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## Community College Counseling Emphasizing Student Personnel Services and Placement

Ronald R. Crandell  
*Western Michigan University*

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COMMUNITY COLLEGE COUNSELING EMPHASIZING  
STUDENT PERSONNEL SERVICES  
AND PLACEMENT

by

Ronald R. Crandell

A Report of an Internship  
Submitted to the  
Faculty of The Graduate College  
in partial fulfillment  
of the  
Specialist in Education Degree

Western Michigan University  
Kalamazoo, Michigan  
August 1972

COMMUNITY COLLEGE COUNSELING EMPHASIZING  
STUDENT PERSONNEL SERVICES  
AND PLACEMENT

Ronald R. Crandell, Ed.S.

Western Michigan University, 1972

The internship experience at Jackson Community College enabled the investigator to experience the actual functions of a community college counselor. It provided an opportunity to interact with staff members, interview different employers, and present placement information for students and faculty. Many times during the internship there were opportunities to plan specific objectives and implement them. Completing the actual objectives and responsibilities of a counselor in a community college setting has been extremely valuable. A traditional college class could not have duplicated these types of experiences.

## ACKNOWLEDGEMENTS

In writing this project report, I have benefited from the encouragement, advice, and constructive criticism of Professor Kenneth B. Engle. My thanks go to him, as well as Robert L. Betz and William D. Martinson at Western Michigan University, who have given much needed help. The intellectual training from the faculty in the Department of Counseling and Personnel, and Psychology have made graduate study at Western Michigan University a pleasurable experience. The gratitude I feel in no way divorces me from the sole responsibility for what is written here.

Ronald R. Crandell

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## SECTION I.

### THE PROSPECTUS SUBMITTED PRIOR TO THE INTERNSHIP EXPERIENCE

The responsibilities of a community college counselor are increasing as the services in Student Personnel Services expand. Not only should a counselor have extensive practicums in individual and group counseling, but also, an awareness of all areas of Student Personnel Services and the major responsibilities of each.

I see my internship at Jackson Community College as an opportunity to gain experience through individual counseling and academic advisement with community college students. In addition, I will be involved with staff members in financial aids and admissions and have interviews with the following administrators and counselors: Dean of Arts and Sciences, Dean of Vocational and Technical Education, Dean of Continuing Education, Special Needs Counselor, and Student Activities Counselor. I believe a personal commitment should be made by an intern, including myself, to complete a project resulting in benefit to the college and its students. My involvement in a "Placement Opportunities Project" will provide students who have completed one and two year programs with placement opportunities in the Jackson area.

My internship should provide me with an opportunity to become aware of the functions of community college counselors, the responsibilities of other staff members, and the involvement necessary for placement information.

Institution

Jackson Community College, Student Personnel Services,  
Counseling Services

Advisor

Dr. Kenneth Engle, College of Education, Counseling and  
Personnel Department

Supervisor at Jackson Community College

Mr. Ike Livingston, Student Personnel Services, Counseling  
Services

Time Period

Spring and Summer Session, 1972

Rationale for Student Personnel Services

The responsibilities of a community college counselor are expanding to include many areas of specialization within Student Personnel Services. A counselor must become aware of the community college concept and the services each counselor provides. If a counselor is to become aware of the objectives and services provided in Student Personnel Services, he must seek this information by asking counselors and administrators to explain their objectives and the methods necessary to accomplish and evaluate them.

Providing academic advisement for students requires the counselor to become aware of specific requirements, course content, and the performance required by students. If a counselor is to be an effective change agent when counseling students, he must realize the conflicts, pressures, and expectations of these students. He must know how different students respond and change through counseling. A counselor must provide an essential service for students by being aware of specific programs the college has to offer, providing students with necessary information for the goals they are striving towards, and facilitating the personal adjustments students are making in their unique life styles.

#### Rationale for Placement Opportunities

"Placement Opportunities" for community college students who are not transferring to a four year college are lacking in many community colleges. Occupational planning and placement for students in one and two year programs is needed.

An important responsibility of community college counselors is to provide placement information for students who will be employed immediately after completion of their programs. The transition from college course work to employment should be something that is planned for the benefit of the student and employer. As the labor market tightens and employers become more selective of employees, a student must be aware of the jobs that are open and how to secure employment.

The students' experience in securing employment is one more of chance than choice. Students who complete their college courses look for employment with little assistance from staff members who are actively involved with immediate placement information. If any responsibility is assumed by staff members for placement, it is by those who are involved with employers on a regular basis. Students who perform exceptionally well in their courses and establish a personal relationship with instructors aware of placement information, may secure employment. Students may stumble across employment opportunities on their own or through a friend. If any placement information is available, it is not provided for all students.

## Conceptual Skill Objectives

### Student Personnel Services

1. Increase understanding of Student Personnel Services and how each counselor's specialization serves the students.
2. Recognize administrative functions in relation to students, faculty, and curriculum.
3. Develop an awareness of the objectives of the following departments: Vocational and Technical Education, Arts and Science, and Continuing Education.
4. Improve counseling skills and academic advising.

## Conceptual Skill Objectives

### Placement Opportunities

1. Provide placement information for students by describing name of employer, major function, address, phone number, personnel advisor, type of employment available, weekly earnings, suggested educational requirements, certificate or associate degree, and special hiring information.
2. Provide employers with specific information describing one and two year programs.
3. Establish a positive relationship with employers and encourage them to employ community college students.
4. Give feedback to Deans of the Community College as to how students can be employed.
5. Establish a need for a placement counselor.
6. Survey as to how the Community College can fulfill the employment needs of the community.

## Human Skill Objectives

### Student Personnel Services

1. Develop an awareness of the cognitive and effective feedback when counseling students.
2. Be able to effectively perceive and identify needs of individuals and be sensitive to their needs.
3. Recognize the possible conflicts between administrators and faculty.

## Human Skill Objectives

### Placement Opportunities

1. Become aware of the employers' expectations of students.
2. Become perceptive to students' needs and how placement can fulfill these needs.
3. Lower the anxiety level of students seeking employment.



## SECTION II.

### LOG OF EXPERIENCES

#### Percent of Time Scheduled to Each Area

The experience at Jackson Community College was in specific areas. The percentage of time to be spent in each area was tentative and would be changed if it could not be arranged through the community college.

Financial Aids	10%
Admissions	5%
Personal Counseling	40%
Academic Advisement	20%
Placement Project	20%
Interviewing:	5%
Dean of Arts and Sciences	
Dean of Vocational and Technical Education	
Dean of Continuing Education	
Dean of Students	
Student Activities Counselor	
Special Needs Counselor	

Exposure in the four different areas of Student Personnel Services (financial aids, admissions, personal counseling, and academic advisement) provided me with practical experiences very necessary for a counselor. The placement project gave me an opportunity to interview employers, provide placement information for students, and be informed of some of the immediate employment needs of the community. The interviewing of Deans of departments and specialized counselors provided an overview of their responsibilities.

### Days Scheduled for Internship

Evening counseling and academic advising was provided on Tuesday and Wednesday nights from 4:00 until 9:00.

April 18, 19, 25, 26	Total Time
May 2, 3, 9, 10, 16, 17, 23, 24	60 hours

Interviews with staff members in special areas, personal counseling, academic advising, and the completing of the placement project was scheduled for the summer session from 8:00 until 4:00.

June 19, 20, 21, 22, 23	Total Time
26, 27, 28, 29, 30	70 hours

July 6, 7	Total Time
10, 11, 12, 13, 14	120 hours
17, 18, 19, 20, 21,	
24, 25, 26, 27*, 28*	

Total hours for the internship	250
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\*The following days were set for personal business or coordination with advisor.



April 18, 19, 25, 26  
May 2, 3, 9, 10, 16, 17, 23, 24

The first experiences at Jackson Community College included working part-time Tuesday and Thursday nights from four until nine o'clock providing personal counseling and/or academic advising for evening students.

### Counseling Objectives

1. Help students become aware of what they "want" immediately and satisfy that need first.
2. Once the students are aware of their immediate needs, help plan with them the necessary steps to reach set goals.
3. Help students become aware of what planning is necessary to reach educational, occupational, or personal goals.

### Academic Advising Objectives

1. Provide the following "information" about Jackson Community College: Jackson Community College catalogue, summer and fall schedule of classes, Industrial and Technical Information Guide, and the requirements of four year colleges.
2. Provide the following information: financial aid, specific programs, requirements, course selections, and transfer information.
3. Provide information concerning course equivalents that students may take at Jackson Community College that are required at four year colleges.
4. Help plan with students the necessary steps for the programs they desire.

### Conflicts Students Have in Common

Prospective students who were seeking assistance in the counseling office at night seemed to have common conflicts concerning immediate needs and long range goals. Many students wanted to maintain full-time employment during the day and complete nine to twelve hours of college credit at night. Courses offered at night were more limited than courses offered during the day, presenting schedule problems for the students.

Conflicts for the students seemed to revolve around being unable to complete all course work at night, scheduling employment during the day, and finding time to study. Their maintaining of full-time employment during the day was incompatible with their attempt to be full-time students at night. In some cases the students' employment commitment during the day could not be changed, thus, three to six hours of night courses would be scheduled. Much frustration and anxiety seemed to be evident when students planned their complete program and realized the total time commitment required.

Many students' responsibilities included young children, car payments, and house mortgages, thus making it difficult for them to include additional financial and time commitments at the community college. Some students were unwilling to risk time, money, or a personal commitment for an occupation about which they were undecided.

Comments

Most students realized they had conflicts and any resolution of the conflicts seemed hopeless. Not only did students admit to inappropriate planning in the past, but a long term personal commitment for the future seemed unreasonable. If students made any decisions concerning their future they were crisis oriented.

June 19, 20, 21, 22, 23

The first week of the summer session was spent working full-time with the financial aids counselor learning the criteria necessary for students to be eligible for a National Defense Loan and the Work-Study Program. After students completed a Financial Data Sheet, their financial aid for fall and winter semester was computed.

#### Financial Aid Responsibilities

1. Compute the amount of financial aid for students according to the guidelines approved by Jackson Community College.
2. Determine for eligible students the amount they will receive from a National Defense Loan and a Work-Study Program.
3. Call students on the telephone who have financial need with incomplete or inappropriate information on their Financial Data Sheet.
4. Make a list of Work-Study students, including their location of employment on campus, hours working per week, and their performance as described by their supervisors.

Specific criteria, including parent's income, student's commuting distance from campus, number of children living at home, parent's contribution, and student's summer income were used to compute the amount of financial aid for students. Students were classified as Dependent (students living with the financial support of their parents) and Independent (students financially supporting themselves). Similar criteria were used to determine the amount of financial aid for both Dependent and Independent students.

Occasionally it was necessary to call students to clarify incomplete or inappropriate information on their Financial Data Sheet before financial aid could be computed. A calculator was used to compute the students' financial need and determine the amount of financial aid students would receive. Award letters stating the amount and type of financial aid to be given were typed by a secretary and mailed to the students.

Usually a combination of a National Defense Loan ranging from \$250-\$500 and a Work-Study Program ranging from \$230-\$430 were available for students per semester. In almost all cases students received more money through the Work-Study Program than through the National Defense Loan.

#### Work-Study

It was necessary to verify where fifty students were employed on campus, the number of hours worked per week, and their performance as described by their supervisors. This information was typed by a secretary and presented to the financial aid counselor.

#### Comments

The awarding of financial aid through Student Personnel Services provided a chance for many students to go to college

who otherwise could not afford it. Financial aid required a large amount of clerical work and little involvement with the students.

June 26, 27, 28, 29, 30

The second week of the summer session was spent working with the admissions administrator. During this week a recruitment project to provide the Jackson area with posters and brochures describing the programs offered at Jackson Community College was planned and completed.

Objectives for Recruitment of Students

1. Divide Jackson County into specific sections where Jackson Community College information can be distributed in department stores, hospitals, banks, county and federal buildings, and industries.
2. Design posters to be printed that highlight the programs offered at Jackson Community College.
3. Organize information into four types: wall posters, set-up posters and brochures, veteran pamphlets, and stand-up displays with complete community college offerings.
4. Designate location of information with a color code pin to be placed upon a Jackson city or Jackson county map.
5. Assign two secretaries to distribute information.
6. Present admissions administrator with two maps including the type and location of information distributed in the Jackson area. In addition, describe the color code and list the names and locations of the buildings with information.

The admissions administrator suggested a project that would provide the Jackson area with additional information describing the programs at Jackson Community College.

Four types of information were planned that could be placed in buildings in the Jackson area where people could read the information at that time or take it with them. Two secretaries placed the information in specific buildings, recording the type and location of information. Color coded pins were placed on either a Jackson city map or a Jackson county map to describe the type of information and its location. Students were to be assigned later in the year to check and see if the information was used or abused.

#### Comments

The impact of the information on the community could not be accurately measured, yet it was essential to provide the area with community college information. The employer's reaction to displaying the information was very favorable.



July 6, 7, 10, 11, 12, 13, 14

During two days of the third week and the entire fourth week of the summer session, accurate and complete placement information for students and faculty at Jackson Community College was provided. Interviewing personnel managers to compile employment opportunities in the Jackson area was completed at this time.

#### Objectives for Placement Opportunities

1. Schedule interviews with personnel managers from different corporations, companies, and institutions in the Jackson area to get a wide variety of placement opportunities.
2. Explain to employers the objectives of providing specific placement opportunities for students before they enter special programs at Jackson Community College and after completing them.
3. Develop a form employers would use to list important information for new employees.
4. Involve and encourage employers to employ Jackson Community College students part-time and full-time and assist them in any way.

#### Scheduling Interviews

Scheduling interviews with different employers was a task that required planning convenient times for employers and myself. Employers, in general, were cautious and reluctant to provide information describing specific types of employment, suggested educational requirements, and weekly earnings of new employees. They seemed willing to participate, yet questioned

what effect their involvement would have on present and future employees. If placement information helped students better prepare themselves for employment, employers were willing to participate. If the information misinformed present or future employees, they questioned the publicizing of specific information. Some employers stated they did not want weekly earnings to be published.

#### Problems Encountered with Employers

The Greater Jackson Chamber of Commerce provided a list of companies, types of manufacturing, and numbers of employees in the Jackson area. From this list fifteen personnel managers were contacted, told the purpose of the project, and a time for a personal interview was arranged. Many times it was difficult to reach personnel managers because they were on vacation, in the plant, in meetings, negotiating, or not available. Many telephone calls were required and a great deal of waiting outside employers' offices was necessary. The interviews with employers provided an excellent opportunity to explain the objectives of the project and how their participation would benefit them as well as Jackson Community College students. In some cases information was obtained during the interview. In most cases employers required several days to complete and mail the necessary information.

July 17, 18, 19, 20, 21

During the fifth week of the summer session the placement information project was completed, printed, and made available for students and faculty. During this week the cover of the booklet was planned, additional information completed, and all material proofread.

#### Objectives for Placement Opportunities

1. Organize placement opportunities information so it can be typed by a secretary.
2. Plan front cover of placement booklet and complete additional information.
3. Send placement information to print shop and have 450 copies printed.
4. Provide employers, students, and faculty with placement information.
5. Provide employers with evaluation information to be mailed back to Jackson Community College.

#### Completing Placement Information

The proofreading of placement information was necessary before it could be sent to the print shop. Calling employers to clarify placement information, and checking with the printer for changes that needed to be made required time.

Each participating employer received a copy of the placement booklet and a post card to be returned to Mr. William Ely,

Director of Financial Aids. The card stated:

Would you please state any positive or negative comments concerning your involvement in the "placement opportunities project."

July 24, 25, 26, 27, 28

The sixth week of the summer session included personal counseling and/or academic advising with students. Part of this week included talking to students in the Union and around the campus.

Objective for Personal Counseling and/or Academic Advising

1. Be available to students for personal counseling and/or academic advising in the counseling office.
2. Take time to talk to students in the Union and establish a relationship with them.
3. Walk around the campus and talk to students showing availability away from the counseling office.

Having the opportunity to meet students outside the counseling office made this week one of the most exciting weeks of the internship. Talking to students outside the counseling office seemed to provide an atmosphere in which students were much more relaxed.

For many reasons the counseling office was not the only place for personal counseling. Being available where the students were was extremely important. Students were not always eager to stop in the counseling office when they had a personal concern. Many times they were just sitting alone, walking around the campus, or hanging around the Union.

Comments

A counselor should be getting students involved in planning their personal, social, and occupational "thing". Many times this involvement began away from the counseling office.

## SECTION III.

## Evaluation

Supervisor's Evaluation, Form AName of Student Ronald R. Crandell Semester Summer 1972Interning Organization Jackson Community College

## 1. Description of student's job activities and training.

Ron has been actively involved in the following areas: academic advisement and personal counseling, helping with National Defense Loans and Work-Study in Financial Aids, assisting with recruitment of students in the Office of Admissions, and information interviews with college administrators and staff members. The experiences described have been designed to give him a total view of the community college concept.

Ron has been very involved in Placement Opportunities for community college students. His project of completing 13 different corporations, businesses, and institutions has been a learning experience for him and provided Jackson Community College with occupational information.

## 2. Evaluation of the student's performance on the job and training activities.

Ron has been willing to extend himself in each of his internship responsibilities. His performance has shown competence and innovation through his job activities and training. He seems to be highly motivated and willing to use his counseling skills and professional judgment for the benefit of the students and Jackson Community College.

## 3. Performance:

Satisfactory   X   Unsatisfactory                 I. C. Livingston, Jr.

Organization Supervisor's Signature

Grade: Credit   X   No Credit                 Kenneth B. Engle

Faculty Sponsor's Signature

                          6  
Credit Hours Completed



Student's Evaluation, Form BName of Student Ronald R. Crandell Semester Summer 1972Intern Organization Jackson Community CollegeOrganization Supervisor Mr. I. C. Livingston

## 1. Evaluation of the 712 experience. (Positive and Negative)

My internship at Jackson Community College has enabled me to become aware of the actual functions of a community college counselor, other staff members, and the necessity for a placement counselor. The staff members have been extremely cooperative and willing to assist me in any way possible.

My interaction with employers and involvement with the "placement opportunities project" has provided me with experience that should help me with academic advisement of one and two year students. Experiencing the actual objectives and responsibilities of a counselor in a community college setting has been extremely important and could not have been experienced in a traditional class setting.

## 2. Suggestions for the improvement of the 712 experience.

1. Set aside two hours a week to meet with your supervisor to discuss and plan your internship experience.
2. If a course in Student Personnel Services is offered preceding your internship, definitely enroll in the class.
3. Begin writing the paper describing your internship experience as soon as possible to meet the deadline as designated by the Graduate College.

Ronald R. Crandell  
Student's Signature

APPENDIX A  
PLACEMENT OPPORTUNITIES  
PROJECT

To provide accurate and complete placement information will require the commitment of an individual to contact local employers and find out what positions are available and the requirements of new employees. A positive relationship must be established between employer and placement representative. Employers must be satisfied with the performance of students and students must be aware of the qualifications they must meet. Both the community college staff and the local employers will have the responsibility of preparing students for specific occupations and making sure employment will be available. A community college will provide a service by preparing students for employment in the local community.

PLACEMENT OPPORTUNITIES  
in the  
GREATER JACKSON AREA

JACKSON  
COMMUNITY  
COLLEGE

1972-73

The following information has been provided in a cooperative effort by Western Michigan University and Jackson Community College.

COORDINATOR

Mr. Ronald R. Crandell, Ed.S.    Counseling and Personnel  
Western Michigan University

CONSULTANTS

Dr. Kenneth Engle, Ph.D.        Counseling and Personnel  
Western Michigan University

Mr. William V. Ely, M.A.        Director of Financial Aids  
Jackson Community College

## INTRODUCTION

Providing placement information for students is a critical function of a community college counselor, especially for those students seeking part-time and full-time employment. Students completing specific one and two year programs need to be aware of available employment and what employers require. The following placement information should provide students with several employers and the employment opportunities in the Greater Jackson Area.

**OBJECTIVE:** To Provide Community College Students With Placement Information in the Jackson Area

### TYPE OF INFORMATION:

1. Major Function of Employer
2. Address
3. Phone Number
4. Personnel Advisor
5. Type of Employment
6. Weekly Earnings
7. Suggested Educational Requirement
8. Expected Performance
9. Associate Degree Required

### SUGGESTIONS FOR SECURING EMPLOYMENT

When applying for employment, an applicant should be alone, be neatly dressed, be prepared to complete an application and have information available such as dates of previous employment, and names and addresses of references.

A transcript of grades from high school or college may be required along with tests by employer measuring employee's aptitude and/or achievement.

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## PLACEMENT OPPORTUNITIES

Company: City Bank & Trust Company, N.A.  
 Major Function: Commercial Banking  
 Address: 161 West Michigan Avenue, Jackson  
 Phone: 787-2211  
 Personnel Advisor: Miss Marian Railer

Placement Opportunities

Students having graduated from high school

<u>Types of Employment Available</u>	<u>Weekly Earnings</u>	<u>Suggested Educational Requirement</u>
1. Night Reconciler--Data Proc.	\$ 90	Accounting--Math
2. Key Punch Operator	\$ 85	Key Punch Training, 3 months or more
3. IBM Proof	\$ 72	No Specific Requirement
4. File Clerk	\$ 68	No Specific Requirement
5. General Clerk	\$ 78	Basic Typing
6. Teller	\$ 75	No Specific Requirement

Placement Opportunities

Students having received an Associate Degree from a Community College

Types of Employment Available

1. Accountant	\$ 95	Assoc.D.-Accounting
2. Secretary	\$ 90	Assoc.D.-Sec. Sci.
3. Stenographer	\$ 85	Assoc.D.-Sec. Sci.

NOTE: Fringe benefits available for full-time employees.



## PLACEMENT OPPORTUNITIES

Company: Clark Equipment Company

Major Function: Designs and manufacturers transmissions, torque converters, transverters, gears and forgings.

Address: 1300 Falahee Road, Jackson

Phone: 784-6255

Personnel Advisor: Mr. George VanVorst

### Placement Opportunities

Students having graduated from high school

<u>Types of Employment Available</u>	<u>Weekly Earnings</u>	<u>Suggested Educational Requirement</u>
1. Accounting Clerk	\$126	1-2 yrs. of H.S. Business Courses
2. Clerk Typist	\$115	1-2 yrs. of Typing 35+/minute
3. Key Punch Operator*	\$120	3-6 mos. experience
4. Shop Expediter	\$132	H.S. Course in Reading Blueprints
5. Stenographer	\$120	1-2 yrs of Typing 35+/min. 70-80 words/min. Dic.
6. Mail & Supply Clerk	\$115	No Specific Requirements
7. Blueprint Machine Op.	\$115	H.S. Course in Reading Blueprints

\*To be employed in this position, an applicant must have had previous experience or a three-month program in key punch operation.

### Placement Opportunities

Students having received an Associate Degree from a Community College

#### Types of Employment Available

1. Draftsman Trainee	\$140	Assoc.D.-Drafting Tech.
2. Accounting Training	\$140	Assoc.D.-Accounting
3. Machinist**		

**\*\*Apprenticeship programs are available through employer and Jackson Community College (25 employees participating).**

**NOTE:** The applicant's educational level, marital status, military obligations and specific skills are important considerations when hiring. A comprehensive physical exam must be passed by applicant. There are apprenticeship opportunities in the skill trades and an educational refund program available for those who wish to improve their job-related skills.

## PLACEMENT OPPORTUNITIES

Company: Consumers Power Company (Corporate Div.)  
 Major Function: Supply electric & gas service for customers  
 Address: 212 West Michigan Avenue, Jackson  
 Phone: 788-1617  
 Personnel Advisor: Mr. Daniel Sterkowicz

Placement Opportunities

Students having graduated from high school

	<u>Types of Employment Available</u>	<u>Weekly Earnings</u>	<u>Suggested Educational Requirement</u>
1.	Junior Draftsmen	\$120	1-2 yrs. of H.S. Drafting
2.	Junior Office Clerk	\$120	1-2 yrs. of H.S. Bus. Cour.
3.	Junior Stenographer	\$120	2 yrs Typing 50+/min., 3 err.
4.	Junior Key Punch Op.*	\$120	1-2 yrs. Business Courses
5.	Mail Clerk	\$114	No Specific Requirement
6.	Utility Clerk	\$114	No Specific Requirement
7.	Rodmen	\$125	No Specific Requirement
8.	Jr. Tabulator Op.*	\$120	No Specific Requirement
9.	Programmer Trainee	\$120	No Specific Requirement
10.	Graphic Arts	\$126	No Specific Requirement
11.	Janitor - nights	\$160	No Specific Requirement

\*To be employed in this position, an applicant must have had previous experience or a three-month program in key punch operation.

Placement Opportunities

Students having received an Associate Degree from a Community College

Types of Employment Available

1.	Draftsman Trainee	\$160	Assoc.D.-Drafting Technology
2.	Electronics Tech. Tr.	\$160	Assoc.D.-Electronics Technology
3.	Chemical Tech. Tr.	\$160	Assoc.D.-Chemical Technology
4.	Mechanical Tech. Tr.	\$160	Assoc.D.-Mechanical Technology
5.	Accountant	\$160	Assoc.D.-Accounting
6.	Secretary	\$140	Assoc.D.-Secretarial Science
7.	Stenographer	\$140	Assoc.D.-Secretarial Science

NOTE: Hiring from outside the company is done when job bidding from within does not fill job vacancies. Consumers encourages promotion and career development by subsidizing up to seventy-five percent of the cost of job-related education for employees. Cost of living index is applied quarterly to reflect inflation.

## PLACEMENT OPPORTUNITIES

Company: Consumers Power Company (Operational Division)  
 Major Function: Supplying electric and gas service for customers  
 Address: 1955 Parnall Road, Jackson  
 Phone: 788-1581  
 Personnel Advisor: Mr. O. N. Jones  
 Personnel Assistant: Mr. F. W. Barrett

Placement Opportunities

Students having graduated from high school

<u>Types of Employment Available</u>	<u>Weekly Earnings</u>	<u>Suggested Educational Requirement</u>
1. Co-Op Student	\$1.75 per hr.	No Specific Requirement
2. Utility Clerk	\$98.80 to \$126.00	No Specific Requirement
3. Jr. Office Clerk	\$110.80 to \$141.21	1-2 yrs. of H.S. Business
4. Mail & Messenger	\$104.40 to \$133.20	No Specific Requirement

Placement Opportunities

Students having received an Associate Degree from a Community College

Types of Employment Available

1. Stenographer	\$122.80 to \$156.40	Assoc.D.-Secretarial Sci.
2. Secretary	\$154.40 to \$196.80	Assoc.D.-Secretarial Sci.
3. Estimator	\$145.60 to \$186.00	Assoc.D.-Drafting Tech.

NOTE: Hiring from outside the company is done when job bidding from within does not fill job vacancies. Consumers encourages promotion and career development by subsidizing up to seventy-five percent of the cost of job-related education for employees. Cost of living index is applied quarterly to reflect inflation.

## PLACEMENT OPPORTUNITIES

Corporation: Hayes-Albion Corporation  
 Major Function: Manufacturing of production parts for the automotive industry: fans, mufflers, exhaust pipes, etc.  
 Address: 437 Fern Avenue, Jackson  
 Phone: 782-9421  
 Personnel Advisor: Call Personnel Office

Placement Opportunities

Students having graduated from high school

<u>Types of Employment Available</u>	<u>Weekly Earnings</u>	<u>Suggested Educational Requirement</u>
1. Drafting Apprentice	\$100 to \$125	1-2 yrs. of H.S. Drafting
2. Laboratory Tech.	\$100 to \$125	1-2 yrs. of Sciences
3. Keypunch-Junior	\$100 to \$125	1-2 yrs. of Bus. Courses
4. Tabulator-Junior	\$100 to \$125	1-2 yrs. of Bus. Courses
5. Programmers-Junior	\$100 to \$125	1-2 yrs. of Bus. Courses
6. Typists (Shorthand)	\$ 85 to \$125	1-2 yrs. Typing & Shorthand, Typ. 40+/min., Short. 80+
7. Office Clerical-Jr.	\$ 85 to \$125	1-2 yrs. of Bus. Courses

Placement Opportunities

Students having received an Associate Degree from a Community College

Types of Employment Available

1. Draftsman-Junior	\$105 to \$155	Assoc.D.-Drafting Tech.
2. Electronic-Tech.	\$105 to \$155	Assoc.D.-Electronics Tech.
3. Mechanical-Tech.	\$105 to \$155	Assoc.D.-Mechanics
4. Accountant-Junior	\$105 to \$155	Assoc.D.-Accounting
5. Secretary	\$ 94 to \$141	Assoc.D.-Secretarial Sci.
6. Stenographer	\$ 94 to \$141	Assoc.D.-Secretarial Sci.

NOTE: Career development is encouraged by educational assistance toward the cost of job-related studies. All applicants should be proficient in grammar and basic mathematics and be able to follow directions with attention to detail.

## PLACEMENT OPPORTUNITIES

Company: L. H. Field Company  
 Major Function: Sales Department Store  
 Address: 201 West Michigan Avenue, Jackson  
 Phone: 782-0441  
 Personnel Advisor: Call Personnel Office

### Placement Opportunities

Students having graduated from high school

<u>Types of Employment Available</u>	<u>Weekly Earnings</u>	<u>Suggested Educational Requirement</u>
1. Clericals	Not Available	H.S. Business Courses
2. Invoice & Order Clerks	Not Available	H.S. Business Courses
3. Receiving Clerks	Not Available	H.S. Business Courses
4. Stockmen	Not Available	No Specific Requirement
5. Sales Audit Clerks	Not Available	H.S. Business Courses & Office Machines
6. Authorizers	Not Available	H.S. Business Courses & Office Machines

### Placement Opportunities

Students having received an Associate Degree from a Community College

#### Types of Employment Available

1. Merchandise Trainee	Not Available	Assoc.D.-Business
2. Lay-Out Artist Trainee	Not Available	Assoc.D.-Emphasis in Art
3. Copywriter Trainee	Not Available	Assoc.D.-Emphasis in English
4. Statistical Clerk Tr.	Not Available	Assoc.D.-Business
5. Payroll Clerk Trainee	Not Available	Assoc.D.-Business
6. Cashiers	Not Available	Assoc.D.-Business

NOTE: The staff of Field's numbers approximately 250. For every person who is on the floor in sales there is also a backup person who works behind the scenes. Each year a new group of employees begins formalized classroom training to become future executives of the store. Those people who show aptitude and ability are selected from their employees, but they also draw applications from outside the company.

## PLACEMENT OPPORTUNITIES

**Institution:** Mercy Hospital

**Major Function:** Provides health care services for the City of Jackson and surrounding area

**Address:** 524 Lansing Avenue, Jackson

**Phone:** 783-2641

**Personnel Director:** Mr. William S. Jewell

### Placement Opportunities

Students having graduated from high school

<u>Types of Employment Available</u>	<u>Weekly Earnings</u>	<u>Suggested Educational Requirement</u>
1. Nursing Assistant	\$ 82	No Specific Requirement
2. Clerk Typist	\$ 98	No Specific Requirement
3. Inhalation Ther. (NON-REG)	\$ 98	No Specific Requirement
4. Key Punch Operator	\$106	No Specific Requirement
5. E.K.G. Technician	\$ 98	No Specific Requirement
6. Admitting Clerk	\$ 98	1-2 yrs. Typing, 60+/min.
7. Cook	\$ 90	1-2 yrs. Institutional Cooking Experience
8. Janitor	\$ 90	No Specific Requirement
9. Maid	\$ 82	No Specific Requirement
10. Laundry Attendant	\$ 82	No Specific Requirement
11. Physical Therapy Assist.	\$ 82	No Specific Requirement
12. P.B.X. Operator	\$ 98	No Specific Requirement

### Placement Opportunities

Students having received an Associate Degree from a Community College

#### Types of Employment Available

1. Registered X-Ray Tech.	\$154	Assoc.D.-Technology
2. Histologist (Certified)	\$130	Assoc.D. or Certificate
3. Accountant	\$122	Assoc.D.-Accounting
4. Secretary	\$106	Assoc.D.-Secretarial Sci.
5. Stenographer	\$114	Assoc.D.-Secretarial Sci.
6. Licensed Practical Nurse	\$122	L.P.N. Certificate

## PLACEMENT OPPORTUNITIES

Company: Michigan Bell Telephone Company  
 Major Function: Provides telephone service  
 Address: 304 South Jackson Street, Jackson  
 Phone: 789-9959  
 Personnel Advisor: Miss Butler

### Placement Opportunities

Students having graduated from high school

<u>Types of Employment Available</u>	<u>Weekly Earnings</u>	<u>Suggested Educational Requirement</u>
1. Telephone Operator	\$108	Emphasis in English
2. General Clerk	\$105	Emphasis in English 1 yr. Typing 42-46/minute
3. Commercial Typist	\$109	Emphasis in English 2 yrs. Typing 52/min., 4 errors
4. Engineering Lay Out Clerk	\$110	Emphasis in English 2 yrs. Typing 52/min., 4 errors
5. Installer-Repairman	\$124	Electronics
6. Splicer	\$124	Electronics
7. Lineman	\$124	Electronics

### Placement Opportunities

Students having received an Associate Degree from a Community College

#### Types of Employment Available

1. Service Representative \$126      Assoc.D.-Business

NOTE: Advancement and training are provided through the company.

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PLACEMENT OPPORTUNITIES

Company: Montgomery-Ward  
 Major Function: Providing quality merchandise and service  
 Address: 1700 West Michigan Avenue, Jackson  
 Phone: 784-0018  
 Personnel Advisor: Mr. Bobby Hopkins

Placement Opportunities

Students having graduated from high school

<u>Types of Employment Available</u>	<u>Weekly Earnings</u>	<u>Suggested Educational Requirement</u>
1. Sales Clerks	--	H.S. Business Courses

Placement Opportunities

Students having received an Associate Degree from a Community College

Types of Employment Available

1. Automotive Mechanic	\$125*	Assoc.D.-Automotive Tech.
2. Department Managers	\$125*	Assoc.D.-Business
3. Salesman, Automotive	\$125*	Assoc.D.-Automotive Tech. or business
4. Radio & Television	\$125*	Assoc.D.-Electronics Tech.
5. Plumbing & Heating	\$125*	Associate Degree
6. Major Appliances	\$125*	Associate Degree

\*Commission 6-9% available after four months of employment.

## PLACEMENT OPPORTUNITIES

Company: National Bank of Jackson  
 Major Function: Commercial Banking  
 Address: 245 West Michigan Avenue, Jackson  
 Phone: 787-0111  
 Personnel Advisor: Mrs. Nancy Sylvester

### Placement Opportunities

Students having graduated from high school

	<u>Types of Employment Available</u>	<u>Weekly Earnings</u>	<u>Suggested Educational Requirement</u>
1.	Junior Office Clerk	\$ 80-\$100	Business Courses
2.	Jr. Stenographer	\$ 90-\$140	Typing and Shorthand Tests May Be Given
3.	Jr. Key Punch Op.	\$100-\$140	Training Program Available
4.	Mail Clerk	\$ 80-\$140	No Specific Requirement

\*These ranges are based on education, previous experiences, and longevity.

### Placement Opportunities

Students having received an Associate Degree from a Community College

#### Types of Employment Available

1.	Accountant	\$125-\$200	Assoc.D.-Accounting
2.	Secretary	\$ 90-\$180	Assoc.D.-Secretarial Science

NOTE: Fringe benefits include paid hospitalization, profit sharing, paid sick days, salary continuation program (long term illnesses), paid vacation, reduced rate installment loans after six months employment, free checking account.

## PLACEMENT OPPORTUNITIES

Company: Sparton Electronics Division, Sparton Corporation

Major Function: Design, development and manufacture of sonobuoys\*

Address: 2400 East Ganson Street, Jackson

Phone: 784-9131

Personnel Advisor: Mr. Clarence M. Smith

Placement Opportunities

Students having received an Associate Degree from a Community College

	<u>Types of Employment Available</u>	<u>Weekly Earnings</u>	<u>Suggested Educational Requirement</u>
1.	Electronic Tech.	Not Available	Assoc.D.-Electronic Tech.
2.	Mechanical Tech.	Not Available	Assoc.D.-Mechanical Tech.
3.	Draftsman	Not Available	Assoc.D.-Drafting Tech.
4.	Accountant	Not Available	Assoc.D.-Accounting
5.	Secretary	Not Available	Assoc.D.-Secretarial Sci.

\*Sonobuoys are the principal device used throughout the free world in antisubmarine warfare (ASW) activities. The sonobuoy is a sophisticated underwater listening device primarily used for detection, location and classification of submarines.

NOTE: Applicants are encouraged to call the Industrial Relations Department for an interview. Rather than arriving unannounced, this provides a dual purpose in ascertaining whether any openings exist and assuring the applicant that the appropriate interviewers are available. All persons accepted for employment must pass a physical examination and some positions require the obtaining of a government clearance. Clerical applicants will be expected to take a shorthand and/or typing test. Sparton Electronics encourages career development by subsidizing 80% of the cost of job-related subjects toward the attainment of higher degrees.

## PLACEMENT OPPORTUNITIES

Company: State Prison of Southern Michigan  
 Major Function: The confinement and retraining of adult male felony offenders  
 Address: 4000 Cooper Street, Jackson  
 Phone: 782-0301  
 Personnel Advisor: Mr. Raymond H. Kraft

Placement Opportunities

Students having graduated from high school

<u>Types of Employment Available</u>	<u>Weekly Earnings</u>	<u>Suggested Educational Requirement</u>
1. Corrections Officer 05	\$158-\$183	No Specific Requirements
2. Typist Clerk 04	\$126-\$148	One Year Typing Experience
3. General Clerk 03	\$122-\$146	One Year Typing Experience
4. Account Clerk 03	\$122-\$146	One Year Office Experience
5. Prisons Stores Clerk 06	\$158-\$183	Three Years Experience
6. Farm Foreman 06	\$158-\$183	Three Years Experience
7. Food Service Super.	\$165-\$204	One Year Experience
8. Power Plant Fireman 06	\$162-\$187	Two Years Experience

Placement Opportunities

Students having received an Associate Degree from a Community College

Types of Employment Available

1. Account Executive 07 \$158-\$197 Assoc.D.-Accounting

NOTE: All above are Michigan Civil Service job classifications and must be qualified for by successfully passing the Civil Service examination for the respective class.

## PLACEMENT OPPORTUNITIES

Institution: W. A. Foote Memorial Hospital  
 Major Function: Provides health care services for the City of Jackson and surrounding area  
 Address: 205 North East Avenue, Jackson  
 Phone: 783-2741  
 Personnel Advisor: Mr. Gerald C. Culhane

Placement Opportunities

Students having graduated from high school

<u>Types of Employment Available</u>	<u>Weekly Earnings</u>	<u>Suggested Educational Requirement</u>
1. Nursing Assistants	Not Available	No Specific Require.
2. Admitting Clerk	Not Available	No Specific Require.
3. Cashier	Not Available	No Specific Require.
4. Clerk-Typist	Not Available	No Specific Require.
5. E.K.G. Technician	Not Available	No Specific Require.
6. Medical Records Clerk	Not Available	No Specific Require.
7. Orderly	Not Available	No Specific Require.
8. Secretary	Not Available	No Specific Require.

Placement Opportunities

Students having received an Associate Degree from a Community College

Types of Employment Available

1. Unit Manager	Not Available	Assoc.D.-Business
2. X-Ray Technician	Not Available	Assoc.D.-Technology
3. Licensed Practical Nurse	Not Available	L.P.N.

APPENDIX B  
SUGGESTIONS FOR  
STUDENT PERSONNEL SERVICES

Interviewing administrators and counselors at Jackson Community College has provided me with an opportunity to ask questions of individuals who are actively involved in the function of a community college. I realize there are many commitments and problems that I am not aware of in the operation of a community college, yet I have a few suggestions that may be helpful in the area of Student Personnel Services.

#### Suggestions

1. All personnel who provide a service for students should be under the Dean of Student Personnel Services.
2. A placement service should be provided for students completing one and two year programs.
3. Develop a new course, OCCUPATIONAL PLANNING, to be taught by counselors which would cover employment opportunities, requirements for occupations, and the current needs for employees in the "world of work".
4. Provide "Human Potential Groups" for students who want to increase their potential.

APPENDIX C  
BIBLIOGRAPHY



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2. Shoenmaker, Adrian and Hood, B. H., "How Shall Community College Counselors Be Trained." Journal of College Student Personnel, XIII (March 1972), 129-135.