

## **Student Services Employment and Education (SSEED) Program Mt. San Antonio College**

The Student Services Employment and Education (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 their development of career skills. Students being targeted for this effort are those identified in the college's Student Equity Plan: Latinos, African Americans, 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 Program Goals:**

- Participating students will develop a level of self-authorship
  - Spaces will be provided (training, developmental 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 placement.
- Participating students will develop a level of/or added forms of competencies—both intellectual and interpersonal competencies.
  - Students will be provided with spaces through work placement (and other activities) where students may be able to nurture their abilities to problem solve, 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
    - Requires students to think analytically, acknowledge their emotions, and confer where such feelings stem from
- Train students how to work collaboratively and be more receptive towards their peers.

### **Current of the Professional Expert working directly for SSEED:**

- Initiate contacts with campus administrators, faculty, and staff to identify and develop work opportunities for students
- Provide occupational information to students; identifies and analyzes job duties of prospective students, to match their capabilities and training with respective job sites
- Coordinate with multiple student services staff (Career Services, Financial Aid, etc) in efforts to provide developmental training programs geared towards SSEED students' overall experience
- Develop preliminary forms needed for appropriate documentation of work responsibilities, duties, SSEED student commitments, and student equity tracking/funding projections

**Student Services Employment and Education (SSEED) Program  
Referral Form  
Mt. San Antonio College**

The Student Services Student Worker Internship 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 their development of career skills. Students being targeted for this effort are those identified in the college's Student Equity Plan: Latinos, African Americans, Asian Pacific Islanders, Native Americans, especially males; low income and first generation college students; reentry and single parents; Foster Youth; Veterans, Disabled and Students 25 years and older.

Students who have no current job placement will be given a higher consideration.

Name of Referred Student: \_\_\_\_\_ Current Term: \_\_\_\_\_

A# \_\_\_\_\_ Student's primary contact #: \_\_\_\_\_

Student's E-mail: \_\_\_\_\_ Student's secondary contact #: \_\_\_\_\_

Name of Referrer: \_\_\_\_\_ Title: \_\_\_\_\_

Program/Dept: \_\_\_\_\_ Extension: \_\_\_\_\_ Email: \_\_\_\_\_

Please provide a brief description here on how you feel the student qualifies for this program:

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Student's Current Class Schedule (Class Name, Dates, and Times):

Monday	Tuesday	Wednesday	Thursday	Friday
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Student Services Employment and Education (SSEED) Program  
Student Assistant Supervisor Job Description Form  
Mt. San Antonio College**

\_\_\_\_\_  
Student Assistant Supervisor

\_\_\_\_\_  
Department

Please fill in the following sections completely to ensure appropriate and valid student assistant job descriptions.

Essential job functions: (list the fundamental duties; typing, data entry, filing, answering telephones, laboratory duties, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are the minimum requirements needed to perform the above work? *Please be specific.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please check the times throughout the day you need coverage:

8: 00 AM \_\_\_\_

1: 00 PM \_\_\_\_

6: 00 PM \_\_\_\_

9: 00 AM \_\_\_\_

2: 00 PM \_\_\_\_

7: 00 PM \_\_\_\_

10: 00 AM \_\_\_\_

3: 00 PM \_\_\_\_

8: 00 PM \_\_\_\_

11: 00 AM \_\_\_\_

4: 00 PM \_\_\_\_

9: 00 PM \_\_\_\_

12: 00 PM \_\_\_\_

5: 00 PM \_\_\_\_

10: 00 PM \_\_\_\_

# SSEED STUDENT EVALUATION OF WORK EXPERIENCE

Student name \_\_\_\_\_ ID# \_\_\_\_\_

Major \_\_\_\_\_ Primary phone \_\_\_\_\_

Name of internship business \_\_\_\_\_

Internship Job Title \_\_\_\_\_

Duration of WE Program \_\_\_\_\_ to \_\_\_\_\_ It was (circle one): **Paid** **Unpaid**

## Please rate your experience at your Work Experience worksite:

	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree
<b>Work Experience site:</b>				
I received good orientation and training	_____	_____	_____	_____
I received the resources to learn and perform	_____	_____	_____	_____
Co-workers, managers were accessible and helpful	_____	_____	_____	_____
Work environment was clean, safe, professional	_____	_____	_____	_____

	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree
<b>Supervisor:</b>				
Provided a clear job description	_____	_____	_____	_____
Provided regular feedback on my performance	_____	_____	_____	_____
Provided work consistent with my abilities to learn	_____	_____	_____	_____
Taught me brand new skills and competencies	_____	_____	_____	_____
Was supportive of my work schedule	_____	_____	_____	_____

	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree
<b>Learning Objectives:</b>				
Assigned responsibilities were challenging	_____	_____	_____	_____
Responsibilities matched the learning objectives	_____	_____	_____	_____
I gained new skills as a result of the WEP	_____	_____	_____	_____
I was able to apply skills that I learned in school	_____	_____	_____	_____
I now understand my career options better	_____	_____	_____	_____
I now feel more prepared for work (upon graduation)	_____	_____	_____	_____
I learned to work more effectively with others	_____	_____	_____	_____
I gained a better understanding of my industry	_____	_____	_____	_____

	Yes	No
<b>Overall:</b>		
Would you recommend this employer to other students?	Yes	No
Would you work for this employer again?	Yes	No
Has this employer offered you a permanent job?	Yes	No
Was this employer already your regular employer prior to starting WEP?	Yes	No
I would recommend that other students take a WEP work/study course.	Yes	No

## The most valuable thing I learned through the Work Experience Program

was: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Add any further comments about your WE Program experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## SSEED Placements

The following information outlines SSEED students who have been placed, or are in the process of being placed:

	LName	FName	Student (s) Placed/Potential Placement	Supervisor	Placement Status
1	Aguilar	Jesse	Inreach	Marcus Williams	Placed
2	Cervera	Jayra	DREAM Program	Elmer Rodriguez	Placed
3	Ferman	Kenny	Student Health Center	Marti Whitford	Placed
4	Fernandez	Khris	Student Health Center	Livier Martinez	Placed
5	Flor	Raphael	DREAM Program	Elmer Rodriguez	In Process
6	Fortunati	Anthony	Inreach	Marcus Williams	Placed
7	Hickman	Travon A	Pending	Pending	Pending
8	Howard	Isaac	Student Health Center	Marti Whitford	Placed
9	Hunt	Jamar	ASPIRE	Clarence Banks	In Process
10	Jimenez	Alan	DREAM Program	Elmer Rodriguez	In Process
11	Johnson	Michael	Pending	Pending	Pending
12	Kimes	Jerome	Inreach	Marcus Williams	Placed
13	Lealao	Nolan	Pending	Pending	Pending
14	Lopez	Steven	Upward Bound	Zolita Fischer	Placed
15	Maldonado	Bryan	DREAM Program	Elmer Rodriguez	In Process
16	Pole'o	Alvin	Kinesiology, Athletics, & Dance	Robert Jastrab	Placed
17	Quiroz	Nicolai	Pending	Pending	Pending
18	Siufanua	Kamo (KJ)	Public Safety	Robert Wren	Placed
19	Smith	Deondre	CalWORKs	Stephen Brown	In Process
20	Tuia	Harvest	CalWORKs	Stephen Brown	Placed
21	Varela	Angel	Pending	Pending	Pending
22	Wilson	Ariana	ASPIRE	Clarence Banks	Placed