and Technical Education (CTE), the CTE teachers, the Activities Director, and the counselors work cooperatively to ensure that all students are placed upon graduation. The CTE teachers are primarily responsible for students' placement. The placement team communicates weekly through announcements to inform the faculty, staff and students of the needs and offerings of businesses and industries in the area. Job Alert, MAX Outreach Job Opening Notice, Marriott International Jobs/Careers, Jackson Health System and individual local businesses employment opportunities are sent via e-mail by the counselors, activities director, and instructors for the purpose of disseminating the information to the students. These listings are posted in visible locations throughout the school site.

## **Student Retention Effectiveness Evaluation**

At the end of each trimester, CTE instructors complete and post, on-line progression and enrollment data electronically. The electronic systems document the students' earnings of OCP's and program completers. These records facilitate a comparison between the number of students enrolled and the number of completers, leading to the determination of the student retention rate. Student placement records for OCP completers and program completers are maintained in the registration office and the office of the administrator responsible for CTE programs in order to measure the success of the institution in achieving our mission in regard to completion and retention.

## **Placement Process**

For each student who earns an OCP the career/technical instructor is expected at the time the OCP is earned to complete a local data placement sheet, which is included in the student certificate request packet. After the CTE instructors successfully place the students, they complete and update the local placement data sheet, sign, and date the certificate request clearance form, which is submitted to the assistant principal overseeing the CTE programs. These data are kept on file for preparation of the Council on Occupational Education (COE) annual report. The completion placement rates are reviewed at both the Educational Excellence School Advisory Council (EESAC) and leadership team meetings so that the school's stakeholders can measure the success of the institution's placement effort.

## **Follow-up on Placement Services**

Prior to graduation, all students are required to complete a portfolio which contains a Certificate Request Clearance Form, Local Placement Data Form, Student Evaluation of Classroom Survey and Evaluation of Student Services Personnel Survey. Follow-up surveys are conducted via e-mail on graduates and employers of graduates to obtain program effectiveness and Student Services effectiveness data.

## **Student Services/Placement Plan Evaluation**

These placement data are compiled and reviewed at the Educational Excellence School Advisory Council (EESAC), leadership team, and faculty meetings to evaluate and improve the quality of program outcomes as well as the success of the institution in achieving its mission.

The Student Services plan which also encompasses the placement / follow-up plan is reviewed by the administration, faculty and staff at the Opening of Schools meeting every year and revised as necessary.