Tri-County Career Center
Plan for Effectiveness of Student Services

To provide effective student personnel services to all students

Tri-County Career Center provides the following services to students:

Testing
Placement information
Financial help and Records
Counseling
Orientation
Media Services
Technology Support
Health and Safety Services
Academic Advisement
Grievances

The services are offered to students prior to attending, during and after attendance in one of our programs.

Jobs are posted on our social media, website and a job board in the adult ed section of the school. We work with Aspire for academic assistance and individualized instructors help with resumes, cover letters and applications. The Student Service Coordinator assist as needed.

Advisory Committees are used to help with placement and internships along with program partners and guest speakers. With most of the classes being small the instructor has time to work and help each student.

Placement records are kept in the adult office. Information is loaded in HEI and COE reports.

Evaluated: Annually evaluation of data and distributed to staff with results to improve the student personnel services.

Survey is conducted at the end of the student's program.

For more information about any of the services please see the Student Services Coordinator.

COE Standards: 10.34-38

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