



| Career Preparation Department or Program | Area of Focus | | | Responsible Person | Notes | |
|---|---------------|-----------------|--------------------------------|----------------------------------|--|---|
| | Academics | Student Affairs | Business and Industry Partners | | Measurability/Effectiveness | General |
| 1. Academic Placement and Testing Center | X | | | | | |
| Offers Challenge Exam for students to receive credit for education or work experience that provides subject area knowledge to test out of courses | | | | Donna Bertolino (978)556-3431 | Challenge Exam: requires brief description of knowledge and skills gained from experience to challenge the course | Challenge Exam: \$10 non-refundable registration fee and \$50 per credit, applies to computer science courses or specific approved cases |
| Offers Learning Portfolio development for students to receive academic credit for prior learning or work experience that provided subject area knowledge | | | | Assistant Dean | Learning Portfolio: in-depth process - initial meeting and final review, very few students participate | Learning Portfolio: \$40 non-refundable advance fee, and \$50 per credit, students learn about program through the website or the Advising Center |
| -Provides students with learning portfolio/career tools to use in the future | | | | Mona Savastano (978)556-3733 | Measured on final portfolio and reflection paper: resume, cover letter, certifications, workshops | Credits usually only apply to NECC, non-transferable |
| -Connects students with faculty members to receive credit for courses | | | | Portfolio Contact: | attended, career and education goals, description | Services are for current students and Challenge is only administered if CLEP equivalent is unavailable |
| -Reviews final portfolio and offers suggestions for improvement | | | | | competency, skills, and knowledge, how they were acquired, and the reasons why credit is desired | About 25 students per year participate (combined) |
| 2. Adult Education - Transition to College Program | X | | | | | |
| Provides a year long program that focuses on academics, college success skills, and career exploration, classes are well integrated (math class on budgeting) | | | | Irene Chalek (978)659-1271 | Meets guidelines and requirements of and is funded by the Department of Elementary and Secondary Education | 80% of the population needs to have a GED 20% of the population has a high school diploma and a desire to improve on skills |
| Offers career exploration using career choice testing | | | | Executive Director | CPT or Acuplacer is used at the beginning and end | Serves 20 students per year |
| Improves computer skills to prepare adults for the workforce | | | | Center for Adult Education | Indiv. tests and portfolios measure student success | Federally funded - free to eligible students |
| Faculty are trained to be educational and career advisors | | | | | | |
| 3. Learning Accommodations | X | | | | | |
| Hosts a series of workshops such as Career Decision Making, The Search: Net-working and Research, and Disclosure of your Disability and Accommodations | | | | Deborah Regan (978)556-3796 | | Workshops are solely for students with disabilities |
| 4. College Success Seminar | X | | | | | |
| Provides StrengthsQuest to identify student's strengths and areas of interest | | | | Clare Ostrander (978)556-3510 | The program is drafting 5 goals for CSS, along with rubrics to determine whether or not they are achieving those goals and helping students. | Fall 2012 Projection: 46 sections, 1,000 students |
| Focuses primarily on skills for academic success, with future career goals in mind | | | | CSS Coordinator | | |
| Enhances transferable skills - time management, communication, behavior, etc. | | | | | | |
| 5. Credit Courses | X | | | | | |
| Offers 70 associate degrees and certificates | | | | N/A | | http://www.necc.mass.edu/academics/courses-programs/areas/ |
| 15 areas of study | | | | | | |
| 6. Non-credit courses | X | | | | | |
| Provides occupational training and development | | | | N/A | | http://www.necc.mass.edu/academics/courses-programs/non-credit/ |
| Provides business skills and professional development | | | | | | |
| Provides necessary computer training for career readiness | | | | | | |
| 7. Career Services | | X | | | | |
| Hosts various career workshops open to all students which provide information on | | | | Michael Markham | In-depth work on career preparation is challenging | Career Services falls under the umbrella of and |



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| career decisions, interviewing, goal setting, workplace communication, etc. | | | | (978)556-3741 | due to staffing limitations of Career Services | receives referrals from CPAC |
| Assists students with resumes, cover letters, interviews, and job searching | | | | Coordinator of Enrollment | | Deals mainly with unemployment 200-300 students Career Services is a one person department |
| 8. CPAC Career Planning and Advising Center | | | | | | |
| 8a. CPAC - Lawrence | X | X | | | | |
| Focuses mainly on academic and financial aide planning, uses career plan and goal discussion as a way to set up an academic plan for students | | | | Colleen Walsh (978)738-7701 | | Main focus is to work with students on their academic plan and securing financial aide |
| Refers students in need of career preparation to Mike Markham in Career Services | | | | | | |
| 8b. CPAC - Haverhill | | | | | | |
| 8b.1 Academic Advising | X | X | | | | |
| Advises students on academic programs and goals that maximize career options | | | | Grace Young | Advisors regularly revisit the student's academic and career plan in DegreeWorks to ensure success | The 115 full-time faculty at NECC are each assigned 18 advisees, the remaining students are referred to CPAC |
| Utilizes academic advising rubrics for new and returning students to inquire about their career goals and/or help them find career paths through the use of Myers-Briggs Type Indicator, the Holland Inventory Test, or referrals to Career Planning | | | | Dean, Academic Advising, Articulation, Testing, Transfer & TRIO | Advisors refer to advising rubrics to accomplish the necessary requirements of the session | Newly hired faculty work for a year with the Dean of Professional Development in the fall and with Grace in the spring on an 11 week training and shadowing program before becoming advisors |
| Assists students in developing academic and career plans using DegreeWorks | | | | | "Developmental Model Advising" with a focus on holistic and intrusive advising is designed to form relationships and demonstrate impact on students | Follows the guidelines of NACADA |
| Relays the importance of internships, co-ops, job shadows, career fairs, looking at current employment trends, networking, and co-curricular activities | | | | | Yearly surveys both the faculty and the students | |
| 8b.2 Transfer | | | | | | |
| Utilizes academic advising rubrics for new and returning students that encourages them to consider transferring to a 4 year institution | X | X | | Grace Young (978)556-3449 | Please refer to the above metrics in Section 8b.1 Academic Advising | Please refer to the above information in Section 8b.1 Academic Advising |
| Facilitates discussions of transfer and upward mobility at each advising session | | | | | | |
| 9. PACE Pathways to Academic & Career Excellence | | | | | | |
| Encourages students to attend College Success Seminars | X | X | | Karen Mitchell (978)556-3404 | Quantitative measures are built in based on the grant's core objectives, focused on graduation rates, transfer rates, GPA, and student persistence | Federally funded Student Support Service program, one of the TRIO projects with the U.S. Department of Education |
| Provides individualized advising on career plans | | | | Director of PACE | Qualitative measures are based on building relationships with the students, providing support systems, and recognizing the "aha! moment" | 250 eligible NECC students each year: 2/3 are first generation college students i.e. neither parent graduated from college with a bachelor's degree |
| Connects students with resources like workshops ("Cover Letter Crunch" - how to begin, what to include), Myers-Briggs Type Indicator (MBTI) for personality type and learning styles of students, personalized resume evaluation, professional resume evaluation through "Smart Thinking" online submission process | | | | | Programs are constantly evaluated by students | and low-income as defined by the U.S. Dept. of Ed. |
| Mentors current students and alumni with career advice | | | | | | |
| 10. Student Leadership Development Program | | | | | | |
| Focuses on "transferable" career based skills for a well-rounded student | X | X | | Dina Brown | Phase 1: reflection paper on their community | Two Phase Program |



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| Phase 1: requires 3 workshops and 15 hours of community services with reflection, utilizes resume builder | | | | (978)556-3732 Director of Student Engagement Center | service and constant reflection in workshops to discuss how things are going | Phase 1: Emerging Leaders - 20-25 hours over multiple semesters, open to all students |
| Phase 2: focuses on academics, civic responsibility, and career goals, helps student's resumes stand out, enhances adaptability, diversity, collaboration, contribution, community service, public speaking, networking, and professional development, students participate in college events and community outreach | | | | | Phase 2: Monthly meetings and workshops with constant feedback about what the students want to learn - with a smaller cohort in Phase 2 there is much more opportunity for reflection | Phase 2: Presidential Student Ambassador Program - 50 hours over multiple semesters, open to those who completed Phase 1, minimum GPA of 2.5, and demonstrates enthusiasm about NECC's mission |
| Works on portfolio development, interviews, and conflict resolution | | | | | Students evaluate the content and appropriateness of all workshops attended | |
| Integrates Myers-Briggs, DiSC, and StrengthsQuest into the program | | | | | | |
| 11. Student Success Center | X | X | | | | |
| Explores career opportunities and academic plans that will fit with student's academic and career goals, skill levels, and lifestyles | | | | Niurka Aybar (978)738-7437 | | New program as of 2011 |
| Provides student success/job coach who connects students with career planning tools, up-to-date labor statistics, job openings, and job search workshops | | | | SSC Coordinator | | |
| 12. Internships and Cooperative Education Programs | | | | | | |
| | | | | | | Real Work Experience and great resume builders |
| 12a. Health Information Technology, Coding, and Medical Billing | X | X | | | | |
| Gives students who are enrolled in the program real work experience in hospitals, nursing homes, rehabilitation facilities, mental health facilities, and medical offices through externships | | | | Kathy Hudson (978)738-7512 Program Director of Healthcare | Students are evaluated by the site and the sites are evaluated by the students | CPAC is no longer involved with student placement |
| Many externships develop into job opportunities | | | | | Faculty maintains consistent communication with the sites and coordinates surprise site visits during the semester | except for Medical Office Assistant and Business Management with a focus in health care |
| Provides successful in-house placement of students by faculty in the program. The faculty's knowledge of the industry, it's industry leaders, and the students help to provide a good student/site match. | | | | Technology and Ambulatory Services | Class discussion time is spent on site related issues and experiences | Most programs require a minimum of 160 hours Billing program requires 145 hours and Coding program requires 45-60 post program completion |
| 12b. Disney World College Program | X | X | | | | |
| Connects students with a 3 credit course and the opportunity to work for a semester (or longer) at Disney in Orlando | | | | Chuck Phair (978)556-3873 | Required 3-4 page reflection paper | Program has scaled down its size since it began 30 years ago, Disney no longer sends recruiter, all interviews are held online, only a few students/year |
| Allows students to take free courses at Disney for credit at NECC | | | | | | Program is highly expensive which limits interest |
| Focuses primarily on hospitality | | | | | | |
| 12c. Business Program | X | X | | | | |
| No internships or co-ops are currently offered in any of the business programs | | | | Patricia Morrow (978)738-7409 | Formerly tracked the success and effectiveness of the program, held pre-meetings, individual consultations, completion of a career package, site interviews, orientation, business etiquette and | Career Services used to provide assistance with co-op positions, particularly hospitality (now closed). Prior co-op program was 3 credit course with a minimum of 180 hours |
| Former hospitality program required co-ops for all students enrolled in the program | | | | | | |
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| | | | | | other workshops, created five objectives in the | Needs more programs for accounting and mgmt. |
| | | | | | training agreement, reflection papers, time sheets, | Wishes to re-activate the Accelerated Business |
| | | | | | self-evaluation, and supervisor evaluations | Management Program but needs full time person |
| 12d. Paralegal Program | | | | | | |
| 12d.1 Paralegal Practicum Course | X | X | | | | |
| Solidifies student interest by allowing them to work in their field of study | | | | Judith Ciampi | Students create a resume at the beginning of the | Weekly requirement: 8 hours practicum, 1-2 hours |
| Dedicates a large component to mock interviewing, elevator pitches, resumes, cover letters, guest speakers, in-class support, and a journal of experience | | | | (978)738-7409 | course, evaluating and updating it after reading the | in-class discussions and lectures |
| Program director, Judith Ciampi, spends a great deal of time reviewing resumes and cover letters on an individual basis | | | | | assigned book and completing their practicum | Three options for program: Certificate, Transfer, or |
| Maintains a job distribution email, students are added to the list upon submission of a resume and cover letter to Judith Ciampi | | | | | Program is approved by and follows standards of | Career, the practicum is only required for students |
| | | | | | the American Bar Association | in the Degree program |
| | | | | | Program has site evaluations and students develop | |
| | | | | | 5 objectives to accomplish with progress reports | |
| 12d.2 Introduction to Paralegalism | X | X | | | | |
| Presents an introduction module on paralegal jobs: students do a job search, discuss qualities employers look for, work on resumes and cover letters, and develop a student portfolio with job search materials | | | | Judith Ciampi | | This is only a module taught within the course |
| | | | | (978)738-7409 | | |
| | | | | | | |
| 12e. Criminal Justice Internship Course | X | X | | | | |
| Solidifies student interest by allowing them to work in their field of study | | | | Paul Cavan | | |
| Requires students to work on resumes, cover letters, employment applications, professional written reports, oral presentations, interviewing techniques, etc. | | | | (978)738-7551 | | |
| | | | | | | |
| 12f. Cooperative Education Program | X | X | | | | |
| Connects students with a 3 credit course and an opportunity to gain practical work experience related to their academic and career goals | | | | Michael Markham | Evaluates students based on: site visits, self- | The program requires that students seek out |
| Requires students to develop resumes, cover letters, interviewing skills, 5 training objectives, a career portfolio, and to attend various career workshops | | | | (978)556-3741 | evaluation, site supervisor evaluation of the | participation in a co-op as a directed study with a |
| Requires students to secure a faculty coordinator, a co-op placement, and an on-site supervisor | | | | Coordinator of | student, job developer evaluation, reflection paper | faculty member |
| | | | | Enrollment | of experiences, completion of required hours, | Michael acts as a liaison between the faculty |
| | | | | | attendance at orientation and workshops, and | member and the student |
| | | | | | evaluation of professional follow-through | On average 5 students participate each semester |
| 13. Alumni Office | | X | X | | | |
| No mentor program is currently offered through the Alumni Office | | | | Lindsey Mayo | Previous program lacked the necessary controls to | Note: website says the mentor program is offered |
| Under the previous alumni director, the past program included hosting mentoring receptions with students and alumni, and encouraged mentor/mentees to stay in contact | | | | (978)556-3621 | measure success and improve the program. | Lindsey hopes to re-institute the alumni mentor |
| | | | | Director of Alumni | Lindsey hopes to create a strong program in the | program in the 2013-2014 school year by working |
| | | | | Relations | future that has measurable goals. | with academic units. |
| Current career preparation and outreach activities include: | | | | | | Goal for current year is to make the Alumni |



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| - Use of Alumni LinkedIn page to post current job offerings from alumni | | | | | | Advisory Board more present with the students. |
| - Creation of Alumni Directory to provide current alumni information and job positions (currently awaiting alumni responses) | | | | | | |
| 14. Student Clubs and Organizations | | | | | | |
| 14a. Criminal Justice Club | | X | | | | |
| Aims to promote interest in the profession and explore employment opportunities | | | | Paul Cavan (978)738-7551 | | |
| 14b. Hospitality Club | | X | | | | |
| There is currently no Hospitality Club | | | | Sandra Kauffman (978)556-3312 | | *Sandra Kauffman no longer works at NECC |
| 14c. Paralegal Club | X | X | | | | |
| Aims to promote interest in the profession and explore employment opportunities | | | | Judith Ciampi (978)738-7409 | Students in the program decide the club activities based on issues they are struggling with or things they want to learn more about. The club is effective because it directly addresses the needs of the students to help them learn and grow | All paralegal students (40-50) are included in the club simply by enrolling in the paralegal program at NECC |
| Hosts workshops and seminars based on student's desires and needs | | | | | | |
| Invites frequent guest speakers that lead to possible networking and internships | | | | | | |
| Hosts "Tips from the Trenches" a club event with previous graduates who describe their job search and their current job experiences | | | | | | |
| 14d. Radiologic Technology Club | | X | | | | |
| Aims to promote interest in the profession and explore employment opportunities | | | | Patricia Willett (978)738-7517 | | |
| 14e. Student Senate | | X | | | | |
| Develops leadership and communication skills and works to expand the student's network by connecting them with the Student Leadership Development Program and Adventure Leadership Workshops | | | | Dina Brown (978)556-3732 | Currently the club has no controls in place to measure its effectiveness, they struggle to promote their presence on campus | Members of the Student Senate often get involved on various committees in the school such as Student Affairs and Strategic Goal 4 |
| Integrates StrengthsQuest into the program | | | | Director of Student Engagement Center | | |
| 15. Experiential Learning | X | X | | | | |
| Integrates the Catalyst Entrepreneurship Program for mentoring, shadowing, internships, externships, co-op, and community engagement seamlessly with academics | | | | Sue Grolnic (978)556-3893 | Trying to develop ways to measure the student's experience, some suggestions are: | This year will be spent creating institutional buy-in for experiential learning that occurs both in and outside the class, next, that buy-in will be used to operationalize the program. |
| Helps students enhance their resumes and test out future career options | | | | Dean of Experiential Learning for | Reflection journals, surveys (students, employers, and faculty), and pre and post conversations | |
| Presents students with networking opportunities | | | | Academics | Longer term projects are more effective. Engage | Problem: there is currently no college-wide understanding of internship and co-op programs |
| Enables students to make more informed career decisions | | | | | through options like a required class for incoming | |



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| | | | | | students, a required one-time mentor or shadow, | |
| | | | | | developing a common database for students with | |
| | | | | | menu of current offerings, reflection space, etc. | |
| 16. Business and Industry Partnership | | | | | | |
| 16a. Boatwise Marine Training | X | | X | | | |
| Previous program certified students through coast guard approved preparation for the Master' 100 Gross Ton License | | | | Chuck Phair (978)556-3873 | | Boatwise was phased out several years ago, it was too costly for the college and the students, very few |
| 10 credit course for marine piloting and navigation | | | | | | participants, information is still listed on the website |
| 17. MVPP 1*2*3: Merrimack Valley Partners for Progress | | | X | | | |
| Aligns colleges and business, makes the Merrimack Valley community aware of the support available to them in workforce development | | | | Chuck Phair (978)556-3873 | | Educational partnership between NECC and Middlesex Community College |
| Pools the resources of NECC and Middlesex in order to support local business | | | | | | New website to launch in early October |
| 18. TAA Grant | | | X | | | |
| Works with un- and under-employed and low skilled workers to create a career plan, revising and updating it each time the students meet with Renee | | | | Renee Deyermond (978)659-1223 | Tracks the referrals made to other departments along with the results of those referrals | Brand new program this year, with 5 applications to start in October |
| Coordinates with the Valleyworks Career Center for referrals to the program and assistance with resume writing and job search workshops and trainings | | | | College and Career Navigator | Hopes to gain access to and utilize DegreeWorks to track student success in the future | Grant is for 3 years to serve 200 students from NECC and other referral sources |