

Trumbull Career and Technical Center

Job Training Course Syllabus

JOB TRAINING PROGRAM

OPT 4 CITE

2011-2012 School Year

Submitted by

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Trumbull Career and Technical Center

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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)