



Student Support Toolkit Contents Checklist

Use this checklist as a guideline for the contents to be included (locally customized) in your campus' Student Services Toolkit, a deliverable of the grant.

Following are the types of processes, tools, resources that should be outlined and available in a Student Support Toolkit. It is not assumed that the Navigator provides all of the services, but identifies which departments and organizations are responsible for what.

Ideally, the Toolkit materials will be reflected in your Support Services/Navigator Plan in the Materials Used column for the activities listed in the plan.

The purpose of the Support Toolkit is to have a system, process, and set of tools in place beyond the life of the TAACCCT grant.

OVERVIEW OF SUPPORT PROCESSES

- ✓ **Table, Flowchart, or Process Map** To identify which departments and organizations are responsible for which steps in the process (for example, who administers and advises on academic and career assessments prior to enrollment.)
- ✓ **Navigator Program Plan or Syllabus** (developed in Navigating Pathways to Opportunity)

RECRUITMENT & INTAKE

- ✓ **Program Flyer and other recruitment materials** describing programs, schedule, application process, support services, outcomes and certifications, etc.
- ✓ **Recruitment Plan** (partners contacts, calendar, etc)
- ✓ **Career Pathways Maps** (diagrams illustrating training, certifications, entry wages, etc.)
- ✓ **Occupational information** (types of positions, sample job descriptions, types of employers, wages, skills, interests, qualities of effective workers in this field)
- ✓ **Application and Intake Interview Process** (includes assessment of transportation, childcare, schedule, personal barriers and strengths)

ENROLLMENT

- ✓ **Application/enrollment checklist** (for students, detailing assessments, orientations, documentation to be completed for funding, registration, etc.)
- ✓ **Program orientation schedule and agenda**
- ✓ **Prior Learning Assessment information** (PLA handbook, flyers, self assessment)
- ✓ **Program schedule and list of key contacts** – instructor, navigator, other key departments
- ✓ **Student contract or enrollment agreement**
- ✓ **Class tracker and/or Semester Planner**

ONGOING COACHING AND CASE MANAGEMENT

- ✓ **Resource and referral contact list/binder** (hard copy or online)
- ✓ **Student Contact Log**
- ✓ **Helpful Handouts**, e.g. Study Skills, Time Management, Stress Management
- ✓ **Career Development Checklist** (outlining the career exploration and job readiness workshops, activities students need to complete, e.g. write resume, attend job fair, information interviews, etc.)
- ✓ **Career and Education Planning Template**
- ✓ **College and Career Readiness Workshop Schedule** (e.g. employer panels, career fairs, resume writing, study skills)

TRANSITION TOOLS

- ✓ Job Search Tools
- ✓ Exit checklist
- ✓ Course Catalogue
- ✓ Advising Information