

Polaris Career Center Course Syllabus

Employability Skills Lab Junior/Senior

Course Information

Instructor:	Brian Charnigo	Phone:	440.891.7702
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		Room:	Room 100
		Meeting Time:	Junior 7:50 am -10:50 am Senior 11:20 am - 2:20 pm
		Availability:	7:15 am - 7:50 am, 2:20 pm - 3:00 pm

Course Description

The Employability Skills Lab provides instruction and opportunities for students who require support to learn specific work skills, work behaviors, and self-management strategies. This program is the most intensive phase in the Job Training Continuum for special needs students at Polaris Career Center. The Employment Skills Lab Program emphasizes simulated and authentic work experiences in order to prepare students to progress in the Job Training Continuum at Polaris Career Center. The program targets students who are 17 - 22 years old with a current IEP. The IEP must reflect community-based employment as a reasonable outcome, either in a competitive or supported employment setting.

Major Course Goals

The major goals of the Junior/Senior Employability Skills Lab program/course will ask students to:

1. Understand and follow all safety procedures in the work place setting.
2. Acquire personal self-management skills in the areas of personal hygiene and self-control.
3. Gain initiating social skills such as greeting others, asking for help, apologizing, and giving compliments.
4. Obtain responsive social skills such as listening before responding, following directions, handling criticism, and dealing with anger.
5. Demonstrate how to use proper conversation skills in the workplace setting.
6. Perform basic entry level job skills.
7. Increase speed, accuracy, and stamina in the workplace setting.
8. Work in setting without direct supervision.

Instructional Philosophy

The daily class routine consists of a theory lesson, a simulated work station period, and an authentic work experience period. The theory lesson may include students participating in both scripted and student created role plays. The simulated work stations consist of various settings in which students practice specific skills that will help build expertise in targeted areas. In addition, independence and stamina on the job will increase as students progress through the program. Students will participate in authentic work settings throughout the Polaris Career Center. All written assignments are completed within the theory time. Homework consists of practicing social skills outside the school setting.

Course Units of Study

The major goals of the Employability Skills Lab are:

Social Skills at Work

- Personal social skills
- Initiating social skills
- Responsive social skills

Vocational Role Plays

- Scripted vocational role plays
- Student crafted role plays

Job-Related Social Skills

- Proper greeting of others
- Working with others
- Joining others in groups

Self-Management Skills

- Self advocacy
- Taking responsibility
- Accepting consequences
- Setting goals

Specific Employment Skills

- Independence
- Stamina
- Fine motor skills
- Gross motor skills

Conversation Skills

- Introduction to conversation skills
- Initiation of conversation skills
- Expansion of conversation skills

Primary Curriculum Materials

1. Conversation Skills On the Job and in the Community by Marilyn Banks, Ed.D. ISBN #1-575861-545-3
2. Conversation Skills II Extending Conversations by Marilyn Banks, Ed.D. ISBN #1-57861-646-8
3. Attainment's Get a Job Curriculum by Corinne Thomas-Kersting ISBN #1-57861-648-4
4. Scripted Vocational Role Plays by Gary Sigler ISBN #1-57861-107-5
5. Software: Attainment's Social Skills @ Work version 1.9.1
6. Software: Attainment's Computers @ Work version 3.5.1

Business and Industry Credentials, Certifications, and/or Licenses

Not applicable

Course Projects and Special Activities

Most activities will be hands-on and will begin in a simulated setting and move to more authentic situations within the career center. Course projects and special activities will be developed each year based on the individual needs and abilities of the students.

Course Policies

Code of Conduct:

The published Code of Conduct for Polaris Career Center found in the Student Handbook will be enforced at all times. Students should refer to the Handbook for discussions of due process and safety violations.

Dress and Grooming Guidelines:

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruptions, avoid safety hazards, and teach respect and is similar to those enforced in most working environments. Students should refer to the handbook for explicit explanations. Note: Students enrolled in the Employability Skills Lab will be required to wear a Polaris Career Center program shirt and a Polaris name tag.

ID:

As stated in the Handbook, students will wear their Polaris IDs and carry a hall pass at all times.

Attendance/Tardiness:

Students should particularly note the attendance/tardiness policy in the Handbook as it will be followed at all times.

Make-up Work:

Students who have excused absences may make up the work they missed. It is the student's responsibility to check with each teacher the day the student returns from an absence to arrange specific dates for completing the work and for taking tests, if any tests have been missed. Assignments that were due and tests that were scheduled on the day of the absence will be due on the day the student returns. The student will be allowed one day for each day of an excused absence to make up the assigned work.

Computer Usage:

Access to technology is designated for the completion of class assignments only. Students must sign the Technology Acceptable Use Policy of Polaris in order to be given use of computers, software, and Internet access. The use of technology is a privilege, not a right. Any student who violates the Policy may lose their access to these items. Polaris Career Center reserves the right to monitor computer and Internet access. Note: Any student who accesses web sites other than the approved Employability Skills Lab web sites will lose computer privileges.

Infinite Campus:

Polaris has implemented a program called Infinite Campus. This program provides students and parents with the ability to check on attendance, grades, test scores, homework assignments, and a host of other information. This information can be reviewed from any internet connection. For additional information, please contact Jean McLaughlin, Education Management Technology Specialist, at 440.891.7713.

Syllabus Changes:

The instructor/Polaris Career Center Administration reserves the right to make changes to this syllabus throughout the year.

Course Assessment Plan

Assignments will be dropped one letter grade for each day they are late. If an assignment is turned in more than four days late, it will be worth half credit.

Grades will be determined by a Total Points method using the following:

Theory Lessons	45%
Lab Skills	45%
Employee Evaluations	10%

Grades for the course will be based on the following levels of performance:

Grade	Description
A (90-100%)	Work is correct with only minor flaws (not having to do with the main idea of the problem). The concepts presented in class were understood and were appropriately applied to real-world examples. All assignments were completed on-time and were of a work quality.
B (80-89%)	Work was done with a few flaws. The concepts presented in class were applied with help. Almost all tasks and assignments were completed on-time and demonstrated with sufficient skills
C (70-79%)	Some difficulty was had understanding class concepts or applying concepts to real-world situations. Some assignments were late.
D (60-69%)	Only some of the work was completed for class. Work completed was frequently late or was of low quality with errors and omissions.
F (0-59%)	Did not complete a significant amount of work for the class. Work had major errors and did not meet standards.