

# CLASS TO CAREER SCHEDULE PLANNER, SPRING 2018

PROJECT/EVENT	CLASS TO CAREER PROJECT	<p>To complete the information requested, please go to the top of the document and click on view, and then click on edit document. Indicate the name of class, your name, CRN, and meeting times. To participate in the project please pick three dates that fall within each intervention time frame provided. Indicate the date and time you would like the presentation to occur. Keep in mind the presentations are approximately 20 minutes and are strategically timed to help your students complete their educational plan, prepare for priority registration, submit an evaluation request for program completion, and be informed of the steps they can take to research their educational and career planning. The presentations can be modified or tailored upon request (i.e. two presentations instead of three, Associate Degree for Transfer information, having the counselor stay after the presentation to answer questions or schedule counseling appointments, etc.).</p>
ORGANIZER	COUNSELING DEPARTMENT	
CLASS NAME	[ADD YOUR CLASS NAME AND CRN]	
INSTRUCTOR NAME	[ADD YOUR NAME]	
CLASS MEETING DAYS AND TIME	[ADD DAYS AND TIME CLASS MEETS OR INDICATE ONLINE]	
CAMPUS SITE	[ADD CAMPUS SITE]	
CONTACT INFO	[ADD YOUR PHONE # OR EMAIL]	

	STARTING	ENDING	CHOOSE DATE	CHOOSE TIME	1 <sup>ST</sup> CHOICE COUNSELOR	2 <sup>ND</sup> CHOICE COUNSELOR
PRESENTATION 1	1.22.2018	2.10.2017	Select Date		Choose Counselor	Choose Counselor
PRESENTATION 2	3.12.2018	4.6.2018	Select Date			
PRESENTATION 3	4.16.2018	5.4.2018	Select Date			

Dear Faculty Member,

The counseling team would like to invite you to participate in the NEW AND IMPROVED *Class to Career* project! Our goal for the project is to help students explore career options and be proactive in developing their educational plans.

### **ON-GROUND CLASSES**

If you choose to participate in the project, a counselor will come to your class at three different points during the semester to give a 20-minute presentation to your class. (You may choose to have only two interventions if that better fits your class needs.) We are able to use a combination of videos and presentation in the classroom if you'd like.

### **ONLINE CLASSES**

For online classes, we are really excited to offer new and improved videos for this project. Three video presentations will be made available to students in your class. Following each video, there will be a counselor-facilitated discussion in a forum where students can ask questions of an assigned counselor for up to a week. These forums will be grouped by department giving students the opportunity to connect with other students within their departments and majors.

### **BOTH ON-GROUND AND ONLINE**

We encourage you to watch the attached video links to preview what your students will see. These videos were created by a professional producer and they include an actor/comedian and our own staff. The videos are very entertaining, yet professional at the same time. **However, please do not show the videos to your students, as they are designed to be followed up with an opportunity to ask questions of the counselor.**

### **CLASS TO CAREER PART 1** (18-minute video)

Private Link: <https://vimeo.com/230635957/bf5bcd9358>

### **CLASS TO CAREER PART 2** (6-minute video)

Private Link: <https://vimeo.com/231376340/dd48cf8282>

### **CLASS TO CAREER PART 3** (6-minute video)

Private Link: <https://vimeo.com/231468387/fb143e89f9>

For all classes, the assigned counselor will provide resources to your students and will discuss information specifically related to your department certificate and degree programs. (We can also include relevant transfer information.) The presentations will include how your students can get priority registration for the spring, summer, and fall semesters.

Please consider participating in this project. A schedule planner is attached that indicates three designated time frames when your interventions need to happen. If you wish to participate, please complete one planner per class and submit it to [mgross@cerrocoso.edu](mailto:mgross@cerrocoso.edu). Once we receive your request, you will be contacted by your assigned counselor. If you have further questions please contact Missy Gross at 760-384-6289 or send an email to [mgross@cerrocoso.edu](mailto:mgross@cerrocoso.edu).

Thank you,

Christine Small  
Director of Counseling & SSSP

Missy Gross  
Counselor

## On Campus Class to Career-Presentation 1

\*\*\*To be completed in the first two weeks of the class.

- I. Give major sheet handout to all students, as well as pathway. Explain what the different certificates are for your program, and include information (gainful employment) regarding what types of careers are available for the specific certificates.
- II. Discuss career planning, especially for students who do not know what field they want to work in: **(SHOW THIS ON THE COMPUTER IF AVAILABLE)**
  - a. Encourage students to take COUN C101: Tools for College Success. This is a two-unit class in which students not only learn skills to be successful in college, but also in a career and in life.
  - b. O\*Net Online is a great resource to discover career interests. Students can type in a career choice and find job prospects, average pay, and job openings for not only the career they entered, but also related fields. This website is free to use: [www.onetonline.org](http://www.onetonline.org)
  - c. California Career Café is a virtual career center designed specifically for community college students. It can help them discover career interests and more. [www.cacareercafe.com](http://www.cacareercafe.com)
  - d. Show from the CCCC website: <http://whatcanidowiththismajor.com/major/>
  - e. The Cerro Coso website also has a link to Career Coach, which is a helpful site for career exploration.
  - f. Show how to use [www.assist.org](http://www.assist.org) for transfer information.
  - g. Students can take career tests for a fee online, and then meet with a counselor to have their results interpreted. Or they can take these for free in COUN C101! One is the Myers Briggs Type Indicator, which matches personal preferences to careers. Another is the Strong Career Test, which matches interests to careers.
- III. Discuss Cerro Coso resources:
  - a. Cerro Coso offers free tutoring! To sign up for free tutoring, students must go to the Learning Assistance Center (LAC) or call 760-384-6161 on the IWV campus. They can also contact their local site for tutoring.
  - b. Many textbooks are available on reserve in the library. If students are unable to purchase or rent textbooks at the beginning of the semester, they can go to the Learning Resource Center (LRC) to ask if their textbooks are on reserve. Students cannot leave the library with these books, but they are able to use them while they are in the library. They can call the LRC at 760-384-6131 to inquire.
  - c. The library has four private study rooms that students can use. Some students choose to use these as a personal study room, whereas others use them for study groups. The study rooms are equipped with desks, whiteboards, and power supplies so students can use laptops or other electronics. There are numerous benefits to having a study group! It may help to hear information from another person's perspective, and teaching others helps move information from the short-term memory to the long-term memory.

- d. The Cerro Coso has textbooks available for purchase or rental for both new and used books. It is vital that students have all required materials at the beginning of the semester!
- IV. Classes fill quickly, but fully matriculated students get priority registration. To be fully matriculated, students must:
- a. Attend orientation
  - b. Take the College Assessment Test/Placement Exam
  - c. Meet with a counselor to develop a comprehensive/long-term education plan. The best times to do this are during the semester before registration begins (September, October, February, and March). This will help students stay on track to meeting their educational and career goal.
  - d. Research shows that students who have completed orientation, assessment, and a long-term education plan are more successful in classes and more likely to complete a degree or certificate.
  - e. To schedule an appointment for any of the matriculation steps, students can call the IWV counseling office at 760-384-6219, or they can stop in to make an appointment. IWV's counseling office is on the second floor of the main building. Students can also contact their local sites.
- V. Drop dates:
- a. Refund date: Last day to drop for a refund for the class; the class will not be entered on the permanent record
  - b. Census date: Last day to drop a class without entry on the permanent record. This is also the deadline to apply for Pass/No Pass grading (although this is not an option for major and certificate classes)
  - c. Final drop date: Last day to drop a class and receive a "W" on the permanent record
- VI. Financial aid:
- a. Financial aid years begin every fall semester. It is best to apply as early in the year as possible, once students file their taxes. For example, students who hope to receive financial aid in fall 2017 should complete the FAFSA in January-March of 2017.
  - b. Students receiving financial aid must maintain Satisfactory Academic Progress (SAP) in order to continue to receive funding. To meet SAP, students must have a cumulative GPA of 2.0 or better and complete at least 67% of all units attempted.
  - c. More financial aid information can be found at <http://www.cerrocoso.edu/student-services/financial-aid>
- VII. Optional Handout:
- a. This handout can help you as instructors know more about your students, so you can help mentor them regarding your program and careers in your field.
- VIII. "Personality" Counts handout from CA Career Café:
- a. Students can read through the personality types to explore what careers match their personality preferences

## On Campus Class to Career-Presentation 2

\*\*\*To be completed before the final drop date; in the last two weeks of October for fall, last two weeks of March for spring.

- I. Did anyone take the Myers Briggs Type Indicator or Strong Career Test? Or did anyone research careers on O\*Net Online or the CA Career Café? If so, encourage students to schedule an appointment to discuss the results with a counselor.
- II. Priority registration is coming up! Classes fill quickly, and students who have priority registration can register before the general public. Remember, to qualify for priority registration, students must complete the following:
  - a. Attend orientation
  - b. Take the College Assessment Test/Placement Exam
  - c. Meet with a counselor to develop a student education plan. The best times to do this are during the semester before registration begins (September, October, February, and March). This will help students stay on track to meeting their educational and career goal.
  - d. Research shows that students who have completed orientation, assessment, and a long-term education plan are more successful in classes and more likely to complete a degree or certificate.
  - e. To schedule an appointment for any of the matriculation steps, students can call the counseling office at 760-384-6219, or they can stop in to make an appointment on the 2<sup>nd</sup> floor of the main building on the IWV campus or at their local site.
- III. Students must register ASAP to get into classes required for their program. Review program requirements (major sheet and pathway) again, as in Intervention 1.
- IV. Schedule of classes can be accessed from the website:
  - a. [www.cerrocoso.edu](http://www.cerrocoso.edu)
  - b. Click on Admissions and Records
  - c. Select Schedule of Classes
  - d. Students can also meet with a counselor to plan their schedule. Thirty-minute scheduled phone and face-to-face appointments are available until priority registration. Once registration begins counselors are only available on a drop-in basis, which is first-come, first-served. Drop-in students may face long wait times.
- V. Encourage students to pay attention to their math and English placement levels when planning for classes. If students are weak in reading and writing, they will likely struggle in other classes. Review the math and English sequence:
  - a. ENGL C040, ENGL C070, and ENGL C101
  - b. MATH C040, MATH C050, and MATH C055
  - c. More and more classes are going to have English prerequisites; students must finish the sequence to avoid limited class choices

- VI. Final drop date is coming up. Students must drop a class through InsideCC or the Admissions and Records office by the final drop date in order to receive a “W” on their permanent record.
- VII. Repeat policy:
- a. If students receive a “D,” “F,” “NP,” or “W” in a class, they may register for the same course a second time **once the grade is posted**. For example, if students are currently enrolled in BSAD C101, and they know they are not going to pass, they must wait until the grade is posted at the end of the semester before registering for the same class (usually one week after the semester is over).
  - b. If students have attempted the same class twice and received a “D,” “F,” “NP,” or “W,” they will not be able to register for the same class again. They must petition to the Vice President of Student Services, who will determine if they are eligible to take the class a third time. The vice president may require an intervention of some type before approving a third attempt.
- VIII. Students who are completing a certificate program or degree this semester need to make an appointment with a counselor or advisor for a graduation evaluation. This is not an automatic process! Students must apply for a certificate or degree. More information can be found on our website: <http://www.cerrocoso.edu/studentervices/counseling/ready-graduate>. The deadline to apply for graduation is \_\_\_\_\_.
- IX. Show [www.assist.org](http://www.assist.org) for students who plan to transfer.
- X. Encourage students to complete the following “Explore Checklist” and make an appointment to discuss their answers with a counselor.

### On Campus Class to Career-Presentation 3

\*\*\*To be completed one or two weeks before finals.

- I. Ask class: “Did you get your education plan done with a counselor?” If not, students need to make an appointment, though the appointment may be scheduled after the registration period.
- II. For students who still need classes to complete their certificate or degree:
  - a. Make sure they’re registered! If not, get into the counseling office ASAP to plan the next semester of classes!
  - b. Students can also access the class schedule and select classes required for their education plan
- III. For students who are in their last semester of their certificate program or degree:
  - a. Make sure they’ve submitted a Petition to Graduate! Certificates and diplomas are not awarded automatically; students must see a counselor and submit a Petition to Graduate.
- IV. If students have not completed the matriculation process, encourage them to! Research shows that students who have completed orientation, assessment, and a long-term education plan are more successful in classes and more likely to complete a degree or certificate. Fully matriculated students have access to priority registration.
- V. Repeat policy:
  - a. If students receive a “D,” “F,” “NP,” or “W” in a class, they may register for the same course a second time **once the grade is posted**. For example, if students are currently enrolled in BSAD C101, and they know they are not going to pass, they must wait until the grade is posted at the end of the semester before registering for the same class (usually one week after the semester is over).
  - b. If students have attempted the same class twice and received a “D,” “F,” “NP,” or “W,” they will not be able to register for the same class again. They must petition to the Vice President of Student Services, who will determine if they are eligible to take the class a third time. The vice president may require an intervention of some type before approving a third attempt.
- VI. Discuss the importance of gaining experience while still in college. This helps build a resume and can help with the interview process.
  - a. Students can gain experience right now through volunteering, leadership in clubs, student worker positions, etc. Our job development specialist can help with this process!
  - b. Students can also start networking with people in their chosen career field. This is immensely helpful because students can gain insights into the field, as well as tips about job openings from those working in their field.
- VII. Please have students take the “Student Quiz.”
- VIII. Hand out “Roads to Success” from the CA Career Café. Students can complete this to help them decide how far they want to take their education based on their career goals.
- IX. Any feedback or additional questions regarding the program requirements?





### **PART 1**

Private Link: <https://vimeo.com/230635957/bf5bcd9358>

Embed Code: `<iframe src="https://player.vimeo.com/video/230635957" width="640" height="360" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullscreen></iframe>`

### **PART 2**

Private Link: <https://vimeo.com/231376340/dd48cf8282>

Embed Code: `<iframe src="https://player.vimeo.com/video/231376340" width="640" height="360" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullscreen></iframe>`

### **PART 3**

Private Link: <https://vimeo.com/231468387/fb143e89f9>

Embed Code: `<iframe src="https://player.vimeo.com/video/231468387" width="640" height="360" frameborder="0" webkitallowfullscreen mozallowfullscreen allowfullscreen></iframe>`