

CAPE COD COMMUNITY COLLEGE

Aviation Maintenance Technology Student Retention Specialist Career Development, Advising, & Job Assistance	Document#	
	Effective Date	
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1.0 Purpose

The purpose of this policy is to outline the scope of duties performed and services provided by the Student Retention Specialist in terms of Career Development, Advising, & Job Assistance.

2.0 Document Review Policy

This policy will be reviewed at least every two years and/or when needed by the AMT Program Dean.

3.0 Persons Affected/Scope

This policy applies to the Student Retention Specialist and all students and graduates.

4.0 Policy, Procedures, & Processes

To ensure student success throughout the 1900 hours of training and successful career placement upon completion and/or further education, the Student Retention Specialist has developed the following services and activities:

1. Meet & Greet Activity

Week 2 of each new starting class, General Module 1 (50 Minutes)

For each new class start, the Student Retention Specialist will conduct a Meet & Greet activity to set realistic and appropriate expectations and present the scope of services provided by **ECCE**. There is a powerpoint presentation as well as a Meet & Greet form that will be reviewed and signed by each new student. There will be additional time for questions and answers.

2. Career Development Workshop

Week 2 of General Module 2 (50 Minutes)

For each class, the Student Retention Specialist will conduct a Career Development Workshop. There will be a powerpoint presentation that focuses on resume building with a resume building packet for each student, appropriate dress, interviewing strategies, cover letters, thank-you letters, industry updates, and time for questions and answers.

3. Progress Report (One-on-One) #1

Week 2 of Airframe Module 1 (30 Minutes per Student)

The Student Retention Specialist will conduct one-on-one advising with each student week 2 of Airframe Module 1 to review student progress. Upon completion of the one-on-one, each student will be given a marketability score that reflects student performance to date. Items include:

- a. Attendance, including setting goal dates for making up missed time
- b. Grades, including setting goal dates for making up any academics.
- c. FAA Testing, including goal dates to ensure timely certification.
- d. Challenges & Successes, including discussion and plan to address any needs.
- e. Industry Updates, including companies that the student would like to pursue upon certification.
- f. Further Education, including advising and planning the proper path.
- g. Marketability/Hire-ability, including a discussion on how to become more marketable.

4. Progress Report (One-on-One) #2

Week 2 of Powerplant Module 1(30 Minutes per Student)

The Student Retention Specialist will conduct one-on-one advising with each student week 2 of Powerplant Module 1 to, once again, review student progress and recognize improvements and/or setbacks from previous meeting. Upon completion of the one-on-one, each student will be given a marketability score that reflects student performance to date. Items include:

- a. Attendance, including setting goal dates for making up missed time
- b. Grades, including setting goal dates for making up any academics
- c. FAA Testing, including goal dates to ensure timely certification
- d. Challenges & Successes, including discussion and plan to address any needs.
- e. Industry Updates, including companies that the student would like to pursue upon certification.
- f. Further Education, including advising and planning the proper path.
- g. Marketability/Hire-ability, including a discussion on how to become more marketable.

5. Portfolio Building

Week 2 of Powerplant Module 1: During One-on-One

The Student Retention Specialist will help each student develop a portfolio. The purpose a portfolio:

- a. A device to store and organize any/all professional documentation that would prove useful in landing employment.
- b. To professionally present important and relevant documentation that verifies a candidate's education, employment, successes, skills, and resume.

(Industry Updates & Job Leads)

6. Career Opportunities

- a. Each student will have access to the CCCC-AMT Career Opportunities Webpage which is a closed group and only CCCC students have access to. This webpage will list any/all industry updates and job leads known and will be updated regularly by the Student Retention Specialist. CCCC students will have 24/7 access to this webpage and will be able to apply directly through links provided and/or seek assistance of the Student Retention Specialist.
- b. The Student Retention Specialist will also maintain a Career Opportunities Board located at the Plymouth facility in the student breakroom.
- c. The Student Retention Specialist will also provide additional career search resources including job search websites so students can do their own research.
- d. The Student Retention Specialist is available for additional career advising and assistance if needed.

7. Industry Visits (On-Campus Visits)

The Student Retention Specialist will continuously invite industry recruiters, both aviation and non-aviation, to visit the college for the purposes of touring, presenting, and recruiting. The goal is to have at least 1 recruiter visit each month, however, this depends on timing, recruiter availability, and the number of certified graduates produced by the CCCC AMT program. If recruiters intend to interview during their visit, the Student Retention Specialist will help facilitate these interviews and furthermore, help prepare each interviewee prior to their interview.

8. FAA Examinations: Planning & Assistance

The goal of CCCC's AMT program is to have all students test when eligible. The progression of testing in a timely manner is critical to successful student outcomes and career placement. The Student Retention Specialist will strive to eliminate any obstacles or challenges that are keeping a student from taking their FAA exams. Obstacles may include but are not limited to:

- a. Attendance and academic issues
- b. Personal issues and challenges
- c. Testing anxiety or preparedness
- d. Testing center availability and scheduling
- e. DME availability and scheduling
- f. Unable to afford FAA exam "re-takes"

9. Exit Interviews

2 Weeks Prior to Last Day of Attendance, Powerplant Module 2

The Student Retention Specialist will perform exit interviews with each class at least 2 weeks prior to the last day of attendance. The following items will be reviewed and each student will be asked to sign an Exit Interview Form.

- a. Plans for further education
- b. FAA Exam progress and goals
- c. Career goals and job assistance
- d. Employment verification

- e. A & P Catalog and Marketing
- f. Overall Student Experience

10. A & P Catalog

CCCC's AMT program will publish and distribute an A & P Catalog for each graduating class. Information gathered from the Exit Interview will be included in the A & P catalog. The A & P Catalog is a graduate-marketing tool that gives employers the option to directly contact **ECCE** certified graduates at their convenience creating another avenue of possible job opportunities. Only those graduates who have obtained their A & P certificate will be eligible to participate in the A & P Catalog. The Student Retention Specialist will design and publish the A & P Catalog and ask for permission from each eligible graduate before doing so.

11. Lifetime Advising & Career Assistance

Career assistance and advising is available to all AMT graduates for life. The Student Retention Specialist encourages all graduates to stay in touch with **ECCE** and will assist in any way possible for those who are looking for a new job or career and/or need some advice.

12. Student & Graduate Tracking

The Student Retention Specialist will track student progress throughout the 1905 hour AMT program and will document student data on the CCCC-AMT Grad Report. Documentation will include but not limited to:

- a. Student Contact Information
- b. Grades
- c. Attendance
- d. FAA Testing & Certifications
- e. Employment Upon Graduation
- f. Employer Contact & Verification
- g. Certification Rate
- h. Graduation Rate
- i. Employment Rate/Placement rate

5.0 Definitions & Forms

1. **Meet & Greet Activity Fonn:** This activity form is designed to set appropriate and realistic expectations for the student, the Student Retention Specialist, and the college. Used during the Meet & Greet activity in week 1 of each new class start. All Meet & Greet completed forms will be filed in each student's personal file.
2. **Resume Building Packet:** This packet will be given to students to help them construct a quality resume with the assistance of the Student Retention Specialist. The Resume Building Packet for AMT students is designed for the aviation industry. All student's completed resumes will be filed in each student's personal file.
3. **Progress Report Form:** During the one-on-one activities, each student will be given a progress report form that details student progress, successes, challenges, FAA testing, career goals, and marketability. All progress reports will be filed in each student's personal file.

4. ***(DME) Designated Mechanic's Examiner:*** FAA approved examiner that will test students and graduates on their General, Airframe, and Powerplant Oral & Practical examinations.

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