



Placement and Follow-up Plan

Mission Statement:

Moore Career College is *committed* to using its human and physical resources to provide services to our students that facilitate personal growth, professional development, and a sense of responsibility.

The primary purpose of Moore Career College is developing a high level of *competency*, which is accomplished through the pursuit, assimilation and dissemination of knowledge in academic programs.

The most compelling purpose of the College is to prepare students to function proficiently in a competitive society in the *career* of their choice and to create an awareness of professional and social responsibilities along with an appreciation of principles of ethical conduct.

"Our Philosophy is to *inspire* students to strive for excellence and to achieve maximum personal potential."

Edward Moore, M. Ed.

Vision Statement:

Moore Career College encourages each student to aspire to the best he or she can be in academic, business, social, professional, and personal endeavors. Whatever the academic interest, we strive to offer the best education possible. Through our emphasis on curriculum, low student-teacher ratios and practical experience we hope to ensure that the Moore Career College graduate has been meticulously prepared.

Placement and Follow-up Plan

At MCC, follow-up is systematic and continuous and includes the following elements:

- a. Completion & Placement is coordinated by four components;
 1. Instructors
 2. Admission/Placement Office
 3. Program Advisory Committee
 4. Director
- b. All activities related to follow-up and placement are combined to measure and track student placement and follow up.
 1. Each instructor follows student progress for their program. This progress measures work habits, safety habits, workmanship and knowledge of each task. This progress is documented by SMART software through grades
 2. Each instructor/Registrar and fellow students, are encouraged to keep the college informed on the placement of students they may come in contact with.
 3. The record of placement services is maintained on the SMART database with placement information. Employer feedback is given to the instructors through the self-reporting by students as well as at the Program Advisory meetings.
- c. All students are highly encouraged to visit the Admissions/Placement office to explore job placement opportunities. Contact data is reviewed and refreshed upon this visit and it is documented on the students SMART account.
- d. Upon a student exiting a program, instructors must follow-up until the student is employed in field. Leads for employment are also provided by the Advisory Committee. If the student is employed in field or in a related field, the employer relates the performance, as well as the value and relevance of the student's training to the instructor at the Advisory Board meeting.
- e. An *Exit Interview* survey is given to students upon their completion of the program as a condition of graduation. This form allows students the opportunity to evaluate the program and explain how it has prepared them for the workforce. This form also evaluates the services that students receive from MCC. The results of this survey allows MCC to review programs and services from the student's perspective. The Advisory Board meetings is another tool used to monitor MCC's progress in service delivery. Upon completion, all placement and follow-up information is made available to all instructional personnel and administrative staff through reports initiated through the SMART student database software.
- f. In an effort to encourage communication between the student and placement office, MCC offers a \$25 gift card to those students who provide information on their first job in the field.