



INSTITUTE FOR THE PROFESSIONAL
DEVELOPMENT OF ADULT EDUCATORS

Effective Student Orientations:

Setting the Stage for Student Success

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Presenter:

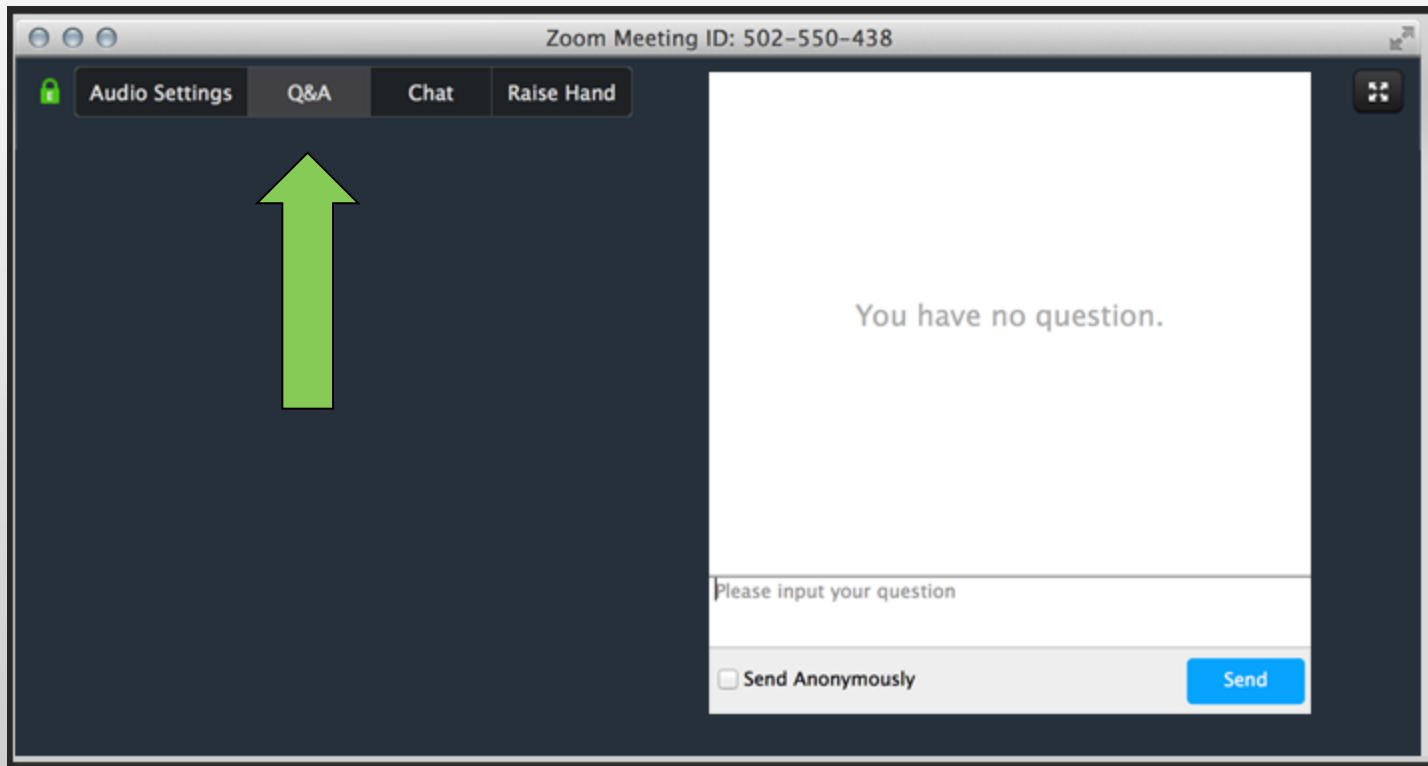
Alex Ramirez, MBA

**Accreditation Compliance Officer,
Miami-Dade County Public Schools**

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- If you have a question, please type it into the **Q&A** option.



- Attendee microphones will be muted. You will be in **listen only** mode.
- Today's presentation is being **recorded**. It will be archived and available on the IPDAE website within 48 hours.



- *Student orientations offer educators an opportunity to both inform and acclimate new students.*
- *Establishing a set of goals is the very first step in designing an effective student orientation.*
- *The goals for the orientation program should be specific and consider policies, procedures, program information, and the student progression timeline.*
- *New student orientation programs provide students with exposure to the culture and climate of the school, its teachers and student services staff, and the rest of the student body.*



As you consider the delivery methods and tone of delivery for your student orientation program, keep the following in mind:

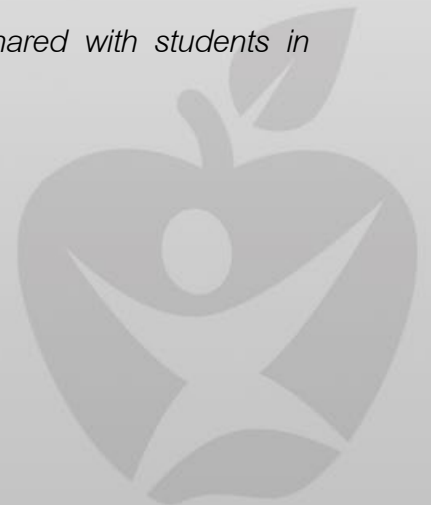


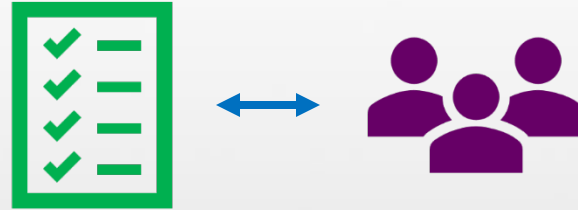
- *Orientations should be closely aligned with the mission and vision of the school*
- *The delivery method may vary; however, it is important to keep all information relevant and engaging.*
- *Excellent customer service is a must in establishing good relationships with new students and providing a stable groundwork for high student retention.*



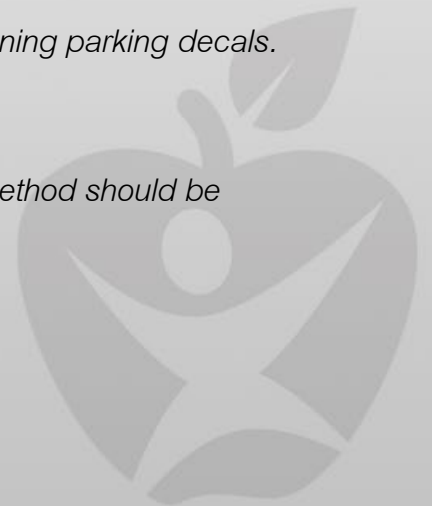
Here are some important questions to ask when determining what goals are most important in the new student orientation program at your school:

1. *What programs and program information should be conveyed to students?*
2. *What important student services information should be conveyed to students?*
3. *What campus information is most relevant?*
4. *What health, safety, and emergency procedures and information must be shared with students in accordance with school and/or district policies?*



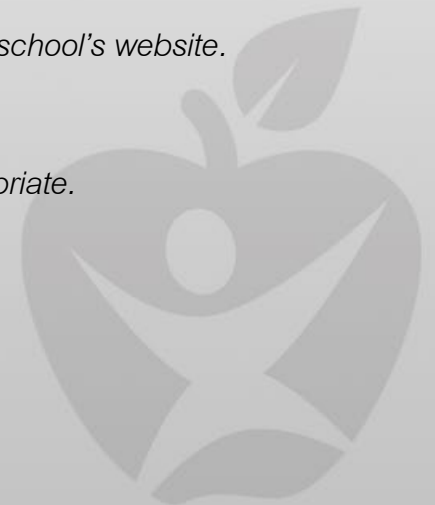


- *Preparation and planning for an effective new student orientation program requires collaboration between teachers, test proctors, counselors, job placement specialist, registrars, and school site administrators.*
- *Collaboration between staff is critical in determining both the pertinent information that needs to be delivered to the student and the best process for pre-testing, issuing identification badges, and assigning parking decals.*
- *As a school prepares its orientation program, considerations in class size and delivery method should be discussed with staff.*

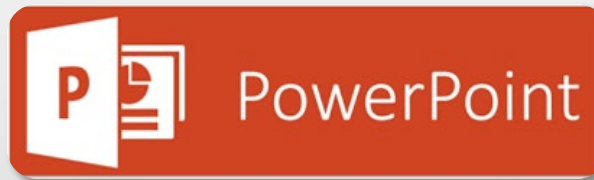




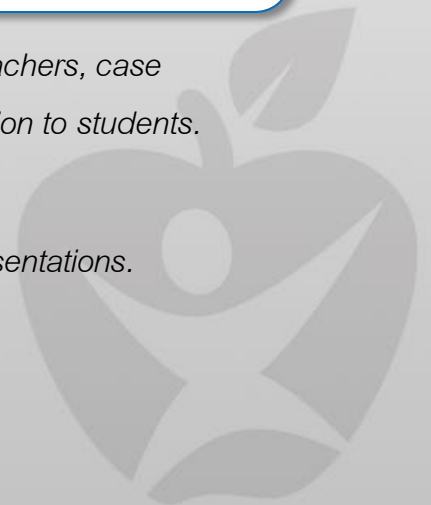
- *Conducting an in-person event allows school staff, teachers, counselors, and administrators to personally meet new students, engage in relationship building, and provide excellent customer service.*
- *Conducting a virtual new student orientation program benefits from flexibility to the student and reduced resource expenditures, as many virtual orientations can be recorded and uploaded to a school's website.*
- *The needs of your school and student population will dictate which layout is most appropriate.*



Engaging students during the orientation process involved diversifying the delivery of information.



- *During the presentation portion of the student orientation program, school counselors, teachers, case managers, and/or administrators will focus on delivering all pertinent and critical information to students.*
- *School staff are encouraged to use PowerPoint, Canva, or Sway to deliver engaging presentations.*



Important Components/ Information

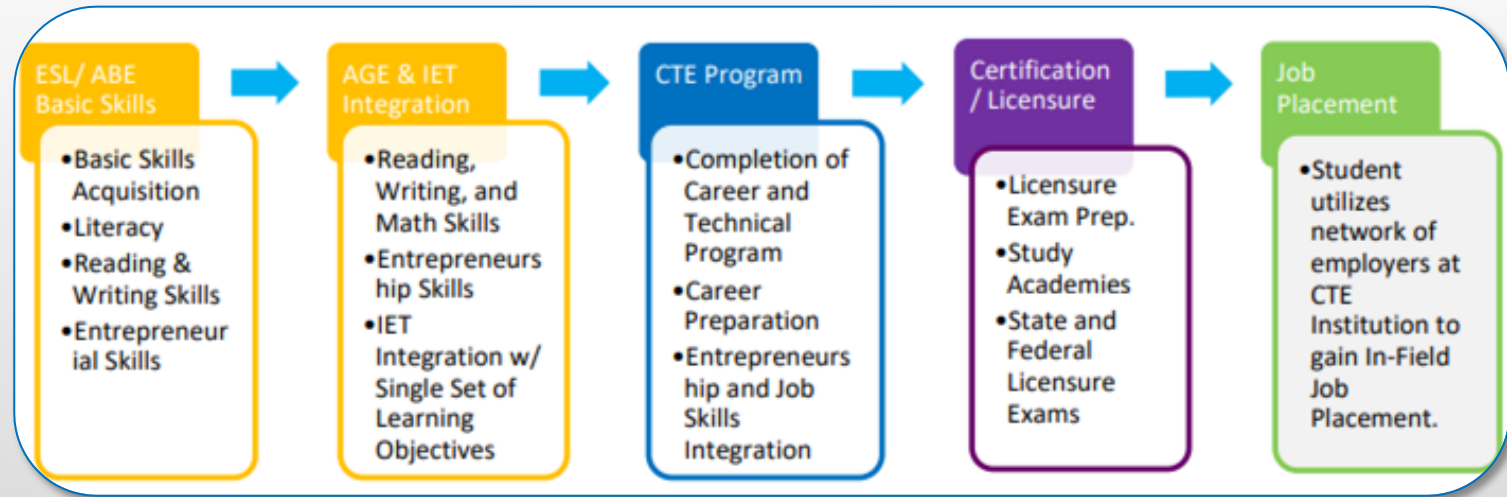
- *Mission, vision, and values of the school*
- *School Information (i.e. accreditation, IET programs, school district information, brief history)*
- *Hours of operation for each department*
- *Student services available*
- *Emergency drills/ codes/ hard corners*
- *Health and safety information/ first-aid kits/ defibrillators, eye wash stations*
- *Course structure*
- *Curriculum overview*
- *List of IET programs and local CTE feeder schools*
- *Counseling/ course & career advisement*

Important Components/ Information (continued)

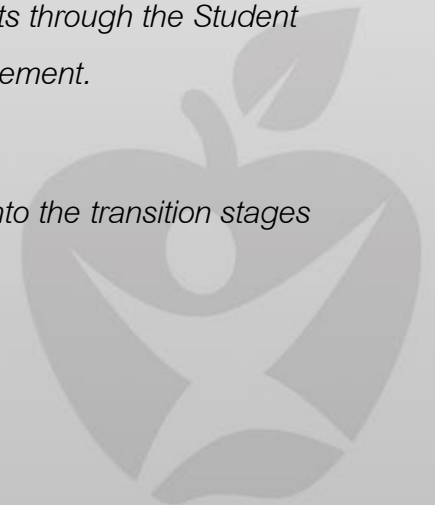
- *Student contract/ Student handbook*
- *Important conduct/ disciplinary considerations*
- *Attendance and attendance requirements*
- *Testing*
- *Dress code (if applicable)*
- *Electronic devices/ internet use/ technology policies*
- *Media center (if applicable) availability and resources*
- *Parking and student identification badges*
- *Available clubs and/or extra-curricular activities*
- *Job placement*
- *Important events*

The screenshot shows the website for George T. Baker Aviation Technical College, a Miami-Dade County Public School. The page features a navigation menu with links for Home, About, Admissions, Programs, Financial Aid, Employee Resources, and Student Resources. The main content area is titled "Student Resources" and contains eight blue buttons arranged in two columns. The buttons are: Course Brochure 2022-1, Job Board, George T. Baker Aviation Financial Report, JSfirm Jobs, 2021-2022 Miami-Dade County Public Schools VA Catalog, Annual Security Report, Veteran Educational Benefits Program (VA), and Post-secondary Code of Student Conduct Handbook.

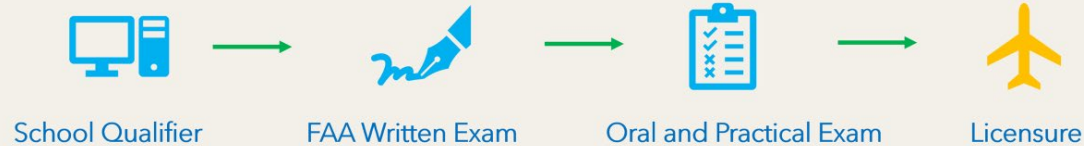
- *Providing students with access to a student resources webpage facilitates the distribution of important information.*
- *Students should have access to reference materials regarding school policies and procedures, operational information such as hours of operation, student progression steps, and dates and times for important events.*
- *The provision of access to the student resources webpage is not only an important component of the new student orientation process but also of the provision of excellent customer service in the virtual space.*



- *To successfully prepare students for their career placement, educators will follow students through the Student Progression Timeline from its origins in adult education to its final goal of in-field job placement.*
- *This timeline depicts student growth through the various stages of adult education and into the transition stages to career and technical education.*



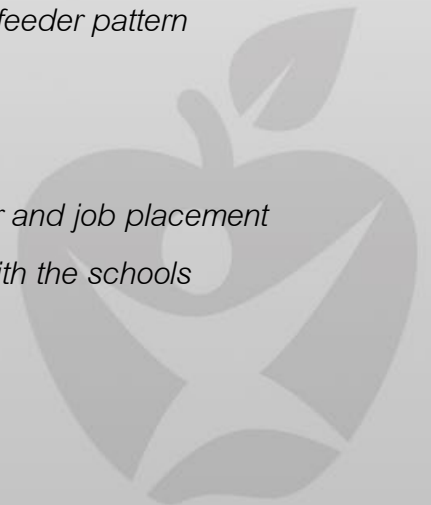
Licenses/ Certification Map



- *Testing is an important component of both integrated education and training adult programs and career and technical education programs.*
- *Basic skills assessments and certification and licensure examinations are important components of workforce preparation.*
- *During this portion of the orientation, clarification in navigating the road to licensure for offered career and technical education programs can be facilitated using easy-to-read roadmaps such as the one on the screen.*

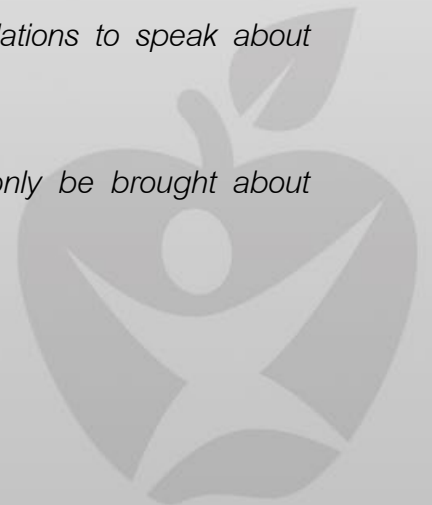


- *An important component of the student orientation process is counseling or advisement.*
- *During this component of the program, students will meet with counselors and/or academic advisors to discuss possible academic and/or career goals as well as available programs at the school and feeder pattern technical colleges.*
- *This discussion not only provides students with an opportunity to discuss possible career and job placement avenues, but also a nexus for discovering the career and technical occupations linked with the schools integrated education and training programs.*

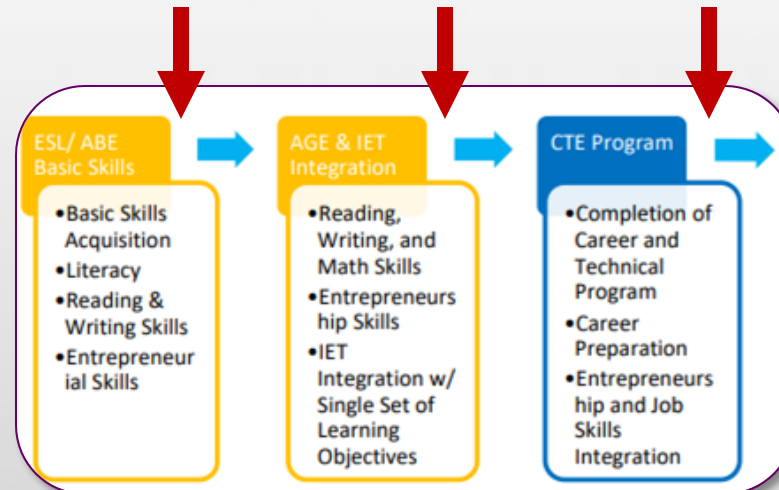




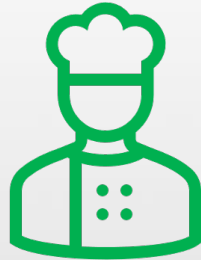
- *Effective new student orientation programs offer students the opportunity to confidentially disclose any needs regarding accommodations or disabilities.*
- *School counselors should be friendly and encourage students that require accommodations to speak about having a 504 Plan placed on their student record.*
- *It is important that special emphasis be placed on the fact that these plans can only be brought about confidentially and as a product of student self-disclosure.*



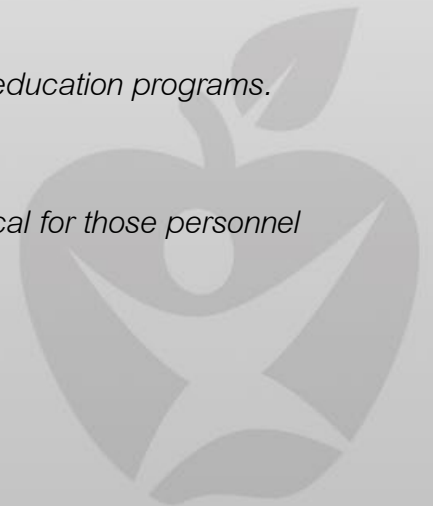
Exit interviews are an important component of the student progression timeline.



- *During exit interviews, counselors and academic advisors collaborate with teachers to provide students with a plan for their future career endeavors.*
- *Exit interviews provide the student with a thorough understanding of their own progression with the program while assuring them of support during the transition period to a career and technical or higher education program.*

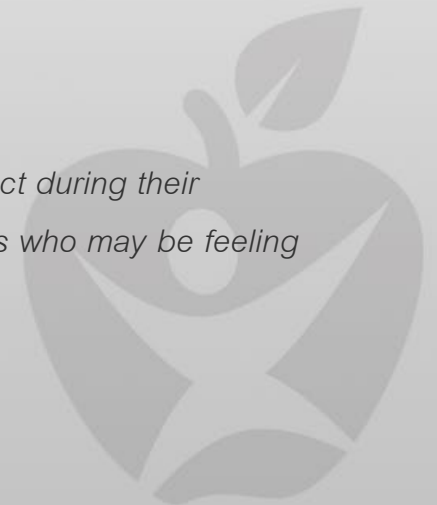


- *Many Integrated Education and Training students will complete their adult education program having completed a portion of a career and technical education certificate.*
- *In-field workforce placement is a critical component of all effective career and technical education programs.*
- *If your adult education institution maintains a career or job placement specialist, it is critical for those personnel to be directly involved in the exit interview process.*





- *To ensure a great virtual student orientation experience, make sure all program information is available in one centralized, accessible location such as a designated orientation or new student information webpage.*
- *Share key orientation and list programs and schedules in an orientation agenda.*
- *Sharing the agenda beforehand allows students to know exactly what they can expect during their orientation experience and creates a welcoming, supportive environment for students who may be feeling anxious as they enter a new school.*





Q&A



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