**Department of Exceptional Student Education**

**College of Education**

**Florida Atlantic University**

**Instructor:** **Office:**

**Phone: E-mail:**

**Office Hours: Class Day/Time:**

Insert instructor picture here,

Course Number: Sls1341

2 credits

**Course Title:** Employability Skills

**Catalog Description:** Students will learn to identify the methods of locating, applying for, and keeping a job.

INSTRUCTOR INTRODUCTION TO THE COURSE: This course is designed for the Florida Atlantic University Academy for Community Inclusion. In this course, students will learn strategies to search for jobs using technology and other methods of locating available jobs. Students will also learn how to fill out an application and job site strategies in order to retain the job they have.

**PREREQUISITE or COREQUISITE:**

None

REQUIRED TEXTS or MATERIALS:

All materials will be provided by instructor in class or on Blackboard. Materials will be provided in multiple formats as appropriate.

Owl Card to access the library (Student Services)

Online Work Portfolio

USB storage drive

Tablet/Laptop

TECHNOLOGY:

E-mail: Your FAU email will be used for this class

Computer: This course will be web assisted through FAU Blackboard site. Some handouts, forms, handbook and resources may be available on the website. Go to the website: <http://blackboard.fau.edu> (Do not type www).

VIDEOS:

1. Job Interview Tips-

<https://www.youtube.com/watch?v=epcc9X1aS7o>

**COURSE OBJECTIVES:**

Upon completion of this course, the successful student will be able to demonstrate the following:

1. Identify and describe effective approaches to conducting a job search
2. Determine the job qualifications and skills necessary for the job to which the student is applying for
3. Develop and write a resume.
4. Complete a job application
5. Identify and describe the characteristics an employer seeks in a prospective employee.
6. Utilize a work portfolio while on a job interview
7. Demonstrate effective approaches to job interview situations
8. Identify the elements of succeeding on the job and job retention strategies

Content Outline:

COURSE REQUIREMENTS: (See Appendix for more details on assignments)

1) Job Search Outcomes- In this assignment you will conduct a job search. Keeping in mind your specific skills and the qualifications that the job requires, you will make a list of appropriate jobs for you to apply to.

2) Resume- You will develop your resume, something that you can take with you to every job interview. It will include your purpose and a job history. Your portfolio will be helpful!

3) Mock Interview- One on one with your instructor, you will complete a mock job interview demonstrating the appropriate social skills, work attitudes, and effective approaches to obtain a job.

4) On the Job Strategies- Develop at least three strategies to use while on the job for success. They can range from checklists, to video modeling, to setting an alarm as a reminder. This is specific to you so each strategy should be individualized.

5) Field Experience- This is an experience designed to help build the general skill sets you will need in order to obtain a job. You must successfully complete the field experience portion of this course in order to pass the course.

6) In Class Assignments and Homework- You are expected to attend and fully participate in class. Each class session will have either an in- class or homework assignment that will allow you to practice the skills presented in class. You are responsible for completing the assignments within the given time frame stated by the instructor.

**ASSESSMENT PROCEDURES:**

|  |  |  |
| --- | --- | --- |
| **Assignment** | **Points Earned** | **Possible** |
| **1: Job Search Outcomes** |  | **15** |
| **2: Resume**  |  | **25** |
| **3: Mock Interview**  |  | **25** |
| **4: On the Job Strategies** |  | **15** |
| **5: Field Experience**  |  | **40** |
| **6: In Class Assignments and Homework** |  | **15** |
| **TOTAL** |  | **120** |

**GRADING (FAU GRADING SCALE):**

Activity scores are cumulative and the grade scale represents percentage of total points earned.

A = 93-100 A- = 90-92 B+= 87-89 B = 83-86

B- = 80-82 C+= 77-79 C = 73-76 C-= 70-72

D+= 67-69 D = 63-66 D-= 60-62 F = Below 60

**POLICIES AND PROCEDURES:**

**ATTENDANCE:**

According to University policy, “Students are expected to attend all of their scheduled University Classes and to satisfy all academic objectives as outlined by the instructor.” Attendance includes meaningful, active involvement in all class sessions, class discussions, and class activities as well as professional, ethical, conduct in class. Reasonable accommodations are made for religious observances.

**STUDENTS WITH DISABILITIES:**

In compliance with the Americans with Disabilities Act (ADA) and FAU policy, students with disabilities who require special accommodations to properly execute course work must register with FAU Student Accessibility Services (SAS) and provide the instructor of this course with a letter from SAS indicates the reasonable accommodations that would be appropriate for this course. SAS offices are located on Boca, Davie and Jupiter campuses. Information regarding SAS services and locations can be found at: <http://www.fau.edu/sas/>

**CODE OF INTEGRITY:**

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty, including cheating and plagiarism, is considered a serious breach of these ethical standards, because it interferes with the University mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the University community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see <https://www.fau.edu/ctl/4.001_Code_of_Academic_Integrity.pdf>

**BIBLIOGRAPHY**

*Becoming a comprehensive transition program*. (n.d.). Retrieved August 17, 2015, from <http://www.thinkcollege.net/topics/becoming-a-comprehensive-transition-program>

*Employability for adults with learning difficulties/learning disabilities*. (n.d.). Retrieved September 10, 2015. <http://dera.ioe.ac.uk/152/1/Learning_for_Work_Main_Report_FINAL.pdf>

Grigal, M., & Hart, D. (2010). Think college: Postsecondary education options for students with intellectual disabilities. Baltimore, MD: Paul H. Brookes Publishing Co.

Wolffe, K. (2012). Job maintenance skills. In *Career counseling for people with disabilities* (2nd Ed.) pp. 81-91; 93-101. Austin, TX: PRO-ED.

***COURSE SCHEDULE FOR SEMESTER***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Week*** | ***DATE*** | ***TOPICS*** | ***ASSIGNMENTS*** |
| ***1*** |  | *Overview of Syllabus**Introduction to Course*  | Hmwk: collect required materials for classStart your Field Experience  |
| ***2*** |  | *Where Do I Look?* | Hmwk: list of websites that post jobs |
| ***3*** |  | *What Skills Do I Need?*  | Hmwk: Brainstorm a list of your skills and experience |
| ***4*** |  |  *How do I conduct a search?* | Hmwk: list of jobs you would like to look for  |
| ***5*** |  | *What is my job history?* | ***Job Search Outcomes Due*** |
| ***6*** |  |  *How do I apply?* | Hmwk: Complete application handout |
| ***7*** |  | *Resume Workshop* *--Small group resume revising in Lab*  | Hmwk: Bring rough draft of resume and USB saved version |
| ***8*** |  |  *What do I bring to an Interview?* | ***Resume Due***  |
| ***9*** |  | *What do I say?*  | Hmwk: Watch interview video posted on BB |
| ***10*** |  |  *Mock Interviews*  | **Attend your Mock Interview** |
| ***11*** |  |  *Mock Interviews* | **Attend your Mock Interview** |
| ***12*** |  |  *How can I be Successful?* | Hmwk: Brainstorm tasks that you may need support with on the job |
| ***13*** |  | *How do I keep my Job?* | ***On the Job Strategies Due***  |
| ***14*** |  | *How did I do?* | Hmwk: Complete post-work assessments  |
| ***15*** |  | *How do I do better?* | Hmwk: Talk to your job coach about your performance  |
| ***16*** |  | *Finish Field Experience and hand in time sheets*  | ***Field Experience Due*** |

**Appendix A- Job Search Outcomes (15 points)**

In this assignment you will conduct a job search. Using the tools created from homework and in class as assistance, you will find 5 jobs that are appropriate for you to apply for. This means that you have the proper qualifications and skills needed for the job, the job is hiring, and the job is relevant to your career map in that it will help you gain experience for your ultimate employment goal.

In a word document list the 5 jobs you have found, the qualifications for the job, and the application process or what items you will need to send them in order to apply (application, resume, certifications, etc.).

Submit the Job Search Outcomes assignment on Blackboard

Due Date:

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Search Outcomes** | Exceeds Expectations  | Meets Expectations  | Does Not Meet Expectations  |
| Jobs \_\_\_\_\_/5 |  |  |  |
| Qualifications\_\_\_\_\_/5 |  |  |  |
| Application Process\_\_\_\_/5 |  |  |  |

**Appendix B- Resume (25 points)**

When applying to a job of your choice, you will often be required to send in your resume. Your resume explains about your job history and experience. Your resume may list any special skills you may have relevant to the job you are applying for such as proficiency in computer technology as well. Different from your work portfolio, your resume does not list all of your strengths or needs, your personal goals and information, or even your health requirements. A resume simply is a list of your job history and what tasks you worked on at those jobs.

In order to apply for most jobs, you need a resume. Construct a resume in Microsoft Word and upload it to blackboard. Remember to put in your contact information at the top so that employers may contact you if they would like to hire you.

After that you will list your job history in chronological order, or order from most recent job first.

Note: We will have a resume workshop in class and you will need to save your rough draft of your resume to a USB.

Due Date:

|  |  |  |  |
| --- | --- | --- | --- |
| **Resume** | Exceeds Expectations  | Meets Expectations  | Does Not Meet Expectations  |
| Contact Info\_\_\_\_\_/5 |  |  |  |
| Job History with details\_\_\_\_\_/15 |  |  |  |
| Extracurricular or Special Skills\_\_\_\_/5 |  |  |  |

**Appendix C- Mock Job Interview (25 points)**

One on one imitation interview with the instructor demonstrating effective approaches during a job interview. During the interview, your instructor will ask you open ended questions that you will have to answer.

You will be given a list of questions to prepare answers for before the interview. You will not be able to bring in your answers to the questions for the interview. Practice, Practice, Practice!

You will sign up for a time to meet with your instructor during the weeks of:

Remember the interview rules! Come with a smile and a positive perspective and attitude. Be polite and answer the questions to your best.

In an interview you would dress to impress. You will need to do the same for this assignment.

You will need to bring your resume and/or your work portfolio to the interview.

You will be graded on the content of which you stated during the interview, your appropriateness, your presentation of yourself, and the materials that you will need to bring with you.

|  |  |  |  |
| --- | --- | --- | --- |
| **Mock Job Interview**  | Exceeds Expectations  | Meets Expectations  | Does Not Meet Expectations  |
| Answers\_\_\_\_\_/10 |  |  |  |
| Attitude \_\_\_\_\_/5 |  |  |  |
| Presentation \_\_\_\_/5 |  |  |  |
| Materials \_\_\_\_\_/ 5 |  |  |  |

**Appendix D- On the Job Strategies (15 points)**

Think of your previous field experiences and some of the tasks that you required some assistance for. Using strategies will promote the success rate during your employment. Strategies help us to accurately complete our job tasks.

Develop at least three strategies to use while on the job for success. They can range from checklists, to video modeling, to setting an alarm as a reminder. This is specific to you so each strategy should be individualized. You will also need to state why you use this strategy.

You can use the job you are at now during your field experience as a guide to what tasks may require assistance with.

Submit your strategies via Blackboard on:

Make sure that the instructor is able to view all strategies regardless of the format (Word, PowerPoint, Publisher, Windows Media Player, etc.).

|  |  |  |  |
| --- | --- | --- | --- |
| **On the Job Strategies**  | Exceeds Expectations  | Meets Expectations  | Does Not Meet Expectations  |
| Strategy 1\_\_\_\_\_/5 |  |  |  |
| Strategy 2\_\_\_\_\_/5 |  |  |  |
| Strategy 3\_\_\_\_/5 |  |  |  |

**Appendix E- Field Experience (40 points)**

This is an experience designed to help build the general skill sets you will need in order to obtain a job. This experience will help you develop your career and will give you practice and familiarity with your career field. You will have the chance to choose what type of field experience you would like to try.

Requirements of this field experience include:

* Completion of SLS1305
* Currently enrolled or have already completed SLS1341
* Work Portfolio with career choice
* An average of 5 hours per week on the job for 15 weeks
* Completion of self-evaluation assessments at the end of 15 weeks
* Time-Sheet

During this field experience, the job coaches will assist in supporting the student’s needs on-site. The student will look to their job coach for advice as far as employment is concerned.

At the end of 15 weeks your job coach will give you a self-evaluation to complete. You will complete it based on your experience and thoughts about how you work as an employee.

You will also find a time-sheet below that you will need to fill out before and after work each day. This will log your hours at work. You will need to complete this sheet and submit it to the instructor at the end of the 15 weeks in order to receive credit for this assignment.

**Appendix E- Field Experience (40 points)**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Timesheet**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Start Time** | **End Time** | **Hours** |
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