



## Placement and Follow-up Plan

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

- Completion & Placement is coordinated by three components:
  - Instructors
  - Student Services
  - Director
- All activities related to follow-up and placement are combined to measure and track student placement and follow up.
  - 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
  - Each instructor/Registrar and fellow students are encouraged to keep the college informed on the placement of students they may come in contact with.
  - 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.
- 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.
- 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.
- 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 allow 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.