

Robert Morgan Educational Center & Technical College



Student Services Plan

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Mission

Robert Morgan Educational Center & Technical College is committed to impart the knowledge and skills that will facilitate the acquisition of those qualities essential to successful global employment and a productive and prosperous life.

Vision

Robert Morgan Educational Center & Technical College's sails are set on a voyage towards achieving quality academic instruction, implementation of community leadership and lifelong learning for all students.

Student Services Plan

The Student Services Department of Robert Morgan Educational Center & Technical College strives to meet not only the academic needs of every student, but foster a relationship with the students in order to enable them to become responsible, contributing members of the community. The Student Services Department is available to students from 8 AM – 8 PM, Monday - Friday. The students and or potential students are encouraged to know the Student Services Personnel (Counselor) responsible for their program of interest. Upon interest in RMEC & TC, a potential student is seen by a counselor, virtually or face-to-face for educational and career planning. Based on the educational track the student desires, the counselor will inform them which assessment is needed:

Test of Adult Basic Education (TABE) - Adults

Test of Essential Academic Skills (TEAS) – Practical Nursing

Comprehensive Adult Student Assessment System (CASAS) – ESOL

General Education Development (GED) – High School Completion

Once the student takes the exam, they will meet with the counselor again for the interpretation of the test results and begin the educational career track. If the student requires remediation in a subject area based on the test results, they are offered the remediation lab the last hour of the day while in the program of their

choice. There are instances where the student is recommended to remediate for a trimester before entering the CTE program.

CTE program instructors are encouraged to write a referral for a student to see the counselor for the following reasons:

- Attendance Concerns
- Behavior Concerns
- Academic Concerns
- Progress Concerns

The counselor meets and counsels the student as a form of intervention. At this meeting, the counselor encourages the student and offers any resources necessary for the student to successfully complete the program. At the end of the program, the students receive an Exit Survey link through email to rate their experience at RMEC & TC. The survey link is provided. Within the survey, is an opportunity for the student to discuss their Student Services experience and ensures they understand the roles of the personnel. The results of the survey are shared with the faculty and staff at the opening of school meeting and at other faculty meetings throughout the year as necessary. The Student Services Department also meets throughout the school year and the chairperson disseminates information, gathers necessary data and provides feedback to the Student Services personnel. If a staff member needs to access the official records of a student, they must email an administrator for access to the student file.

Student course work, classroom tests and official records are not open to the public and are confidential. A student may request to see their course work (instructor), classroom tests (instructor) and official school records (administrator) by making an appointment at the main office. The student is able to meet with the instructor during their set office hours. CASAS, TABE and the TEAS tests will not be available, however, the student can request the score report for the designated assessment. To access the score report, the student can request an appointment with the counselor of their program.

The following personnel are responsible for the official student records:

Testing Records – Ms. Lawrencina Frederick, Test Chairperson

Student Services Records – Ms. Mirtha Silverang, Student Services Chairperson

Registration Records – Ms. Irene Montoto (Day Registrar) & Diane Keel (Evening Registrar)

Financial Aid Records – Ms. Alnerys Ferro, Financial Aid Chairperson

Business Office Records – Ms. Stephanie Marcos, Business Manager

At the beginning of the school year, The Student Services Plan is reviewed by the faculty and suggestions for revisions are offered if necessary.

Retention Plan

At the beginning of the school year, the faculty review the student and staff survey results from the year before. Input is welcomed from the faculty as to revisions for the plan. At the end of each trimester, the students receive an exit survey where their overall experience at RMEC & TC is evaluated. It is the goal of RMEC & TC for all students to become full program completers, whether they are completing the entire program of choice or an Occupational Completion Point (OCP). When students complete an OCP, instructors enter the completion in the FOCUS, a system that Miami-Dade County Public Schools (MDCPS) uses to document the OCPs. The registrar can then claim the OCP with the state of Florida. In addition to the instructors knowing the OCP data from their program, the students receive an exit survey to rate their experience with the various departments of RMEC & TC and their instructor. The results of the exit survey are shared with the staff at a faculty meeting. Areas of student concern are discussed among the staff and administration as well as ways of improvement in order to retain students and provide excellent customer service. Feedback is welcomed from the staff and further discussed to better serve the students of RMEC & TC.

At the beginning of the school year, The Retention Plan is reviewed by faculty and suggestions for revisions are offered if necessary.

Job Placement

At RMEC & TC, students have the option of completing the entire program or one or more Occupational Completion Points (OCPs). CTE Instructors network with outside businesses and organizations with the potential to hire their students upon completion and certification. CTE instructors are also responsible for the coordination of services. The CTE instructors provide placement counseling to

students who they believe are ready for employment. They conference with them about not only obtaining the position, but maintaining the position. If there are job opportunities available, the instructor informs the Student Center Facilitator as well to assist with getting the communication out to the student body. Job opportunities are also placed on the Job Posting bulletin boards around the school. The instructor keeps the counselor in the loop of communication as it pertains to the placement of students. The counselor is able to provide student services to any and all students who need assistance. Some of outside businesses and organizations are also members of the programs Occupational Advisory Committee (OAC). These committees meet twice a year and discuss industry demands as well as program objectives, class/shop/lab evaluations, curriculum frameworks and instruction of the program and other pertinent information to further prepare the students for the demands of the industry. When students complete the program or OCPs, the instructor completes a Local Placement Data Form which captures the current job placement of that student. At the end of the trimester, clerical personnel contact some of the students who are placed to see if there is support that can be offered to the student. The students are also encouraged to continue to keep their instructor informed if they change places of employment. The Student Center Facilitator incorporates mock interviews with potential outside employers as panelists to allow the students to strengthen their resume and interviewing skills. The students receive feedback from the panelists and regarding their resume and interview.

At the beginning of the school year, the faculty review the Job Placement Plan and suggestions for revision are offered if necessary.

Follow-Up Plan

Students who have completed the entire CTE program of choice or one or more OCPs and passed their industry certification exam are ready for employment in the industry. Once they are assisted with job placement and they obtain a position, the information is captured on the Local Placement Data Form which kept in a school database. Instructors are encouraged to contact the employers to check on the students employed in the industry as well as the students themselves. Instructors have logs that they maintain with employers that they have contacted/visited.

At the beginning of the school year, the faculty review the Placement Plan and suggestions for revision are offered if necessary.