



Participant Engagement Facilitator Procedure

Objective

The purpose of this document is to give an outline for the implementation of the Standard Operating Procedures (SOPs) of the M-S AMC Grant related to the **Participant Engagement Facilitator (PEF)**. The M-S AMC Scope of Work does not delineate specific outreach activities, guidelines, or methods, however the partners have begun successful practices to reach students.

With the advancing of technologies that serve the individual, our students have grown up in a world that engages differently. As a result, identifying unmet student needs becomes an important aspect of increasing student success. Faculty can assist students by establishing virtual, personal, and social networking interactions that communicate the topics in the list below. Students will benefit from this procedure because they adapt readily to a social and interactive environment.

Procedure

Student Coaching Process:

1. Obtain a signed **Participant Intake Form (PIF)** for students in grant affected courses determined by each consortium partner.
2. Interview and keep record of students and their needs/successes/failures/guidance offered.
3. Determine if the student has any experience that they can apply in **PLAs (Prior Learning Assessments)** from previous military, work, or other life experience. This process will aid in recruiting and retaining students if they can test out of basic courses using the **PBO (Performance Based Objective)** method that has been developed.¹
4. Classroom visits.
5. Newsletters with relevant Manufacturing information.
6. Job, Internship, Apprenticeship postings.
7. Connect to E-portfolio (online resume with documentation of their education path, assignments, videos of student performing a skill, instructor comments).

¹ See the document titled “M-S AMC Stakeholders and Advisory Committee Guide to Developing PBOs”





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Student Outreach Plan:

1. Develop relationships with the local community organizations, e.g.
 - a. Workforce Investment Board (WIB)
 - b. Local unemployment office
 - c. Veterans' Associations
 - d. Local TAA representative to notify of industry shut downs
2. Attend Job Fairs to represent and recruit to the M-S AMC grant affected programs.
3. Establish relationships with Industry partners.
4. Actively participate in registration, events, and local school activities.
5. Keep a calendar of events and inform the students of the ways to participate.

Communication Methods:

1. Social Media
 - a. Facebook
 - b. Twitter
 - c. YouTube
 - d. Google+
 - e. LinkedIn
2. Remind (text alerts of general information) i.e. dates, school happenings, reminders
3. Phone
4. Email
5. Face to Face classroom visits and appointments

Career Services:

1. Internships/Apprenticeships
 - a. Technical Scholars Programs
2. Job postings
 - a. Through school career services
 - b. Bulletin boards near Manufacturing Dept.
 - c. Newsletters
3. Set up help with resume and mock interviews.
4. Implement the E-portfolio into the PBO checklist so the student leaves with a digital archive of their skills and assessments.





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5. Set up ACT WorkKeys testing so the student has their NCRC (National Career Readiness Certificate).

Grant Administrative Responsibilities:

1. Monthly Reports:
 - a. Activity Report
 - b. Leverage Report
 - c. Personal time
2. Weekly National PEF meeting with consortium partners.
3. Matrix of contacts.
4. Data reporting to New Growth Planners.
5. Full filling Grant deliverables at the instruction of your Facilitator and the Innovation team they are a part of.

Reference Documentation

- [M-S AMC Standard Operating Procedures](#)
- M-S AMC Stakeholders and Advisory Committee Guide to Developing PBO's
- SCworkready.org



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PRIMARY DEVELOPER: Marv Crowe – MSAMC Implementation Facilitator
– Spartanburg Community College

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RELEVANCY REMINDER:

M-SAMC resources reflect a shared understanding of grant partners at the time of development. In keeping with our industry and college partner requirements, our products are continuously improved. Updated versions of our work can be found here: <http://www.msamc.org/resources.html>.

