

All students requesting assistance should contact Janice Williams, Leon Kennedy Student Center (Birmingham Campus) or Renay Herndon, Student Services Center, Building A, Room 183 Bessemer Campus).

For TDD users in Alabama, the Alabama Relay Center is available by calling 1-800-548-2545 (TT only) or 1-800-548-2547 (voice only).

PLACEMENT TESTING FOR TRANSFER STUDENTS

Transfer students who have not taken reading, English, and mathematics courses will be required to take the placement test administered to new students at Lawson State Community College.

ACT WORKKEYS SERVICE CENTER

Lawson State Community College is licensed by American College Testing (ACT) as an ACT WorkKeys Employment Center. The Center is a comprehensive system for measuring, communicating, and improving the common skills required for success in the workplace. It allows these skills to be quantitatively assessed for both individual persons and in actual jobs. Therefore, WorkKeys can correctly identify individuals who have the basic skills required to be successful in a given position or career. ACT's rigorous approach has guaranteed that the WorkKeys assessment and job profiling systems are EEOC compliant and legally defensible.

Job profiling is the process of determining the basis skills that a person needs to do a specific job successfully. An ACT trained and licensed profiler is available on campus to perform this task. The profiler meets with actual employees, subject matter experts, and others involved in the job assignment. Together, the team develops a list of tasks required to perform job assignments within a company.

Lawson State Community College students in career/technical programs take the WorkKeys assessment during their first semester at the college. If their assessment scores fall below the scores needed for work in their field of study, they are encouraged to take advantage of targeted instruction to build their skills while they are enrolled at the College. KeyTrain software is available in labs on both campuses and is used by students to practice skills associated with the WorkKeys employment system. The software provides review topics in each WorkKeys skill area and practice problems similar to those on the actual WorkKeys assessment. It is a fully interactive computer-based training system. The curriculum is based on WorkKeys *Targets for Instruction*; thus guaranteeing that all of the

important skills measured in the WorkKeys assessments are covered.

Students finishing career/technical programs with degrees or certificates also take an exit WorkKeys assessment. Thus, in addition to their technical competencies, they will have documentation of their workplace skills.

CAREER/JOB PLACEMENT SERVICES

Job Placement and the Career Education Center function as a bridge between the student's academic preparation and the world of work. The Center has numerous activities, including career counseling, maintaining a career information library, receiving and publishing job vacancy notices, arranging for prospective employers to visit the campus, interviewing applicants, mailing students credentials to prospective employers, and publicizing campus interviews.

TRIO PROGRAMS

The TRIO programs at Lawson State Community College are federally funded by the United States Department of Education. The programs identify qualified youth or adults who are low income and first-generation college students. Participants are selected according to their potential for academic success.

TRIO at LSCC is comprised of two programs: Upward Bound and Student Support Services. The ultimate goal of each TRIO program is to assist participants in postsecondary education. Each program has specific goals, objectives and criteria for students served based on its respective grant proposal approved by the Department of Education.

CONTACT PERSONS—For further information regarding the TRIO programs at Lawson State Community College, contact the TRIO program coordinators:

► *Mr. Elijah Anthony*
Director of Student Support Services
eanthony@lawsonstate.edu
205-929-3518

► *Mrs. Mattie Crawford*
Coordinator of Upward Bound
mcrawford@lawsonstate.edu
205-929-6339

► *Ms. Sandra Howard*
Coordinator of Student Support Services
showard@lawsonstate.edu
205-929-6397