

Student Support for Employment and Education Development
(SSEED) Program
Career Services
Mt. San Antonio College
1100 North Grand Avenue
Walnut, CA 91789

INTRODUCTION

Employers in the United States (US) are finding it increasingly difficult to find a skilled workforce, all while educational requirements for jobs continue to rise. Researchers estimate that by 2028 nearly two-thirds of new jobs created in the U.S. economy will require workers to pursue education beyond high school (Carnevale, Smith, & Strohl, 2010). Additionally, a 2015 study by the American Association of Colleges and Universities found that employers tend to rate the job readiness skills of recent graduates much lower than what students perceive. The lack of job readiness skills raises many questions about what will help students acquire the skills that will be expected of them by future employers and how can Mt. SAC better prepare these students.

Mt. SAC recognizes the importance of on-campus employment and the positive factors this employment exerts on students. Studies have found that on-campus student employment leads to more than just job skills. Riggert et al. (2006) found that retention and grade point average was higher among students who were employed on-campus than those employed off campus. Many Mt. SAC students rely on this employment not only to pay for classes and books, but to help support their families. Mt. SAC found it imperative to develop a work preparedness program. Specifically, a program that could build a pipeline into jobs that bridge the gap and eliminate the disconnect that exists between employer needs and the capacity that exists to fill those needs.

The Mt. SAC Student Support for Employment and Education Development (SSEED) Program was launched as a Student Equity project in the Summer of 2015. The SSEED Program was viewed as opportunity to engage students to understand and articulate the skills gained from employment. The program provides targeted Mt. SAC student populations with co-curricular paid employment experience and training that enables them to learn desirable job skills and increase rates of persistence.

GOALS

The SSEED Program has two overarching goals to ensuring that program participants possess the needed skills and qualifications to excel both in their employment sites and academics.

The first goal of the program is to provide students with an opportunity to gain skills that make them more desirable for employment. Engaging students in training and employment environments where they are supported by campus supervisors accomplishes this first goal. These co-curricular experiences are designed to provide experiential learning opportunities focused on the holistic development of students. As noted earlier, researchers have found that these experiences are essential to the development of students inside and outside of the classroom (Astin, 1993; Hall, 2005).

The second overarching goal of the program is to increase rates of persistence. Persistence is defined as a student who has earned at least 30 units. The 30-unit rate is assessed because it has been found to be a strong predictor of community college student completion and transfer (McCormick & Carroll, 1999; Prince & Jenkins, 2005). Working on campus jobs through SSEED exerts a positive pull for students by providing opportunities to interact with faculty and staff which research notes help increase rates of persistence (Nora & Wedham, 1991).

Additionally, program staff will monitor student academic performance to ensure participants are meeting program requirements of maintaining a 2.0 GPA.

OBJECTIVES

Five key program objectives have been designed to measure the effectiveness of the program. All objectives are ambitious as they significantly exceed the current rates of work preparedness, work performance, and academic performance of Mt. SAC underrepresented students. Objectives are also measurable and data will be captured through formative and summative assessments, including: pre- and post-surveys, participant journal reflections, participant academic performance, and employer monthly evaluation.

1. 95% of students will attend mandatory trainings and program activities.
 - a.
2. 95% of students attending the mandatory training will note an improvement on pre-post training survey.
 - a.
3. 95% of employer monthly evaluations of students will note at least satisfactory progress.
 - a.
4. 80% of students will maintain at least a 2.0 GPA.
 - a.

TARGET POPULATION

Mt. SAC students being targeted for this effort are those with little to no work experience and can demonstrate high economic need. Targeted students also include those that have been identified in the college's Student Equity Plan, including: Latino males, African American males, Asian Pacific Islander male and females, Native Americans, low-income, first-generation, English Language Learners, disabled, undocumented, foster youth, veterans, and other non-traditional students. As of Winter 2016, there were a total of 86 active students in the program who have been placed in 40 different departments on campus.

PLAN OF OPERATION

SSEED participants will be provided with a paid work position on campus. They will receive job skills training both on the job (through supervisor instructions) as well as through ongoing workshops and trainings offered by the SSEED program. SSEED students are required to participate in ongoing training workshops such as: professional courtesy, life management, decision-making, and networking skills. Additionally, SSEED students will receive counseling and career guidance support to assist them in further developing their career goals and educational plans. Supervisors will receive training in mentoring and helping students develop work preparedness skills. Supervisors will complete monthly evaluations and students will complete bi weekly self-evaluations and submit academic progress reports.

Work Preparedness Training Curriculum

This curriculum is designed as a first step toward helping to prepare those seeking entry-level jobs for the workplace by developing the skills and knowledge that are essential for success. We recognize that many Mt. SAC students lack entry level work preparedness skills.

This core soft skills curriculum along with other ancillary components of SSEED, including the job placement, bi-weekly check-ins, job readiness coaching, and monthly evaluations will enable participants to demonstrate their readiness to successfully enter the workplace. The curriculum also looks to retain and help participants advance in their work positions. Additionally, participants will display greater self-confidence, higher grade point averages, increased overall persistence, and higher degree completion rates.

There are seven workshops in the curriculum and each workshop has multiple lessons. Some lessons cover more than one topic. Each lesson has a number of exercises and activities to provide real practice for skill development. To the extent possible, participants will be allowed to demonstrate the skills taught in a real-world situation.

The objectives of this seven week curriculum are to:

- Prepare participants for the workforce
- Provide participants with the necessary pre-employment skills
- Empower participants for professional and academic success
- Promote job retention and advancement
- Promote overall persistence and degree completion

SSEED CRITERIA'S FOR SELECTIONS OF STUDENTS

- Consideration for participation in SSEED will be students who are referred by Mt. SAC Managers, coordinators, and program liaisons.
- Priority consideration for participation in SSEED are students outlined in the Mt. SAC Student Equity Plan:
 - Latinos, especially males
 - African Americans, especially males
 - Asian Pacific Islanders, both females and males
 - Native Americans
 - Low income, especially basic skills
 - English language learners, especially low income and first generation
 - EOPS/CARE/CalWORKs, single parents, reentry students
 - Disabled/DSPS students
 - Undocumented Students
 - Former/Foster Youth/Emancipated Foster Youth/Ward of the Court
 - Veterans
 - Non-traditional students (25 years and older)
 - Noncredit students

- Additional consideration for participation in SSEED are students who have zero to minimal job experiences
 - Higher priority will be given to students who are listed as target populations in the Mt. SAC equity plan and have no job experiences and have high economic need.
 - Second priority consideration are students who are target populations outlined in the Mt. SAC equity plan and have minimal job experiences and have economic need.
 - The third level of considerations for SSEED placement are students who are target populations outlined in the Mt. SAC equity plan and have economic need but have job experiences that surpass the SSEED constructed concept of “minimal job experiences.”

- SSEED constructed concept of minimal job experiences
 - Students with “minimal job experiences” are students who have job experiences of one year or less in the following areas:
 - Overall clerical and administrative assistant support—knowledge of relevant software applications including MS office; proficient in use of email and internet; good numeracy skills; accurate keyboard skills; knowledge of office management systems and procedures in an office setting; knowledge of administrative procedures in an office setting.
 - Knowledge on guidelines, policies, and entry level practices to support overall work site mission and goals.

- SSEED Program Intake Procedure
 - To participate in the SSEED Program students must complete the following:
 - Student must be referral by staff or faculty on campus.
 - Staff or faculty must complete a student referral form.
 - Student must complete a SSEED Program application.
 - Student must complete a one-on-one in-take interview with the Career Services Coordinator.
 - Coordinator will help set a student up with an interview with an employer that best fits their career goals.
 - Student will interview with the department of interest and then gain a job offer from that employer.
 - Students must provide a copy of the following documents:
 - Class Schedule proof of 6 unit enrollment
 - Work availability schedule
 - Transcript
 - Resume
 - Educational plan
 - BOGW confirmation
 - Attend all required trainings and meetings.

SSEED PROGRAM COMMITMENTS

Trainings/Workshops/Activities

- SSEED participants must attend to all events presented and/or coordinated by SSEED program staff.
- Students must email SSEED support staff regarding any schedule changes.
- Emergencies with proper documentation are excusable absences from training.
 - Students must be prepared to provide verification that such absence of SSEED trainings and activities due to an emergency.
- Students will receive a non-credit certificate from Career Services for attending and completing all SSEED trainings during each semester.

Orientation

- Students are required to complete a SSEED orientation in order to continue working at a jobsite.
- Students are also required to attend the Work Preparedness Conference each semester.

SSEED PROGRAM EXPECTATIONS

Academic Expectations

- SSEED students are encouraged to maintain a 2.0 GPA.
- Students are required to submit grade checks to SSEED support staff during week 8 of the semester.
- Students who report lower than a 2.0 GPA during the grade check will be referred to tutoring and counseling services.
- Students who fail to maintain an overall 2.0 GPA at the end of the semester must discuss potential employment provisions with the Career Services Coordinator.

Dress Code

- No short crop or midriff tops
- No tank tops
- No extremely short skirts or “short shorts”
- T-shirts are acceptable as long as they do not display inappropriate pictures, ads, words, or sayings
- No low necklines, see through, clinging, or otherwise revealing clothing
- Undergarments should not be visible
- No extremely baggy or low riding pants
- No extreme hair styles/colors
- No inappropriate hats or head coverings
- Shoes are required and must be kept on at all times
- Footwear such as thongs/flip flops is not acceptable

Work Ethic

The following are SSEED Program Work Ethic and Responsibilities each participant must adhere to:

- Students are not allowed to have visitors during work hours.
- Students must keep their cell phone silent or on vibrate.
- Students may not use their cell phone while working.
- Students may not have ear phones/music while working.
- Students must keep their voice down (may vary by work placement).

Professional Courtesy

The following are professional courtesy approaches that each participant will learn and must adhere to while working on campus:

- Students must be polite and courteous when serving other students, staff, or community members on campus.
- Students must maintain a professional demeanor when serving other students, staff, or community members on campus.
- Students must keep in mind with the usage of appropriate language when serving other students, staff, or community members on campus.
 - This is extremely important when dealing with difficult students, staff, and other community members visiting the campus.
- Students must ready to provide referrals when unable to directly assist a student, staff, or community member visiting the campus.

Time Sheets

The following outlined are time sheet procedures that each participants will learn and must adhere to while working on campus:

- Pink time sheets are to be filled out with blue or black ink only.
- Students must report all information required on the time sheet, showing work that is complete (to the nearest quarter).
- All information requested on the time sheet must be completed prior to submitting the time sheet to payroll.
- Students must keep a daily log of their hours.
- Time sheets that are considered incomplete or filled out incorrectly will not be processed.
 - Students will be notified immediately and reminded of the risk of delayed payment.
- Students will be notified that checks are either mailed to their address written on the hiring packet, or direct deposited on the 15th calendar day of the following month.

Monthly Employer Evaluations

Students must complete a monthly employer evaluation and attach such evaluation to their time sheet. Time sheets missing monthly employer evaluations may delay the processing of your time sheet.

SSEED FORMS

The attachments will include the: SSEED participants application, SSEED confidentiality statement, and SSEED participant contracts.

Student Support for Employment and Education Development (SSEED) Program

SSEED STUDENT APPLICATION

Please complete this application in black or blue ink only. ALL INFORMATION WILL BE KEPT CONFIDENTIAL

Term for which you are applying: Summer: ___ Fall: ___ Winter: ___ Spring: ___ Year: _____

Last Name: _____ Middle Name: _____ First Name: _____

Banner Student ID #: A _____ Gender: ___ Male: ___ Female: ___ Choose not to identify: ___ Other: _____

DOB: ___/___/___ Mt. SAC Email: _____ Personal Email: _____

Mailing Address: _____
Street Name, Apt. # (if necessary) City State ZIP Code

Primary Phone: (_____) _____ - _____ Alternate Phone: (_____) _____ - _____

Ethnic and/or Racial Background (please check all that apply)

American Indian: ___	Black: ___	Filipina/o: ___	Chinese: ___
Central American: ___	White: ___	African American: ___	Japanese: ___
South American: ___	Caucasian: ___	Asian: ___	Vietnamese: ___
South Korean: ___	Latina/o: ___	Pacific Islander: ___	Other: ___

Primary Language spoken at home: _____

Have you applied to any of the Student Support Services Programs?:

Aspire: ___	DREAM: ___	Veterans: ___	EOPS: ___	CalWORKs: ___
Arise: ___	FY (REACH): ___	DSPS: ___	CARE: ___	Other: _____

If you have not applied, would you like more information? (If so, for what programs) _____

Are you currently participating (or would like to participate) in any extracurricular on-campus activities (student organizations, Mt. SAC Sports, Honors, etc.)? _____

EDUCATION BACKGROUND

High School Graduation: High School Diploma: ___ GED: ___ Foreign Diploma: ___ No Diploma: ___ Other: _____

High School Name: _____ City: _____ State: _____ Graduation Year: _____

Current Student Status at Mt. SAC: New: ___ Continuing: ___ Returning: ___ What is your Major(s)? _____

What is your educational goal?:

Certificate Program: ___ Associate's Degree (AA/AS): ___ Associate's Degree for Transfer (AA-T/AS-T): ___

Transfer to a 4-year college or university: ___ Neither: ___

Number of Units Enrolled: _____ Cumulative Mt. SAC GPA (if applicable): _____

Have you met with an Academic Counselor to work on a Mountie Educational Plan (MAP)?: Yes: ___ No: ___

Which of the following special needs, if any do you have? (DSPS can provide further information about services at 909-274-4290)

Deaf & hard of hearing: ___ Physical Disability: ___ Learning Disability: ___ Visual Impairment: ___ Other: _____

Please, indicate the highest level of education each parent/guardian has completed:

Mother/Guardian: Unknown: Elementary: Middle School: High School: College: Other: _____
 Father/Guardian: Unknown: Elementary: Middle School: High School: College: Other: _____

PERSONAL INCOME INQUIRY

Did you apply for the Board of Governor’s Fee Waiver (BOG Fee Waiver)?: Yes: No:

If yes, do you qualify for aid through the BOG Fee Waiver?: Yes: No: Not sure:

Did you apply for the CA Dream Act?: Yes: No:

If yes, do you qualify for aid through the CA DREAM Act?: Yes: No: Not sure:

Are you currently working? Yes: No: **If yes, on Average, how many hours per week?** _____

How supportive is your family in regards to you attending college?

Very Supportive: Somewhat Supportive: Not As Supportive: Not Supportive:

What are the services/resources that you feel you may benefit from the SSEED Program? (Check all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Peer Support | <input type="checkbox"/> SSEED Activities | <input type="checkbox"/> Resume Writing |
| <input type="checkbox"/> Job Placement | <input type="checkbox"/> SSEED Workshops | <input type="checkbox"/> Cover Letter Writing |
| <input type="checkbox"/> Trainings | <input type="checkbox"/> SSEED Orientations | <input type="checkbox"/> Networking Skills |
| <input type="checkbox"/> Interview Preparation | <input type="checkbox"/> Other: _____ | |

How did you hear about the SSEED Program?

Friends Staff Outreach Program Online Family Other _____

PLEASE SIGN THIS APPLICATION! ONLY SIGNED APPLICATIONS WILL BE PROCESSED.

I certify that all the information is true and complete to the best of my knowledge. I give the SSEED Program staff permission to obtain my academic records for verification and for statistical reporting purposes.

_____ Print Name (First Name, Last Name)	_____ Signature	_____ Date
_____ SSEED Staff (First Name, Last Name)	_____ Signature	_____ Date

FOR SSEED STAFF USE ONLY

Placement Test Scores: Math _____ English _____ Reading _____	Met with SSEED Coordinator Date _____	Provided current course schedule Date _____	Provided work availability schedule Date _____	Completed Short-Term Temporary Employment Form Date _____	SSEED Orientation completed Date _____	SSEED Student Contract completed Date _____
Staff Initials _____	Staff Initials _____	Staff Initials _____	Staff Initials _____	Staff Initials _____	Staff Initials _____	Staff Initials _____



MT. SAN ANTONIO COLLEGE
Student Support for Employment and Education Development
Employee Confidentiality Policy

The confidentiality of student and staff information is protected under federal law. Any information regarding students or staff that you might access in the course of your work assignment through a computer, student file, or other documentation, is to be used strictly to perform your job duties and may only be shared with those who are authorized to have such information. You may not change, alter, copy, or divulge any such information unless it is required to carry out your Mt. SAC job assignment.

I _____, have read and understand the paragraph above concerning the confidentiality of student and staff information. I agree to maintain the confidentiality of all such information and understand that the improper disclosure or use of any such information may result in the termination of my employment.

Employee Name (Print)

Employee Name (Signature)

Date

Mt. SAC Student Services
Student Support for Employment and Education Development (SSEED) Program

SSEED Student Contract

The SSEED program at Mt. San Antonio College is providing you with the following opportunities: job placement, work readiness, and leadership skills here at the college. Since this is an opportunity being provided to you, you are expected to maintain a level of commitment to the SSEED program requirements that are listed below. Please read through each commitment and initial on the left of such program requirements. You must print your name, sign, and date at the bottom. *Failure to complete this form may have an impact on your potential work placement at Mt. San Antonio College.*

As a SSEED program participant, I, _____, agree to the following:

- _____ Participate in all SSEED specific orientations, trainings, activities, and meetings that will occur through the 2015-2016 academic year.
- _____ Participate in all activities, workshops, and trainings provided by different on-campus departments, programs, and/or outside vendors
- _____ Submit all time sheets and evaluations by the first of each month. *If the first of a particular month does not land on a business day, the time sheets must be submitted on the first business day following such first day of the month.*
- _____ Maintain a minimum (cumulative) GPA of 2.0 or above at Mt. SAC. *You must be prepared to attend tutoring sessions, should you fall below a 2.0*
- _____ Be enrolled in a minimum of 6 units for the fall/spring semesters.
- _____ Be enrolled in a minimum of 2 units for the winter/summer sessions (if you get hired to/or plan to work through SSEED).
- _____ Check e-mails daily, and respond to SSEED program inquiries or pending items within 24 hours of the day and time such e-mails were sent out.
- _____ Come to work, staff meetings/trainings/activities/workshops on time, at all times.
- _____ Will check in with my site supervisor on the event of my tardiness and/or absence from work.
- _____ Will conduct myself in a professional manner based off of Mt. SAC and SSEED work ethic and responsibility guidelines.

Student Name (print)

Student Signature

Date

SSEED Representative (print)

SSEED Representative Signature

Date