Downey Adult School
Program Outcomes, Student Placement, and Follow-up Plan

Effective Date: July 1, 2019
Revision Date: July 1, 2022
Revised Date: September 11, 2026

Introduction

Downey Adult School (DAS) provides placement services for program completers and other students, as resources allow. These services are intended to help completers and other students find suitable employment that aligns with the needs of employers. The adult school Career Prep class informs students about these services and encourages them to submit résumés and sample cover letters and create portfolios with the DAS Career Preparation Coordinator.

DAS collects placement and follow-up data from completers and employers of completers to evaluate the quality and effectiveness of programs and training, and to make improvements.

Responsibility

DAS employs a full-time instructor who works as a Career Preparation Coordinator. The Coordinator oversees the adult school Career Prep Class including résumé and cover letter assistance, job interview preparation, career advisement, and student and employer referrals. The Coordinator communicates and coordinates job placement and follow-up services with students, employers, faculty, and the Job Placement Services Advisory Committee, made up of all Department Chairpersons. The Coordinator also participates in the collection and evaluation of placement and follow-up data. These data provide valuable information used to improve the quality and effectiveness of programs and student outcomes.

Job Placement Services Advisory Committee

The Job Placement Services Advisory Committee meets at least once a year, during CTE Meetings, to evaluate outcome reporting requirements, survey instruments and reports, survey responses, and professional development needs relating to outcomes. This information is used to determine placement and follow-up practices, strategies, objectives, and initiatives, which are updated in the Placement and Follow-up Plan. The Advisory Committee consists of a mix of department chairs, faculty, and other staff. Meeting minutes are kept by the Career Preparation Coordinator and submitted to the Assistant Principal of DAS.

Career Advisement

Faculty help students set employment goals and provide information about qualifications required in industry. Faculty also work with industry partners and inform students of employment opportunities. Job Placement Services are available during regular business hours and by appointment. All students are registered in a Job Preparation Training Course when they complete their didactic portion of their program. Students are then placed at an externship site to complete externship.

In the Career Preparation Course, the Career Preparation Coordinator assesses students' training, skills, and backgrounds to match them to employment opportunities. The Coordinator also advises students on job search strategies, networking, interviewing techniques, and presentation skills.

As necessary, the Career Preparation Coordinator follows-up with students within two weeks after their initial advisement appointments. If students require additional assistance, the Coordinator meets with them to discuss other options.

Follow-up Data Collection and Reporting

DAS collects placement information from completers and employers of completers. Results of this information serves as a measure of the success of the adult school in achieving its mission.

Student placement and follow-up information is collected at the following points:

- During enrollment and through advisement, clerical support personnel and faculty ask students if they are currently employed or if their employment status has changed;
- Program orientations inform students of the importance DAS places on employment and ask students to inform adult school personnel if their employment status changes;
- Students secure employment opportunities through Job Placement Coordinator and/or Department Chair, who collects employment status;
- Clerical Support contacts students at graduation requesting they complete the student follow-up survey;
- Graduating students receive an email from DAS reminding them about Career Placement Services and requesting they complete the student follow-up survey; and
- Students who withdraw or graduate from the College with no evidence of follow-up information are considered "negative outcomes." The Job Placement Coordinator, along

with faculty and staff, attempt to collect follow-up information from these former students.

The student follow-up survey includes questions about the effectiveness of the delivery of instruction in the program and the quality and relevance of training in relation to job requirements.

Student employment and/or continuing education status, as well as availability for graduation and placement is entered in Access and Core Campus, the student information system. Outcome data and reports are generated and are available to adult school administrators and faculty. This helps to ensure knowledge of current placement performance, improvement of outcomes, and to improve the efficiency and effectiveness of follow-up efforts.

The CTE department chairpersons conduct an employer follow-up survey semi-annually, asking employers of completers about the students' job-related and soft skills, and the quality of the students as an employee.

Compliance with COE outcome benchmarks are indicated in a Program Review, which administrators conduct annually. Results are shared with CTE department chairs, who work with faculty to ensure mastery of outcome-related knowledge and skills. Qualitative survey results from both students are also available on a monthly basis.

The adult school uses the information it collects to evaluate and improve program quality and effectiveness in meeting the needs of students and employers. Professional development courses on outcomes are available to ensure faculty have information and resources needed to be successful.

2026 - 2030 Goals

1. Update and maintain accurate Career Placement Services website
    a. Remove unessential information and webpages
2. Increase job posting resources for employers and students
    a. Simplify the job posting process for employers
    b. Email regular announcements via Core Campus to students, informing them of new jobs postings
3. Increase the number of student appointments for Job Placement Services
    a. Post invitations in high traffic areas such as the J Row for students to contact the Job Placement Coordinator for assistance and also in the Student Study Room
    b. Send weekly announcements to students via Core Campus of job opportunities related to their program of study along with invitation to meet with Job Placement Coordinator for assistance
    c. Create a Working Wednesday once a month where employers can set up a table to interview students to hire for jobs
4. Increase student and employer response rate for follow-up survey
    a. Improve the quality of written student and employer survey requests
    b. Add employer representative(s) to the Job Placement Services Advisory Committee
    c. Regularly update employer contact information in Access/Core Campus
    d. Send invitations to submit employer follow-up surveys to employers who recently hired students with the assistance of the Job Placement Coordinator
    e. Utilize GradTracker to capture more student responses

Annual Review - Confirmation

An annual review of the Downey Adult School's Program Outcomes, Student Placement, and Follow-up Plan will be conducted by the school's administration, faculty, and staff during the Annual Staff Meeting generally held every October

Meeting	Date	Administrator's Initials Confirming Plan Review
DAS Staff	October 2026	
DAS Staff	October 2027	
DAS Staff	October 2028	
DAS Staff	October 2029	
DAS Staff	October 2030	