

Student Services Employment and Education Development (SSEED) Report date: 11/17/15

	Overview of Program
Overview	<p>The Student Services Employment and Education Development (SSEED) Program is a student Equity project designed to improve completion rates, teach job readiness skills and develop leadership skills of students with little to no work experience and high economic need. The goal is to provide students with job skills training in various departments across the campus. In addition to their work placement, students will be required to attend various meetings and workshops to enhance their work performance and development of career skills. Students being targeted for this effort are those identified in the college's Student Equity Plan: Latinos, African American, Asian Pacific Islanders, Native Americans, especially males; low income and first generation college students; reentry and single parents; Dreamers; Foster Youth; Veterans; Disabled, and students 25 years and older. SSEED placement efforts focus on students' current career and/or educational aspirations. This provides SSEED students with the structured opportunity to understand varying levels of work responsibilities that may be of interest to them. Current SSEED students have been encouraged to partake in environmental scans that may prompt students to inquire more on their current career and/or educational pursuits.</p> <p>To date, students who meet the initial criteria have been referred by managers, program coordinators, and faculty (program) liaisons. Referred students meet with SSEED program staff for an informal interview, where students are asked a series of questions that provide students the opportunity to highlight: current job experiences (if any); leadership opportunities; the type/depth of such work being held accountable for; and are assessed to check for students' current proficiencies with computer applications and software programs. Students are also asked what type of job experiences they would prefer as a student assistant for the college.</p> <p>SSEED program constructs of what is considered as "little to no work experiences", are the lack of job experiences from students that place barriers in receiving and seeking employment opportunities in areas of their educational or career interests.</p>

	<p>An addition to providing placement for these students (Student Services Employment), the "Education Development" component of SSEED are the coordinated meetings, trainings, activities, workshops, and orientations that are provided through SSEED program staff, Mt. SAC Student Services Departments, and/or outside program vendors. These mandatory Education Development meetings for SSEED students focus on information and experiences that contribute to their personal and professional development as a student employee at Mt. SAC. Current agendas for Education Development meetings are: financial literacy; resume building; cover letter writing; Microsoft office applications training; and reviews on personal and academic goals; career information; extrinsic and intrinsic motivators for students; and student employee guidance through</p>
Student Learning Outcome (SLO) 1:	<p>SLO 1: Participating students will develop a level of self-authorship</p> <p>Spaces will be provided (training, development workshop activities. Meetings, etc.,) that may allow students to make and construct meaning of their own lives, aside from what they are gaining from job placements.</p>
Student Learning Outcome (SLO) 2:	<p>SLO 2: Participating students will develop a level of/or added forms of competencies-both intellectual and interpersonal competencies.</p> <p>Students will be provided with spaces through work placements (and other activities) where students may be able to nurture their abilities to problem solving, master content, and think critically through their own creations. Developing such set of competencies provides the growth necessary for students to navigate their intrapersonal capacities with others- managing emotions; the awareness and acceptance of emotions and ability to integrate feelings in a constructive manner.</p> <p>-Requires students to think analytically, acknowledge their emotions, and confer where such feelings stem from.</p>
Student Learning Outcome (SLO) 3	<p>SLO 3: Train students how to work collaboratively and be more receptive towards their peers.</p> <p>Students will be provided structured (intentional) opportunities to interact with their student assistant peers; students are provided trainings and activities that stress group collaborations and group dynamics in the workplace.</p>

Criteria	Criteria for SSEED Placement Considerations
	<p>SSEED Criteria for Selection of Students</p> <p>Current Selection Criteria for SSEED Students:</p> <ul style="list-style-type: none"> • Consideration for SSEED students are students who are referred by Mt. SAC Managers, coordinators, and program liaisons • Priority consideration for SSEED Students, are students outlined in the Mt. SAC Student Equity Plan: <ul style="list-style-type: none"> o Latinos, especially males o African Americans, especially males o Asian Pacific Islanders, both females and males o Native Americans o Low income, especially basic skills o English language learners, especially low income and first generation o EOPS/CARE/CalWORKs, single parents, reentry students o Disabled/DSPS students o Undocumented Students o Former/Foster Youth/Emancipated Foster Youth/Ward of the Court o Veterans o Non-traditional students (25 years and older) o Noncredit students • Additional Consideration for SSEED students will be students who have zero to minimal job experiences <ul style="list-style-type: none"> o Higher priority will be given to students who are target populations in the Mt. SAC equity plan AND have zero job experiences o Second priority consideration are students who are target populations outlined in the Mt. SAC equity plan AND have minimal job experiences o Tertiary considerations for SSEED placement are students who are target populations outlined in the Mt. SAC equity plan and have job experiences that surpass the SSEED constructed concept of "minimal job experiences." • SSEED Constructed Concept of minimal job experiences <ul style="list-style-type: none"> o Students with "minimal job experiences" are students who have job experiences of one year or less in the following areas: • overall clerical and 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

Number of Referred Students	56
Number of Referred Students that have been placed	34
Number of Students that need placement	5
September 25, 2015	SSEED Orientation
September 25, 2015	Financial Literacy Workshop catered towards SSEED Students
November 13, 2015	SSEED Orientation
December 4, 2015	Microsoft Office Word Training Series
December 11, 2015	Microsoft Office Word Training Series
December 18, 2015	Activity: Discussion on Professionalism Series Speaker: Vice President of Student Services for Moreno Valley College