

## **Clearwater Campus**

# Follow-Up Plan Completers & Employers of Completers



Pinellas Technical College, Clearwater Campus

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Updated: April 2024

## Follow-Up Plan

Completers & Employers of Completers

The Mission of Pinellas Technical College-Clearwater Campus is to provide students the opportunity to develop national workplace competencies to fill the needs of business and industry. Pinellas Technical College-Clearwater Campus believes that an effective plan for following up on program graduates and completers with marketable skills is essential for accreditation and other mandated reports.

#### Responsibility and Coordination of Follow-up Activities

Program instructors, Student Services Personnel, and the COE Accreditation Office are responsible for the coordination of all follow-up activities.

#### Collection of Information from Completers and Employers of Completers

The collection of information from completers and employers of completers is accomplished by utilizing several collection methods. This information is gathered through the following methods:

- 1. When a completer exits a program, the instructor completes an electronic withdrawal form; the form contains the appropriate withdrawal code and employment data, if applicable, and submits it:
  - a. to their Program Assistant Director for review. The Assistant Director then forwards the form to
  - b. the Student Records Office to be entered into the Pinellas County Schools' Student Management System (FOCUS).
  - c. the Curriculum Coordinator and other identified staff for their use in maintaining completion, placement, and certification data in the COE Accreditation files.

#### 2. Graduate/Completer Follow-up Survey

COE Accreditation Office: upon receiving a withdrawal form or COE Placement Update form containing program completion or employment information from the guidance office, the COE accreditation office enters the survey responses into Survey Monkey and data is shared with administration and instructors.

#### 3. Employer Follow-up Survey

- a. COE Accreditation Office: upon receiving the withdrawal form or a COE Placement Update form containing employment information, a survey that includes the student's name and program attended, along with a self-addressed envelope, is sent via the US Postal Service to the employer.
- b. Returned and completed employer survey responses are entered into the employer survey in SurveyMonkey and populated. This data is then shared with the administrators, instructors, and Occupational Advisory Committee members.

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#### Routine Follow Up of Graduate & Employment Placement with Instructors

- 1. Throughout the school year, the COE Accreditation Office creates completer and employer placement reports using the current placement data from the Student Management System (FOCUS)
  - a. The reports are shared with the program instructors and administration for their review to identify any changes, additions, or deletions.
  - b. Revisions and applicable documentation are submitted to the COE Accreditation Office and the Student Records Office to update the data in the Student Management System at the end of each school year. The instructors review the graduate/completer employment placement and if applicable, licensure data maintained in the Student Management System, to review for accuracy, their current placement/completion/licensure rates.

#### Evaluation of Follow-up Data & Availability

The results are a component in the planning and decision-making process to ensure continuous improvement of the program.

- 1. Final graduate completer and employer survey summary reports are created, forwarded to the administrative team and to the applicable instructor(s), and a copy placed in the COE files in the COE accreditation office.
- 2. The administrative team reviews the graduate completer and employer follow-up survey results with the program instructors during program meetings
- 3. The program instructors share and discuss the survey results with their program advisory committee members and log into meeting minutes.

ACTIVITY	ACTION	TIMELINE
Student Management Advance Reports	At the request of the COE Accreditation Office, reports containing the status of the student i.e. graduate/completer and employment data are created from the student management system.	Ongoing
Completer Follow-up Survey	The survey is included as a part of the Application for Certificate and Request for Transcript form. Once received, this information is given to the COE accreditation office for tracking.	Ongoing
Employer Follow- up Survey	An employer follow-up survey is mailed to the student's employer as listed on the withdrawal form. Responses are logged into our tracking system.	Ongoing
Instructor Follow-up of Student	When a non-employed student graduate/completer leaves a program, instructors contact the students using various methods, such as email or phone call, to gather updated employment and other vital information. This information is shared with the COE Liaison for reporting.	After the student terminates enrollment from the program

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New or corrected completion, placement, licensure information	Ongoing
from the instructor.	
The COE Accreditation Office maintains completion, placement,	
and licensure rates information and uses it to complete the COE	
Annual Report for completion, placement, and licensure rates.	
	is updated in the Student Management System when received from the instructor.  The COE Accreditation Office maintains completion, placement,

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#### PINELLAS TECHNICAL COLLEGE-CLEARWATER CAMPUS STUDENT WITHDRAWAL FORM Student Name - First Middle Last Student ID Number **EMAIL ADDRESS** NEW mailing address if student has moved **Telephone Number** Program Name **Program Information** Last Date of Attendance Day Withdrawal Code Reason for withdrawal: Check all OCP's completed and check Program Completer if student has completed all coursework and has met TABE requirements. A B C D E F G Met TABE Requirements Guidance Exempt by: Degree/Industry Certification/HSdiploma/Passed licensure Exam/Disability Full Program Completer: Yes No Industry Certifications Received: Financial Aid Verified: YES Comments: Is Student continuing their training/education? Yes No If so, at what school? School Address Is the Student presently employed? Yes No Yes Is the work related to your training? No Date Student Began Work: What is the name of the Company the student works for? Company Address City, State, Zip Please look it up, if you don't have it Work Phone Number Student's Job Title Supervisor's Name

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Instructor's Name

Date

Revised: 04/06/2022

Revised: 4/6/2022

# PTC-Clearwater COE Annual Report - Placement Update Form (Use only for completers, graduates, and other withdrawals)

Student Name:				
	Last	First		Middle
Student ID #:		Program Name:		
Date:		Program Number:		

Da	ite.		riogianiiivu	mber.		
A. Tr	raining Related Placem	ent (select one):				
~. <sub> </sub>	•	ng military service				
	Branch:	,				
	Student is contin	uing education/training	<u> </u>			
	School:		,			
	Student is emplo	ved related				
		Employer N	ame:			
	Address:		City:		State:	Zip:
		Job		Supervisor's		
	Work Phone:	Title:		name:		
If need	ded, explain relationsh	ip to curriculum:				
D 11	navailable to Attain Cr	edential or be Employe	nd Isolast an	a).		
B. U	Pregnancy	edential of be employe		W37: Child Care	Drobloms	
H	Caring for ill family n	nombors	ᆕ			
	Incarceration	Hellibels	$ \frac{1}{1}$	W39: Time/Sch	Related Problems	
	W35: Serious health	related issues		W49: Address C		-
	(physical/mental/behavioral			W49: Address C	nange/Leit Are	ea
	W36: Transportation			Death		
	Other (Specify):					
			I	ı		
Note:	Other reason must be	approved by administ	ration			
		, , , , , , , , , , , , , , , , , , , ,				
C. Re	fused Employment (se	•				
	Failed to keep interv					
		t offer in the field of rel				
	Enrolled in the progr	am of instruction strictl	y for person	al use		
Studer	nt Signature:					
					Date	
For B a	and C, <u>Please</u> provide a	brief description of th	e student's	specific situation:		
Docu	mented By					
	uctor's Name:					
moti	deter 5 Humer				Data	

Keep a copy for your records and email to the COE Data Coordinator & Records Department

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## PINELLAS TECHNICAL COLLEGE APPLICATION FOR CERTIFICATE & REQUEST FOR TRANSCRIPT

Student Name (Please Print): Click or tap here to enter text.

Your name will appear on the certificate just as you have written it here. Address: Click or tap here to enter text. City: Click or tap here to enter text. Zip: Click or tap here to enter text. Email address: Click or tap here to enter text. Telephone #: Click or tap here to enter text. Program Name: Click or tap here to enter text. Date Studies Completed: Click or tap to enter a date. INSTRUCTOR DIRECTIONS: Please check which items the student is eligible to receive. Instructor must sign below. Certificate of Program Completion This certificate is awarded to a student who meets state literacy requirements and satisfactorily completes all required occupational completion points for a state identified career technology program. Certificate of OCP Completion This certificate is awarded to a student who is withdrawing from school and has not completed the entire program but has completed the following OCP's Click or tap here to enter text. State literacy requirements must be met for all completion points. Certificate of Attendance This certificate is awarded to a student who is withdrawing from school and is requesting documentation of attendance. ☐ Industry Certification(s) Earned Click or tap here to enter text. Click or tap here to enter text. Instructor's Signature: Click or tap here to enter text. Date: Click or tap to enter a date. This form will not be accepted without the instructor's signature. STUDENT DIRECTIONS: Student must submit this form to the Counseling/Student Services Office to complete the process. □ Counselor: Student HAS □ HAS NOT□ met the State of FL basic skills requirement. Code Click or tap here to enter text. ☐ Completer/Leaver Survey: Student has completed and returned the survey to Counseling/Student Services. ☐ Financial Aid: Student understands the responsibility for the repayment of student loan obligations from any institution of higher learning. No academic transcripts will be released if student is in default of student loan obligations or other school obligations. If Pell has been designated as payer of tuition, was all tuition deducted from Pell Checks? Yes□ No□ Does student owe money back to Title IV? Yes□ No□ PLEASE NOTE: Certificates are not printed until the withdrawal form is received in the Records Office and all paperwork is updated. The process includes verification of completion, tuition payments, financial aid release, printing, signatures, and mailing. This process can take up to four weeks. Date Mailed: Click or tap to enter a date. Clerk: Click or tap here to enter text. Federal law (FERPA) requires the student's signature to release any student information. Student Educational Records Manual (Electronic Edition) c 2012, page 10 "Consent for the disclosure of student information must be provided in writing. The written consent should state the specific activity (e.g., access to, release of, transfer of education records), identify the records, and name the person or agency approved to receive the student information." Student Signature: Click or tap here to enter text. Date: Click or tap to enter a date. Revised 04/06/2022 Page lof 2

Mission: Provide Students the opportunity to develop national workplace competencies to fill the needs of business and industry.

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#### Program Graduate/Completer Follow-up Survey

As a student who graduated or partially completed a program recently, we would like to know your thoughts about your educational experience at Pinellas Technical College, Clearwater Campus. Your response to this brief and important survey is greatly appreciated and will be kept confidential. Your opinion is extremely important with the program improvement process and will help us make the necessary adjustments. This survey is a requirement of our accreditation agency, The Council on Occupational Education. The administrative team thanks you for taking the time to complete this survey. RETURN THIS SURVEY TO COUNSELING/ STUDENT SERVICES OFFICE.

NAME of PROGRAM YOU ATTENDED Click or tap here to enter text.

1. How would you rate the following items? Excellent Good Fair Class schedule Gost of training Guality of On-campus instruction Guality of Online instruction process, Instructor feedback, and interaction Guality of Online instruction process, Instructor feedback, and interaction Guality of Online instruction process, Instructor feedback, and interaction Guality of Online instruction process, Instructor feedback, and interaction Guality of Online instruction Guality of Guality of Online instruction Guality of Guality		STUDENT NAME	Click or tap here to enter text.					
Cost of training Quality of On-campus instruction, Instructor feedback, and interaction Quality of Online instruction process, Instructor feedback, and interaction Quality of Online instruction process, Instructor feedback, and interaction  Excellent Good Fair Poor NA Lab equipment condition Lab equipment safe to use Lab equipment availability Lab equipment relevant to today's Workplace for your program  3. How would you rate the following services?  Excellent Good Fair Poor NA Job Placement Financial Aid Counseling Media Resources Bookstore  4. How would you rate your overall experience at Pinellas Technical College? Excellent Good Fair Poor NA Structor feedback, and interaction NA Structor feedback, and interaction NA I Most Likely Would Not  I Most Likely Would Not  If yes, please fill in the employer section below. Company Name Click or tap here to enter text. Supervisor Name Click or tap here to enter text. Address Click or tap here to enter text.  Supervisor Name Click or tap here to enter text.  Supervisor Name Click or tap here to enter text.  Supervisor Name Click or tap here to enter text.  Supervisor Name Click or tap here to enter text.  Supervisor Name Click or tap here to enter text.  Supervisor Name Click or tap here to enter text.  Supervisor Name Click or tap here to enter text.  Supervisor Name Click or tap here to enter text.  Supervisor Name Click or tap here to enter text.  Supervisor Name Click or tap here to enter text.  Supervisor Name Click or tap here to enter text.  Supervisor Name Click or tap here to enter text.  Supervisor Name Click or tap here to enter text.  Supervisor Name Click or tap here to enter text.  Supervisor Name Click or tap here to enter text.  Supervisor Name Click or tap here to enter text.  Supervisor Name Click or tap here to enter text.  Clipy State: No I	1.	How would you rat	e the following items?	Excellent	Good	Fair	Poor	NA
Quality of One-campus instruction, Instructor feedback, and interaction		Class schedu	le					
Instructor feedback, and interaction								
Quality of Online instruction process, Instructor feedback, and interaction		Quality of On-	-campus instruction,					
Instructor feedback, and interaction								
2. How would you rate the lab equipment in your training program?    Excellent   Good   Fair   Poor   NA		Quality of Onl	line instruction process,					
Excellent   Good   Fair   Poor   NA		Instructor	feedback, and interaction					
Excellent   Good   Fair   Poor   NA	2.	How would you rat	e the lab equipment in you	ur training p	rogram?			
Lab equipment availability			1001			Fair	Poor	NA
Lab equipment availability		Lab equipmer	nt condition					
Lab equipment relevant to today's Workplace for your program  3. How would you rate the following services?    Sexcellent   Good   Fair   Poor   NA		Lab equipmer	nt safe to use					
Lab equipment relevant to today's Workplace for your program  3. How would you rate the following services?    Sexcellent   Good   Fair   Poor   NA		Lab equipmer	nt availability					
3. How would you rate the following services?    Excellent   Good   Fair   Poor   NA		Lab equipmer	nt relevant to today's					
Second   S	_							
Job Placement	3.	How would you rat	e the following services?					
Financial Aid Counseling Media Resources Bookstore  4. How would you rate your overall experience at Pinellas Technical College?    Excellent   Good   Fair   Poor   NA		LLD						
Counseling			nt	-	1000	(1) Table 1		1000
Media Resources Bookstore		1000			20 <u>00</u>		500.00	10.35
Bookstore				_	_	_	_	_
4. How would you rate your overall experience at Pinellas Technical College?    Excellent   Good   Fair   Poor   NA			rces		35000	10.00 miles	5000	
Excellent   Good   Fair   Poor   NA		Bookstore						
5. Would you recommend Pinellas Technical College to a friend or relative?    Would   I Most Likely Would   I Would Not	4.	How would you rat	e your overall experience					
5. Would you recommend Pinellas Technical College to a friend or relative?    Would   I Most Likely Would   I Would Not				Excellent	Good	Fair	Poor	NA
I Would I Most Likely Would I Would Not								
6. If NOT, why? Click or tap here to enter text.  Click or tap here to enter text.  7. Are you employed in a job related to your training?  If yes, please fill in the employer section below.  Company Name  Click or tap here to enter text.  Supervisor Name  Click or tap here to enter text.  Address  Click or tap here to enter text.  City  State/ZIP  8. How well did the training you received at Pinellas Technical College prepare you for your job?  Excellent  Good  Fair  Poor  NA   9. If you are not employed, are you continuing your education? Yes  No  10. General Comments: Click or tap here to enter text.	5.	Would you recomn	nend Pinellas Technical C					NI-4
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Excellent Good Fair Poor NA  □ □ □ □ □  9. If you are not employed, are you continuing your education? Yes□ No□  10. General Comments: Click or tap here to enter text.					City		State/ZIP	
Excellent Good Fair Poor NA  □ □ □ □ □  9. If you are not employed, are you continuing your education? Yes□ No□  10. General Comments: Click or tap here to enter text.	8.	How well did the tr	aining you received at Pin	ellas Techn	ical College	e prepare voi	u for your je	ob?
<ol> <li>If you are not employed, are you continuing your education? Yes□ No□</li> <li>General Comments: Click or tap here to enter text.</li> </ol>			3,					
10. General Comments: Click or tap here to enter text.								
10. General Comments: Click or tap here to enter text.	9.	If you are not empl	oyed, are you continuing	your educat	ion? Yes⊑	] No□		

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