

## Career Services Specialists/Coordinator Special Projects Rev 1-16-2016

### Goal 1 - Increase Number of Internal & External Work Experience & Employment Opportunities Across All 4 Divisions

<b>Activity 1.1</b> <b>Learn About Programs (Prep Activity)</b> <i>Study Catalog</i> <i>Study Handouts</i>	
<b>TECH &amp; HEALTH</b> NA-completed previously  <b>Targeting new areas - AIRM &amp; ELEC</b>	<b>BUSINESS</b> Studying degrees and certificates in Business division Will make cheat sheets for all (Completed)  <b>Targeting new areas in division – Paralegal</b>
<b>KINESIOLOGY ATHLETICS AND DANCE (KAD):</b> Studied KAD's Degrees and Certificates, Work Experience Courses(WE) Created cheat sheets for Degrees/Certificates and Programs COMPLETED	<b>NATURAL SCIENCES (NS):</b> Studied NS's Degrees and Certificates, Work Experience Courses (WE) Created cheat sheets for Degrees/Certificates and Programs  <b>Targeting new areas – HISTOTECH</b>
<b>Activity 1.2</b> <b>Establish Department Connections (Prep Activity)</b> <i>Attend Dept meetings</i> <i>Attend Advisory meetings</i>	
<b>Tech and Health</b> <b>Attended Dept &amp; Advisories for all programs</b> <b>AIRC</b> 9/24 Met with Lanny Richardson. <b>1/07 - Weekly meetings w. Darrow &amp; Lanny set up for Tuesday 10:00am</b>	<b>Business</b> <b>Attended the Fall Advisory &amp; Division meetings:</b> Business Admin/Regina Martinez Accounting/ Brenda Domino Child Development Program: Darlene Landeros / Doug Hughey/Tony Henry Fashion /Maria Davis Carol Impara-Dept. Chair /Consumer Science & Design Technologies
<b>KAD</b> <b>Attended Fall Advisory and Dept Meetings</b> Met with Dean and Department Chairs: Dance Athletics Kins	<b>NATURAL SCIENCE</b> <b>Attended Fall Dept &amp; Advisory Meetings:</b> <b>Agriculture - On agenda to discuss WE</b> Horticulture

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<b>Activity 1.3</b> <b>Provide training on WE protocols and eligibility issues to faculty</b> <i>Note: New forms won't be available until Winter</i>	
<b>Tech and Health</b> Protocols previously completed and documented in past reports. -Assisting Job Developers with Title V issues and WE protocols (monthly meetings) -Office of Instruction will implement changes for Spring. -Last round of edits WE forms for campus -Exploring using the SEEDS program	<b>BUSINESS</b> Conducted faculty training on Title V WE requirements Set orientations for Spring - Conducting Feb 4&9 Developing Learning Contract Objectives for NF & HRM Established WE recruiting timelines for students Editing Handbook for areas
<b>KINESIOLOGY ATHLETIC AND DANCE (KAD):</b> Conducted faculty training on Title V WE requirements Set orientations for Spring - Feb 19 & 22 Developing Learning Contract Objectives for KAD Established WE recruiting timelines for students Editing Handbook for areas Created student selection process and eligibility Created student letter regarding class completion -Updated Employer Letter and Information on WE to send to employers  <b>Catalogue Changes and discussions:</b> 11/18 - Met with KAD 85 Professor discussed class requirements and substitutions  Viewed letter that will sent out to student that have completed the Personal Training Certificate and the letter that will sent to students needing only 1 to 2 classes to complete certificate.  11/19 - Researching how to change the SAM C code for Melinda Bowen Coaching WE class to read as "clearly occupational"  12/10 - Met with KIN 85 professors -Confirmed class changes with the KAD 85 WE NF10 Nutrition for Personal Health NF12 Sports Nutrition NF25 Essentials of Nutrition Students can now take either of the three to satisfy the requirement for the KAD 85 class	<b>NATURAL SCIENCES:</b> Conducted faculty training on Title V WE requirements Set orientations for Spring - Conducting Feb 18th Developing Learning Contract Objectives for KAD Established WE recruiting timelines for students Editing Handbook for areas Coordinating Winter WE

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<p><b>Activity 1.4</b>  <b>Increase publicity for work experience and employment success stories</b>  <i>Info boards / Video Monitors – Target Nov</i>  <i>(Program Info, WE protocols/opportunities, Job opportunities student spotlight, employer spotlight)</i>  <i>Webpages-Winter</i>  <i>Social Media</i>  <i>Student List Serves (could be replaced with Twitter feeds)</i>  <b>Report Out</b></p>	
<p><b>Tech and Health- Note: Prior years' activities documented separately</b>  <b>Researching best use for Twitter, Facebook, Periscope, Snapchat</b>  <b>Preparing “cheat sheet” for DC for Facebook use</b>  <b>Discussed establishing a FB page and relevant content on it.</b></p> <p><b>Info Boards</b>  <b>Public Safety</b>          -Monthly student spotlight established.          -Jobs posted weekly on Job Boards. Posted every Thursday.          -Work Experience Pictures posted on WE board  <b>AIRC/WELDING</b>          -Info boards COMPLETED          -Jobs posted weekly          -“Students At Work” section COMPLETED  <b>PSYCH TECH/RAD</b>          -Designated area for Info boards and established what kind of information should be posted          -Printed posters for RAD</p> <p><b>Webpages:</b>  <b>Creating new Home page for Public Safety.</b>  <b>Embedded all counselor information for every TH department</b>  <b>10/22 - Met with Rick Nguyen for new layout and solved T&amp;H division page layout issues.</b>  <b>Nov 2015 - Created digital RAD forms for program. Met with Monique Neel. Taught her how to run reports</b>  <b>Weekly meetings with ARCH &amp; IDE. Recreated WebPage</b></p> <p><b>Social Media:</b>  <b>Creating Facebook Page for Public Safety.</b>  <b>***Discovered web issue! Student's cannot get to program webpages unless they go through Instruction webpage &amp; know the division the program is under. Students are directed to WebCMS</b></p>	<p><b>Business</b>          Updated Interest cards          Updated WE Students Handbooks          Info Boards- all completed. Looking for new areas</p> <p><b>Class Presentations:</b>          Completed for five Business classes promoting WE  <b>1/19 &amp; 1/21 WE in class promotion</b></p> <p><b>Social Media:</b>  <b>10/6 - Met w. several Professors and Deans. Programs do have a Social Media presence. Next step is to identify programs who need social media presence.</b>  <b>- Discussed providing Accounting Info for Accounting Club Facebook</b></p>

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<p><b>KINESIOLOGY ATHLETIC AND DANCE (KAD):</b>  Updated Interest cards to handout and place via web  Info Boards- Installed &amp; completed.(Painting and revising)  Created Listserv (KAD students w/ certifications)  <i>*Pending - Poster Printing (Rachael Brown)</i></p> <p><b>Social Media:</b>  - Goal is to develop a <b>SOCIAL MEDIA</b> presences  - Assure <b>WE</b> is visible and maintained on all Social Media (Twitter, Instagram, Facebook, LinkedIn, Pinterest, YouTube channel etc.) --  -Approach current Student Volunteer(s) to maintain and monitor social media (Instagram, Facebook, Twitter, LinkedIn etc)  -Meeting with Department webmaster to insure FACEBook is posting WE info</p> <p><b>Division &amp; Dept Webpages:</b>  Embedded link to Mountie Career Source  ‘WE Interest Card’ on the website  Create a webpage for Announcements/What’s New in KAD!  Create a webpage for Student/Employer Spotlight!  Create page for WE  Create link for immediate job openings &amp; MCS</p> <p><b>Created Listservs for the following groups -</b>  <b>KAD students w/ certifications</b>  <b>Job Opportunities</b>  <b>Eblasts for special events on campus</b>  <b>Targeting Over 2500 students</b></p>	<p><b>NATURAL SCIENCE</b>  <b>Updated Interest cards to handout and place via web</b>  <b>Info Boards- Created Design for Vet Tech and Animal Science Info Board</b>  <b>Created Listserv</b></p> <p><i>*Pending - Poster Printing (Rachael Brown)</i></p> <p><b>Division &amp; Dept Webpages:</b>  Embedded link to Mountie Career Source  ‘WE Interest Card’ on the website  Create a webpage for Announcements/What’s New in KAD!  Create a webpage for Student/Employer Spotlight!  Create page for WE  Create link for immediate job openings &amp; MCS</p> <p>- Animal Science site is outdated. Will collaborate with NS Professors to update, revise and spruce up the site.</p> <p><b>Listservs:</b>  Created Animal Science, Agriculture and Horticulture listserv for instructors to take to class and post on Moodlesroom</p>

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<p><b>Activity 1.5</b>  <b>Improve collaborative efforts with Career Services and all Divisions housing CTE programs</b>  <b>Shared Events Calendar</b>  <b>Shared “Star” Advisors from each Division recruited for Career Services Advisory</b>  <b>Mountie Career Source monthly update on employers, correlating to programs/depts sent to CSS and CSP</b></p>	
<p><b>Tech and Health- Note: Prior years’ activities documented separately</b>          -Mountie Career Source is embedded each dept webpage          -Receive monthly specific industries/Job positing from Career and Transfer Mountie CareerSource job posting website. Report supplied by Rosa Ascencio. Information is used for posting jobs, targeting WE sites and database information          -All info boards have CTC announcements posted on them  <b>-Embedded all Counselor information onto department websites</b>  <b>-Created shared calendar for Job Developers. All have access to it via lotus notes</b>  <b>-Created shared google shared documents</b>  <b>-Monthly meetings with Job Developers “Snackin’ &amp; Chattin”</b></p>	<p><b>BUSINESS</b>  <b>Receive monthly job opportunities report from Rosa Asencio</b>  <b>First one received 9-17</b></p> <p><b>10/26- Had Career Services Printer the current Job Opportunities from Mountie Career Sources for Information Board for Child Development Center</b>  <b>01/5- Received Job Opportunities from Career Services</b></p>
<p><b>KINESIOLOGY ATHLETIC AND DANCE (KAD):</b>  <b>- Collaborating with Career and Transfer (Receiving jobs for Natural Science and KAD areas)</b>  <b>- Give professors job leads from Mountie Career Source</b></p>	<p><b>NATURAL SCIENCES:</b>          -Receive monthly specific industries/Job posting from Career and Transfer Mountie CareerSource job posting website. Report supplied by Rosa Ascencio. Information is used for posting jobs, targeting WE sites and database information</p>

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<p><b>Activity 1.6</b>          Improve student preparation for both work experience and future careers  <i>Resume building</i>  <i>Interview prep</i>  <i>Interview vetting process</i>  <i>Note: SARS will be used for apts</i></p>	
<p><b>Tech and Health- Note: Prior years' activities documented separately</b>          Conducted resume workshops for IDE &amp; AIRC          10 individual student appointments for resume assistance and interview prep          8/19 - 35 students attended WE Orientation for FIRE &amp; ADJU          9/22 - Met with Jacolyn regarding SARS. Need to use what Nursing has in place. Would only be beneficial for student appointments. Students can schedule own appointments. Cannot turn SARS on and off.</p> <p><b>AIRM</b>          11/19 Conducted resume workshop  <b>AIRC</b>          5 individual Resume reviews  <b>ELEC</b>          10/27 &amp; 10/28 - Hosted JEP - made two class presentations regarding Industry expectations  <b>Public Safety</b>          10/8 – 40 individual FIRE resume review          10/8 – wrote letters of recommendation and conducted mock interview          10/26 - FIRE In-class Mock Interviews (40 students)          11/4 - Scheduled resume workshop and WE recruitment for FIRE Academy          11/4 - JUSTICE individual appointments for Interview prep for students applying with LASD          11/16 -12/3 - WE classroom presentations for Justice &amp; Fire</p>	<p><b>Business</b>          8/28 -Met with Business Admin students on to go over process for participating in the program          9/29 - Next meeting is scheduled          9/9 - Resume Workshop for Kisha Williamson Child Dev          - Schedule to promote WE program to Regina Martinez Winter Classes January 2016          9/28-Promoted Work Experience Program and conducted in class resume workshop for Photograph. Offered individual student resume follow up.          9/29- Conducted mid-reviews w. Professor Regina Martinez 9/30- Student Hired for internship (Provide Students Name) at Bumble Collection          10/1- Meeting with Marty Ramey Paralegal program. Worked to identify local courts for Mt Sac students. Targeting Rancho Cucamonga &amp; Riverside Courts for partnership.          10/1-Conducted resume workshop and General information about WE program for the Business Principles class          10/7 - Completed a resume workshop for the Child Development          10/7 - Resume workshop for Shelia Mateo Child Dev          11/17 - Resume/Mock Interview Workshop for Accounting students          12/1 - Student resumes from Histotech (13)</p> <p><b>Marketing:</b>          Promoting WE Program January 2016 in two Winster Business          Promoting WE Program to the local Sodexo sites.</p>

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<p><b>KINESIOLOGY ATHLETIC AND DANCE (KAD):</b>          -Fall appointments with NS and KAD students regarding Career Guidance and Career Document and Career Search          -Contacted Dance Professor to meet and schedule days for ALL dance class presentations; Resume, Mock interview, etc</p> <p>12/01- Reached to Dance Professors to reconfirm classes for the spring resume workshops          12/8 - Assisted students in revising resumes and employment application          12/10-18 -Scheduled appts from NS and KAD student the week of          12/9 Met with KIN 81 students referred from Professor for Spring 2016 WE classes</p>	<p><b>NATURAL SCIENCES:</b>          -Create a class list from IT to target NS classes focusing on WE          -Conducted Classroom Career workshops for RVT Professors          -Oct 12 &amp; 14; Nov 2 &amp; 4, 2015          11/23 - Resume Presentation /Brief WE presentation.          11/23 - Discussed proper interview attire w. student          -Contacting students to meet with concern career choices from Class presentation sign in sheet          11/17 Reviewed 6 student resume and cover letters          11/24 Revised 14 Histotech student resumes          12/1 - Revised Histotech 10 Resumes for Histotech class.          12/8 - Met with Natural Science student to revise resume and complete job applications          12/9 - Met with Histotech students (submitting resumes for employment)          12/14 - Conducted 14 resume appointments for Natural Science.          12/21 - 15 Appointments for career guidance and research for NS          1/ 7 &amp;12 - Resume for NS and career guidance          -Workshops on current demands in the industry          -Conducted Career workshops preparing students for event and creating their "One minute elevator speech" to employers</p>

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Activity 1.7 WE Sites & Place Students!	
<p><b>Tech and Health- Note: Prior years' activities documented separately</b></p> <p><b>WE Partnerships:</b>  <b>PS FIRE</b>            3 new partners for Fall 2015 including LA County Fire.  <b>PS ADJU</b>            10/13 &amp; 10/21 - Department of Corrections and Rehabilitation (Chino)            Will partner in Spring 2016            10/14 &amp; 10/22 - Covina PD. Will partner in Spring 2016</p> <p><b>Student Placement</b>            10 ADJU and 21 Fire Work Experience placements for Fall 2015            27 - Students successfully complete WE (10 ADJU &amp; 17 FIRE)            2 students (Justice) hired by LASD after completing WE Program            2 student hired by Public Safety after WE program (Justice)            2 students asked to apply for positions with FIRE WE site            1 student hired by FIRE WE Site</p>	<p><b>Business:</b>  <b>New WE Partnerships</b>  <b>NF &amp; HRM:</b>            Sodexo at Mt. SAC, Pitzer, Scrips, Riverside Community Hospital, La Sierra, CSU San Bernardion  <b>ACCT:</b>            Mt SAC Child Development Center  <b>Potential WE Partners:</b>            Ashley Lane            Talent Acquisition Program Manager            Agency Human Resources            Western &amp; Southern Life  <b>Student Placement</b>  <b>ACCT</b>            -2 internal (on campus) paid part time Internship position with Child Development Center for Accounting Program.            - 1 student in paid internship w/ CDC  <b>OTHER</b>            1- Human Resources Management Training Site: Cintas,            1- Accounting Training Site: Liberty Tax Services,            1- Business Management Training Site: George Fischer Signet LLC 1-            Business Management Training Site: Torrico Design Group            10/8 - Emailed companies about participating in Spring WE Program</p>
<p><b>KAD</b>  <b>WE Partnerships</b>  <b>New WE Site for KIN 81 Coaching AYSO Region 94 SPRING 2016</b>            10/22 - Collaborated with New Employer to connect with students: Perfect Pointe School of Dance            12/1 - Contacted New WE site employer UFC collaborated w. Meal Prep company  <b>Student Placement</b>            -6 of 9 enrolled in WE KIN 81 Completed            -1 of 2 enrolled in WE KIN 85 Completed            -6 of 7 enrolled in WE KIN 92            -13 students successfully completed WE (fiscal performance report)            -1 student hired</p>	<p><b>Natural Sciences</b>  <b>WE Partnerships:</b>            Met with NS professors to revise sites ensuring they are still interested in partnering with us.</p> <p><b>Student Placement</b>            -49 of the 56 WE AGHE 83A Completed            -Gathering correct numbers from NS professors (They have not tracked student placement before)</p>



## Goal 2 - Increase Industry Partnerships (Non WE)

<p><b>Activity 2.1</b>  Expand industry presence on campus  <i>Employer panels (Spring )</i>  <i>Advisories ( Target Fall and Winter)</i>  <i>Portfolio review</i>  <i>Lunch and Learns/Workforce Development Seminars</i>  <i>Speed Interviews</i>  <i>Mini Career Fairs (CS Career Fair Fall)</i></p>	
<p><b>Tech and Health- Note: Prior years' activities documented separately AIRC</b>  9/8 - Met w. Lanny Richardson to plan and schedule "Lunch and Learn"  Changed set up to evening meeting. Better student turn out.  10/19 – AIRC collaborative. Reported on establishing WE for non-Mt SAC students involved in collaborative.  10/22 – Vacuum pump clinic conducted on campus for students  1/19 – Alliance planning classroom visit  <b>ELEC</b>  Coordinating visit from NEP Broadcasting. Collaborative effort - NEP will attend Mt. SAC career fair &amp; stay a few extra days to visit ELEC classes.  10/27 &amp; 10/28 - NEP classrooms visit  10/28 - NEP will also tour TV broadcast and Arts Division    <b>Public Safety</b>  10/14 – Met with Simplex Grinnell. Simplex conducted an informational seminar for Fire Tech club  12/6 - Working with Rosa Asencio to host LA County Fire Lifeguard division. Will visit in Spring with Fire Tech Club  1/25 – Simplex Grinnell meeting regarding equipment donation</p>	<p><b>Business</b></p>
<p><b>KINESIOLOGY ATHLETIC AND DANCE (KAD):</b>    12/1 - Talked w/ Food &amp; Nutrition recruiting dietician to present (S. Weathilt) Nutrition</p>	<p><b>NATURAL SCIENCES</b>  9/1 - Met with NS Professors to discuss future events on campus to promote awareness of the industry (Career Night, Farm Day etc. )  9/29 - Spoke to NS Professors, regarding Implement an activity on Career Night: Jeopardy; Family Feud focusing on Career topics)    -Working with Industry guest speakers for NS programs</p>

## Goal 2 - Increase Industry Partnership (Non WE)

<p>Activity 2.2  Increase Mt. SAC presence in industry venues  <i>Industry site visits</i>  <i>Chamber meetings</i>  <i>WIBs</i>  <i>Trade shows</i></p>	
<p>Tech and Health- Note: Prior years' activities documented separately  <i>CWE Tri Region - Hosting &amp; facilitating Tri Region meeting Feb. 26</i></p> <p><i>California Work Experience &amp; Internship Association (CWEIA):</i>  Planning committee member for annual meeting in Spring.  Overseeing Employer Panel &amp; Keynote Speaker</p> <p>AIRC- Will attend IHACI Trade show in Nov.</p> <p>Public Safety  10/14 - Simplex Grinnell. Setting up follow up visit to Academy.</p> <p>IDE/Manufacturing  Called CAMBRO to set visit for January 2016. Department chair request to visit and wants to wait until Winter. Waiting for final date.</p>	<p><b>BUSINESS</b>  Attended Career Fair for Macy's Logistic to provide employees information about the programs and services available to Mt Sac Students</p>
<p><b>KINESIOLOGY ATHLETIC AND DANCE (KAD):</b>  -UFC Gym meeting for ALL gym locations for Fitness Specialist KIN 85</p> <p>9/22 - Collaborating with professor to visit current employers to continue partnership for WE sites and job opportunities  9/22 - Visit UFC Gyms (Various locations) for WE KIN 85  12/3 - Site Visit to Pomona Valley Hospital Medical Center, HR Dept.</p> <p>-Contact and exchanged contact information for 3 Dance studios:  Valverde School of Performing Arts  South Hill Dance Studio  G Diva Productions LLC - Site Visit</p>	<p><b>NATURAL SCIENCES:</b></p>

### Goal 3 - Increase equipment & monetary donations

<b>Activity 3.1</b> <b>Work with Foundation Director to employ targeted fundraising efforts</b> <b>Social Media Prompts for gifts/donations</b>	
<p><b>Tech and Health-Note: Prior years' activities documented separately</b>  Scheduled and met with Bill Lambert and all job developers for Oct. 6.</p> <p>Private Industry Simplex Grinnell is interested in donating to FIRE.  Working on coordinating meeting.</p> <p>10/14 - Met with Simplex Grinnell with Stephen Shull. Simplex has given verbal agreement to donate time &amp; equipment. Next step is for Simplex to visit FIRE Academy to inspect tower and identify needs.</p> <p><b>Presented collaborative idea to Foundation Director:</b>  <b>Networking event consisting of Alumni and current students.</b>  <b>Foundation can present. Alumni invited will be in positions to hire.</b>  <b>Students who participate will develop soft skills and have an opportunity to network towards employment/work experience.</b>  <b>Bill and Marissa want to pursue the idea of collaborative event. We are looking toward a date in Spring 2016</b></p> <p><b>Discussed internal Work Experience for Foundation office. Zelda offered to provide assistance identifying students for Foundation.</b></p>	<p><b>BUSINESS</b>  10/ 6 - Foundation/Job Developers Collaboration Meeting  with Rachael Brown, Bill Lambert, Zelda Bolden and Arnita Champion</p>
<p><b>KINESIOLOGY ATHLETIC AND DANCE (KAD):</b>  10/6 - Foundation/Job Developers Collaboration Meeting  with Rachael Brown, Bill Lambert, Zelda Bolden and Arnita Champion  Collaborated ways to partner with other companies ( Fundraising, donations; sponsorships)</p>	<p><b>NATURAL SCIENCES</b>  10/ 6 - Foundation/Job Developers Collaboration Meeting  with Rachael Brown, Bill Lambert, Zelda Bolden and Arnita Champion</p>

#### Goal 4 – Improve Tracking & Feedback Mechanisms

Activity 4.1 Upload info for all areas Train faculty Begin running regular reports for Division and Departments Generate reports for Advisory meetings	
Tech and Health- Note: Prior years' activities documented separately  Rachael to email Darren for instructions on sending path to shared folder. Created shared folder and path for Department Chairs to access the database Student A#s cannot repeat in database. Working with IT to change this. Contact IT for assistance with expanding capability of data base	<b>BUSINESS</b> 10/16 - Attended Program Lisa Ledebor consumers Science Advisory to introduce Work Experience Program to Employers
KAD	<b>NATURAL SCIENCES</b> Creating employer database/listserv from Job Postings given to me by professors