

## **Student Services**

The following plan is in place to determine effectiveness of student services, activities, and counseling for current and graduate students.

### **Staff for Coordination of Student Services**

Career Services and administrative staff are responsible for the coordination of all student services and activities for students in each program. Student services are revised annually and are based on student need and community employer input. All revisions are presented to the School Director and reviewed during annual meetings.

### **Counseling of students**

Career Services and administrative staff counsel students from both programs. Counseling consists of preparing students for job interviews and what to expect. Review of appropriate interview attire and presentation is reviewed with students. Since counseling is provided to students individually, Career Services has the ability to tailor counseling to the specific needs of the student.

### **Annual Evaluation**

Completer and placement information is submitted to COE and TWC annually, the results determine job placement information to assist in determining the effectiveness of student services provided.

### **Results of evaluation**

Evaluation results are shared during faculty and staff meetings as well as the occupational committee annually.