

**Trumbull Career and Technical Center**

**Job Training Course Syllabus**

**JOB TRAINING PROGRAM**

**OPT 4 CITE**

**2010-2011 School Year**

**Submitted by**

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# **Trumbull Career and Technical Center**

## **Job Training Course Syllabus**

### **OPT 4 CITE**

Job Training Coordinator: Nancy Prox

#### **Course Description**

Job Training is a Career Technical Education Workforce Development Program funded through ADM funding (Average Daily Membership). The Trumbull Career and Technical Center Job Training Program encompasses 3 major areas: The OPT 4 CITE Program, Unpaid Community Job Training, and Paid Employment. All 3 vocational courses are under the State umbrella of "Job Training". This syllabus will focus primarily on the OPT 4 CITE Program. OPT 4 CITE is a joint venture between the TCTC and The Trumbull County Board of Mental Retardation and Developmental Disabilities, making community based school to work training a reality. OPT 4 CITE is a collaboration that provides Community Integrated Training For Employment (CITE). The program is a two-day a week, entry level vocational program that focuses on developing employability skills within a nurturing, supportive environment.

## **Instructional Philosophy**

The OPT 4 CITE Program serves as an entrance gate or stepping stone to other vocational programs. Students considered for placement in OPT 4 CITE are those with disabilities who may/may not be MRDD eligible and between the ages of 16-22. The basic philosophy of OPT 4 CITE Job Training is to prepare/assist students with disabilities in developing a foundation on which to acquire employability skills and to ensure that the transition from school to community is a successful one. Each student is viewed as an individual with their own unique set of needs and requirements.

## **Course Goals**

1. To improve student employability goals such as: attendance, time on task, the need for supervisor redirection, improvement of work quality, improvement of work quantity, and other employability factors.
2. To improve the student's concept of him/herself as a worker and member of society.
3. To follow safety procedures as instructed.
4. To acquire and use acceptable manners, voice, and social skills in a cooperative, group, and community setting.
5. To participate in work based and school based learning.
6. To gain decision-making skills within a guided setting.
7. To provide orientation to the world of work both by example and action.
8. To realize that life long learning occurs.

## **Major Course Requirements**

### 1. Attendance

Since students attend this program only two days a week, attendance is highly important.

### 2. Hygiene

Improvement of hygiene is a necessity since this determines employability within the community setting (some students will not have a problem with this but others require instruction).

### 3. Social Skills

Many students do not have the necessary social skills/manners to operate acceptably in a community setting. We work heavily to improve these skills because often students do not relate to co-workers on job sites and are unable to maintain employment. The use of "natural supports" at a job setting provides the best-case scenario.

### 4. Job Shadowing

Students Job Shadow on a daily basis in the OPT 4 CITE Program. As an introduction to the community and various jobs, students become aware of daily work and future job possibilities.

## **Program Assessment Plan**

Students attend two days a week for a total of 4 nine-week sessions. Academic requirements are met while the student is at his/her home school the remaining 3 days of the week. Students receive 2 credits for the yearly OPT 4 CITE participation. They receive daily grades in the areas of: attendance, hygiene/grooming, level of productivity, work quality, work attitude, and behaviors on the job. They can receive four points for each area, totaling a possible 24 points each day. The total number of days in the nine-week period determines the total possible point accumulation. Grades are given as percentages according to the TCTC grading scale.

### TCTC grade scale

A	92-100%	Excellent
B	83-91%	above average, improving
C	74-82%	average, improving
D	66-73%	below average performance
F	0-65%	failure (no credit given)