



MCAN’s College Completion Corps will place full-time AmeriCorps members on community college campuses across Michigan. Completion Coaches will support a defined cohort of 100-150 students who identify as first-generation, low-income and students of color, promoting student persistence and – ultimately – completion of a degree.

Through a competitive application process, MCAN will identify campus host sites for approximately 20 full-time AmeriCorps members. Each full-time AmeriCorps member will serve 1,700 hours over a 12-month service term, tentatively scheduled December 7, 2020 – December 6, 2021. It is preferred that members have experience navigating the host campus and local community in order to be most effective in their coaching role. While MCAN is responsible for administration of the program, host campuses will be intimately involved with the identification and selection of AmeriCorps candidates. A full-time Completion Coach will support the student cohort through three types of intervention: individual meetings, group activities and electronic communication (email, text, voicemail).

MCAN will administer the program by employing and training the Coaches, providing ongoing support to members and host campuses, and compiling reports as required by funders. MCAN will provide a week-long orientation to all Completion Coaches, developing key skills and strategies for supporting their student cohort. Following MCAN’s orientation, the Coaches will return to their host campus for both structured and self-directed orientation prior to interaction with students.

## CAMPUS COMMITMENT

- **Cash match:** the campus will be required to provide a cash match annually over a three-year commitment: Year One - \$10,000 cash match per member; Year Two: \$12,500 for first member, \$10,000 for each additional member; Year Three: \$15,000 for first member, \$10,000 for each additional Member
- **In-kind support:** each Completion Coach must have assigned office space to accommodate a flexible schedule; office supplies and resources to support student interaction, including access to a laptop (transportable to student meetings), a dedicated campus phone and internet access.
- **Designated Site Supervisor:** each Completion Coach must have a full-time campus professional as a designated site supervisor. This individual will participate in a one-day MANDATORY orientation in Lansing during the Member’s week-long Orientation and will participate in periodic phone calls and site visits to monitor and program progress.
- **Information-sharing agreement:** campuses will agree to allow Coaches to access, monitor and contribute to student records through an existing early-alert or student tracking system in order to track program benchmarks and identify potential interventions; and to also use the campus system for communication with students (phone/text/email).

| IMPORTANT DATES                  |                    |                              |                      |
|----------------------------------|--------------------|------------------------------|----------------------|
|                                  |                    | Program Begins:              | December 7, 2020     |
| Request for Proposals Available: | May 15, 2020       | Coach Orientation (Lansing): | December 7-11, 2020  |
| Application Deadline:            | August 14, 2020    | Site Supervisor Orientation: | December 11, 2020    |
| Notification of Award:           | September 14, 2020 | Campus Orientation:          | December 14-18, 2020 |
| Member Selection:                | Fall 2020          | Self-Directed Training:      | December 21-30, 2020 |