



**St. Petersburg Campus**

# **Student Services Effectiveness Plan**



**Pinellas Technical College, St. Petersburg Campus**

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## Mission Statement

Provide updated and accurate information regarding the programs and procedures at Pinellas Technical College. School Counselors help guide individuals through the decision-making process with the goal of career employment and self-sufficiency. School Counselors prepare and guide students in making appropriate career and life choices that will help them meet or exceed the challenges of the 21<sup>st</sup> century.

## Coordination of Services

The Department Head is a part of the leadership team and is responsible for managing and integrating resources for students among the various departments within student services. The leadership team meets with all department heads monthly and analyzes the effectiveness of the services provided and appraises administration of any proposed changes, maintains department records and develops a system for effective problem solving of student and student services staff issues.

## Career Guidance and Counseling Services

Counseling is a vital part of career and technical education. The goal is to match students with the most appropriate program available at PTC. Each career technical program has a designated School Counselor that assists students with academic and socio-emotional issues. School Counselors provide information and resources to students on a variety of topics ranging from career development to financial assistance. They help students explore their strengths, interests and personality type to determine possible careers based on these traits. School Counselors also monitor and track their student's academic performance and work in conjunction with instructors to identify strengths and needs to develop strategies and interventions to support the student's success in their program. They then monitor the students to ensure the interventions remain appropriate and lead to positive outcomes over time and eventually to successful program completion.

## Academic Testing

Students who enroll in a program offered for career credit of 450 hours or more are required to complete a basic skill assessment within the first six weeks after admission into the program. Students who do not achieve the minimum level of basic skills required for completion of their Career Technical program will not be awarded a Career Certificate of Completion upon completion of their program requirements. If a student does not meet minimum scores on one of the tests, he/she may use another state approved test to meet the skill area requirement. It is acceptable to combine scores from more than one test.

The purpose of the basic skills assessment is to determine whether a student has the competencies necessary in their chosen CTE program. Students needing academic skill enhancement will be directed to services on-campus for remediation. For some programs, the basic skills assessment completion requirement is waived if a student passes an identified licensure examination or certification. The student could then be eligible to receive a Certificate of Completion. The basic skill requirements for CTE programs are **exit requirements**. Test scores are valid for two years. Students with disabilities who self-identify must provide documentation for testing accommodations.

## Enrollment

Students who are at least (16) years of age and not currently enrolled in a secondary education program, are considered adult students. Most of our programs start five times per academic school year: August, October, January, March and June.

As part of the general admissions process perspective students meet with the Program Counselor, complete a program interview or shadowing, apply for financial aid and if applicable take the basic skills assessment. Program Counselors are responsible for ensuring that all students enrolled in a Career Technical (CTE) program that is 450 hours or longer have taken the basic skill exit requirement either by eligible exemption or by examination within six weeks of initial enrollment.

## Dual Enrollment

Career Technical Education (CTE) dual enrollment allows students to try out different career paths with hands-on experience and the opportunity to earn industry certifications at no cost. In collaboration with the district's High School Counselors, the Program Counselor for Dual Enrollment works with rising juniors and seniors to enroll them in postsecondary courses at PTC that provide weighted credit towards both high school graduation and a career technical program certificate. Rising juniors and seniors must meet the minimum unweighted grade point average of 2.0, or 2.5 for medical programs, to apply for dual enrollment.

## Disability Services

PTC is an Equal Access/Equal Opportunity institution that complies with the American with Disabilities Act (ADA) and the Section 504 of the Vocational Rehabilitation Act of 1973. Procedures are in place to protect the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act (FERPA). Students with disabilities are eligible to enroll into all PTC programs and can participate in services and activities without discrimination. Under ADA, PTC is not allowed to accept or request any information about a student's disability, students must self-identify the disability for which they are requesting accommodation and provide documentation in order to receive services.

## Career Assessment and Placement Services

Pinellas Technical College staff members are responsible for implementation and coordination of placement and follow-up services through a Placement Coordinator. Current job listings are posted online via Career Rocket, which is an internal online career development system specific to Pinellas Technical College, that enrolled students may use.

## Evaluation

This plan is distributed to staff by email with a survey to evaluate the plan each year. The Institutional Advisory Committee (IAC) also reviews the plan each year and provides feedback. To help determine the effectiveness of student services PTC-SP utilizes surveys which includes questions on admissions, academic support services, school counseling, career services, and financial aid. Students who have completed their program are asked to complete a survey when they apply for their certificate of completion. The survey provides an opportunity for students to give feedback and help to identify areas of improvement. Survey results are provided to instructors/faculty through PTC Connect (an internally available shared drive).