Vocational Support Services
Program Handbook

301 Largo Road, Marlboro Hall 2102
Largo, MD 20774
Monday-Friday 8:30 a.m. to 4:30 p.m.
Evening hours by Appointment
Email: VSS@pgcc.edu
Phone: 301-322-0730, TTY 301-322-0122
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PROGRAM INTRODUCTION

Dear Students,

Welcome to our Prince George’s Community College (PGCC) Vocational Support Services (VSS) Program. VSS is an innovative retention program designed to provide career program students with tools for academic success through workshops and individualized sessions. VSS offers a variety of study skills, learning strategies and Student Success Workshops for today’s students. Also, VSS offers an array of high quality services and workshops throughout the academic year to meet the needs of our diverse population.

Services and Workshops Provided:

- Vocational/Career Support
- Career Counseling
- Camelot, LASSI Assessments (Test Taking Skills) and Strength Quest
- Student Success Workshops
- Learning Strategies
- Goal Setting/Time Management
- Effective Study Skills
- Math Anxiety/Test Anxiety

If you would like additional information about VSS or would like to schedule an appointment, contact Vocational Support Services at VSS@pgcc.edu, 301-322-0730 or TTY 301-322-0122. We look forward to serving you as you successfully complete your educational goals.
PROGRAM OVERVIEW

VOCATIONAL SUPPORT SERVICES
Vocational Support Services (VSS) provides instructional support to students enrolled in career and technology education programs leading to a certificate or an A.A.S. degree. Staff helps students identify learning strengths, target areas for improvement, and build the skills for successful learning and attainment of educational goals. The student and VSS staff work with faculty, learning specialists, and other campus support services to identify barriers to success and develop strategies to help the student effectively manage the demands of college studies.

HOURS OF OPERATION
Monday-Friday 8:30 a.m. to 4:30 p.m.
Evening hours by Appointment
Email: VSS@pgcc.edu
Phone: 301-322-0730, TTY 301-322-0122
Marlboro Hall 2102

SERVICES AVAILABLE
Study Skills Sessions - individual and small group assistance on study skills and learning strategies.

Student Success Workshops - a series of workshops throughout the Fall and Spring semesters on study skills and life management topics. Workshop topics include Multiple-choice Test Taking, Social Media, Time Management, and Math Anxiety. Many faculty permit students to include workshop participation as part of required learning lab hours or as one of the required out-of-class activities. Check with your individual instructor.

Camelot - a diagnostic test of your strengths and weaknesses in taking multiple-choice tests. This may be done individually or as part of a classroom presentation.

LASSI - a web-based assessment designed to measure students’ concentration, attitude, motivation, anxiety information processing and time management skills.

Strength Quest - a strength assessment that helps students, staff, and faculty achieve academic, career, and personal success.

Academic Success Keys (ASK) - a reference grid to help guide you to resources available at the College.

Consultation with Faculty - VSS is available to consult with faculty on concerns regarding individual students, provide classroom presentations on a variety of study skills topics, and identify resources on how to foster development of learning strategies and critical thinking skills in students.
**Resources Available**

- Materials on a wide range of study skill topics
- Videos or study skills workshops
- Assessments of learning style and test taking skills

**Vocational Support Services Staff**

- Crystal M. Smith, Manager, Student Success Programs, 301-322-0180
- Maurice A. Gatling, Advisor 301-583-5248
- Laura D. Harver, Advisor, 301-322-0725
- Patricia A. Woods, Office Associate II, Student Success Programs 301-322-0730
Student Success Workshops

✓ “Starting the Semester Right”
  Strategies on time management and utilizing your text book for academic success

✓ “Time Management”
  Students will discover how to organize their time which will assist in managing academic responsibilities

✓ Note taking for Better Grades”
  Learn the skill of effective note taking

✓ “Effective Study Skills”
  An overview of tools for acquiring good study habits such as time management, SQ3R, and note taking

✓ Critical Thinking”
  Students will learn how to apply critical thinking concepts in their studies

✓ “Test Anxiety & Stress”
  Learn tips for managing test anxiety and stress

✓ “Preparing for Mid-Terms”
  Time management and study skill strategies are reinforced

✓ “Essay Test Taking Made Easy”
  Strategies for responding to essay questions are discussed

✓ “Mind Mapping for Success”
  Learn how to use images, key works, and associations to reinforce learning

✓ “Social Media, Academics, and You!”
  Description of what social media is, and how it can impact or enhance the performance of a student

✓ “Preparing for Math Finals”
  Strategies for improving math performance are reinforced

✓ “Finals! Finals! Finals!”
  Time management and study skill strategies are reinforced

Free Workshops      Lab Credit May Be Earned

For questions regarding these workshops, please contact Vocational Support Services at 301-322-0730 or VSS@pgcc.edu
Ways to Increase Your Ability to Be a Successful Student
A Compilation of Learning Strategies

TIME MANAGEMENT TIPS

- Prioritize
- Have a plan
- Meet deadlines
- Write down all tasks and appointments on a calendar
- Be organized
- Use a calendar to block out time
- Be aware of timewasters
- Reorganize each week
- Long-term projects
- Limit disruptions

I. Time Management Tips

Here are some time management tips for you to use that will help you find those extra hours.

1. Schedule Your Time Wisely.

Time management means that you should check your schedules and planners when someone asks you to do a new task or assignment so you won't get stressed out by taking on more than you can comfortably complete.

2. Use a “TO DO LIST” for every workday

Develop a “To Do List” for each workday so that you can write down your activities and tasks for that day; you can prioritize those activities according to the importance of accomplishing these activities, tasks or goals.

3. Set up Specific Times and Days for Studying, Exercise, Days Off, etc.

Study days and times should be included in your “To do List”, as well as days off (at least two per week), schedule times for studying, school, work, social activities and any activity that relates to time in your daily schedule.
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<thead>
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<th>TIME</th>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
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## To Do List

<table>
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<th>ABC Priority</th>
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**List tasks and activities according to importance with:**

- **A** = Most important (assignments due, tasks needing immediate attention)
- **B** = Important, but less so than “A” (will become A’s later)
- **C** = Does not require immediate action right now.

These time management tips will really help you to manage your time better and to improve your focus in college. If you commit to using these methods for at least one semester or as you complete the semester that you are in at this time, you will find these tools truly beneficial.

Start NOW to implement these changes. This is a learned process and the only way that you can learn these time management skills is by repetitive activities or by doing them over and over again until they become a fixture in your tools for succeeding in college.

Try these tips NOW! The end results may lead you to better grades and peace of mind while you are moving through the transition from high school to college.

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**Vocational Support Services**
Email: [VSS@pgcc.edu](mailto:VSS@pgcc.edu)