

Polaris Career Center Course Syllabus

Transition to Employment High School

Course Information

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		Room:	300B
		Meeting Time:	7:15 a.m. - 3:00 p.m.
		Availability:	8:00 a.m. -10:30 a.m.

Course Description

The Transition to Employment Program is part of the Job Training Continuum and provides training in obtaining and maintaining competitive employment to students with special needs between the ages of 18 and 22. The majority of students who participate in the program have been enrolled at Polaris Career Center and have received skill training in one or more to the following areas: food service, housekeeping/maintenance, laundry services, grounds keeping, health care, and/or clerical services. Emphasis will be placed on students attaining outstanding attendance records, quality work performance, cooperative work attitudes, consistent work rates, and dependably and reliability on the job.

Major Course Goals

The major goals of the High School Transition to Employment program/course will ask students to:

1. Obtain and maintain successful paid employment within the community.

Instructional Philosophy

The Transitional Employment Coordinator conducts job development and job matching services. The skills and interests of the student employees are matched with the job requirements and responsibilities of a potential employer. An in-depth screening process of perspective employers and student employees is conducted to ensure an optimal placement.

Following placement, the student is responsible to make weekly contact with the Transitional Employment Coordinator to share the work schedule and discuss work progress on the job. The coordinator will meet with the student at the local public library or at the student's place of employment. An ongoing system of communication between the employer, student/employee, and Transitional Employment Coordinator will ensure employer satisfaction. The coordinator will follow up with the student during employment for the remainder of the school year providing further support and training if needed.

Once placed into competitive employment, direct supervision and job coaching will be provided on a daily basis during the initial training to ensure quality job performance. Job coaching will be provided by the Bureau of Vocational Rehabilitation. The job coach will remain on the job site until the trainee has learned the job. The job coach will be available to re-train for a specific skill/job.

Course Units of Study

The major units of study include:

- Work Skills and Interest Match
- Job Application Skills Training
- Job Interview Skills Training
- Employability Skills Training
- Temporary Driver's Licence Test Training
- Travel Assessment and Training
- Employment Follow-up and Support

Primary Curriculum Materials

Instruction takes place at the student's place of employment; no formal curriculum materials are used.

Business and Industry Credentials, Certifications, and/or Licenses

Not Applicable

Course Projects and Special Activities

Not Applicable

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 good personal 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. Students are expected to dress for success.

ID:

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

Attendance/Tardiness:

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

Make-up Work:

Not Applicable

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.

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

The grade of pas or fail will be determined by Employer and Coordinator's Evaluations using the following:

Monthly Employer Evaluations	50%
Weekly Transition to Employment	50%
Coordinator Evaluations	

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

Grade	Description
A Pass	The student had excellent Employer and Coordinator's Evaluations.
B Pass	The student had above average Employer and Coordinator's Evaluations.
C Pass	The student had average Employer and Coordinator's Evaluations..
D Pass	The student had below average Employer and Coordinator's Evaluations.
F Fail	The student had poor Employer and Coordinator's Evaluations.