

AVTEC Student Services & Activities Plan

Purpose

AVTEC is committed to providing students with a comprehensive educational experience that balances high-quality job training with engaging recreational activities and meaningful opportunities for personal growth and development. The services and activities deliver activities that promote well-being, professional skills, and a sense of community. These services are planned and facilitated by the Student Services and Residence Life departments. This plan ensures that services are evaluated and improved based on student feedback to align with their evolving needs.

Stakeholders

- AVTEC Students
- AVTEC Completers
- AVTEC Staff and Faculty
- Parents and other supporters of AVTEC students

Scope of Services

The services at AVTEC are designed to enhance students' academic, professional, and personal development. These services include:

- Access-ability Services (ADA and accommodations)
- Career Readiness and Workplace Communication Classes
- Counseling Services
- Department of Corrections Enrollment Review
- Recreation Activities
- Student Orientation
- Student Safety and Title IX Services
- Technical and Applied Math Classes
- Tutoring Services
- Workforce Innovation and Opportunities Act (WIOA) Youth Grant Case Management
- Work-Keys Testing and Proctoring

Staff Responsible

The Student Services and Residence Life Departments are led by their Department Heads and supported by key staff, including Counselors, the Title IX/ADA Coordinator, the Career Advisor, the Math Instructor and Tutor, the WIOA Youth Grant Program Coordinator, and the Recreation Specialist.

Major Activities

The following instruction, services, and activities offered by the Student Services and Residence Life are in place to promote retention, completion of training, job placement, increase professional skills, and promote wellness and a sense of community.

- Access-ability services: The ADA Coordinator ensures accommodation and support for individuals with disabilities or other accommodation needs.
- Counseling services: On-site counselors provide confidential assistance to students for personal, relationship, academic, and mental health issues. Counselors are on site during and after training hours to provide maximum availability to students. Counselors refer students to external services outside of AVTEC as appropriate.
- Department of Corrections Enrollment Review: Counselors work with potential students on probation or parole, or court ordered to obtain treatment, to ensure compliance with court requirements before enrollment, promoting safety and success.
- Interview Skills Course: The Career Advisor instructs a course that covers the components of an interview, common interview questions, and offers students the opportunity to practice their interview skills in a supportive environment.
- Job Search/Resume Course: The Career Advisor instructs a course designed to equip students with the necessary skills to successfully navigate the job search process. The class provides students with guidance in identifying potential employers, assistance in completing job applications, and preparing a standout resume and cover letter.
- Math Classes: The Math Instructor teaches math courses specifically targeted and aligned with training programs to provide applied math skills relevant to problems students encounter in real life work experiences.
- Orientations: Counselors plan and implement New Student Orientations, covering policies, rules, technology, safety, the student handbook, and support services. Orientation helps students acclimate to AVTEC and access available resources.
- Placement Services: The Career Advisor arranges for employers to connect with students/potential employees by being present in training programs and conducting onsite interviews, researching and providing job postings directly to students, and through an annual onsite job fair.
- Recreation Activities: The Recreation Specialist oversees and facilitates a diverse range of recreational activities both on and off campus. These include field trips, skiing and snowboarding excursions, sports, board games, cooking, arts and crafts, and special events. Additionally, the Student Services Department offers wellness and life skill groups.
- Title IX services: The Title IX Coordinator provides training to students and staff for awareness and compliance with Title IX requirements and offers support to those affected by Title IX violations.
- Tutoring services: AVTEC's Math Instructor and Tutor is available in the evenings for students who need academic assistance.
- WIOA Youth Grant: The Workforce Innovation and Opportunity Act Grant Program Coordinator assists students under 25 with barriers to employment, ensuring they have the resources to complete training and enter the workforce.

- Work-Keys Testing and Proctoring: Designated Student Services staff proctor Work-Keys tests for employment or credentialing, as requested by instructors or students.
- Workplace Communication Skills: Counselors teach a class on effective communication, including communication styles, active listening, nonverbal communication, professional presentation, electronic communication, and conflict resolution.

Evaluation

Student feedback is collected at key points throughout the academic term, including the start, mid-term, and end of term, through both surveys and in-person feedback. These evaluations assess aspects of the student experience, such as educational quality, student services, and campus facilities. Feedback focuses on areas like orientation effectiveness, counseling services, career readiness, recreation activities, and overall satisfaction.

The data gathered from these evaluations is reviewed by faculty and staff to identify strengths, trends, and areas for improvement. This information is analyzed and discussed in staff meetings and during performance reviews to ensure that services and activities remain aligned with student needs and institutional goals.

The Student Services and Activities Plan is formally reviewed and updated annually. Recommendations for updates or improvements are welcomed by faculty, students, and all stakeholders. The plan's services and activities are designed to promote student success, engagement, and satisfaction. Updates are implemented to enhance service quality, align with student needs, and ensure continuous improvement.

Communication

Services and activities available are communicated to students during orientation and included in the AVTEC Student Handbook. In addition to these resources, AVTEC utilizes multiple platforms to keep students informed through regular updates on the school's online calendar, through posts on Instagram and Facebook, via signs posted around campus, and through monitors strategically placed in common areas. The most recent version of the Student Services & Activities Plan is posted on the AVTEC public website under Operational Plans.

Budgetary Resources

Budgetary resources for these services and activities are provided through the Student Services and Residence Life departmental budgets. Resource needs are evaluated annually to plan for the upcoming school year.