

**Cuyahoga Valley Career Center**  
**Transition to Work**  
**Syllabus**

**What can you expect from this course?**

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**Course Description:** Transition to Work is a multi-year program designed to develop and enhance positive work behaviors and employability skills. As students demonstrate progress through the program they will experience simulated work, piecework, and nonpaid community based training sites. Through these experiences students will develop skills, abilities, attitudes, work ethic, knowledge, and aptitudes in social and employability skills.

**Instructional philosophy:** Students will engage in a variety of challenging real and simulated projects/experiences that will provide the opportunity to learn and enhance skills and behaviors that are necessary for transition to employment in the community and/or supported employment.

**Course Goals:**

- Attend school daily on time.
- Arrive with a willingness to learn, participate and be a contributing member of a team for productivity.
- Demonstrate understanding of these basic positive work behaviors:

Time management	Safety	Hygiene/grooming
Policy	Initiative	Follow directions
Team member	Flexibility	Workspeed
Work quality	Responsibility	Independent
Accepting criticism	Leisure	Stamina
Respect	Communication	Staying on task
Handling conflicts	Pleasant greetings	
Following a work schedule	Honesty/trust	
Positive Attitude	Prep/Neat/Clean up work area	
Working under pressure		
- Demonstrate safety in lifting, hot/cold water, pedestrian safety, dishwasher use, equipment and supplies use at community job sites.
- Transition to Work AM:
  - Attend school daily on time arriving to the program area independently. If not attending, student is expected to call self off “work” as would be done in a paying job.
  - Wear uniform each day.

- Demonstrate basic knowledge of entry level jobs, job searches, application, resumes, interviewing, pay, and taxes.
- Learn and perform a simple work routine.
- Work independently for up to 15 minutes.
- Communicate needs verbally or through pictures, or voice output devices.
- Transition to Work PM:
  - Attend school according to schedule.
  - Wear uniform each day.
  - Learn and perform a simple work routine.
  - Work independently for up to 5 minutes.
  - Communicate needs verbally or through pictures, or voice output devices.

### **Major Projects:**

Students enrolled in Transition to Work AM will:

- Experience up to four different training sites during the course of the academic year. These are scheduled three days per week.
- Complete a 2500 piece mailer and a 2500 count collating project for the recruitment department.
- Work on a variety of assembly and packaging jobs for local companies.
- Work on a variety mailing jobs for local companies.
- Participate in class projects and lessons pertaining to all aspects of the world of work.
- Use the work related words and positive behaviors discussed, observed, and reinforced while in the building and in the community.

Students enrolled in Transition to Work PM will:

- Experience up to five different training sites during the course of the academic year. These are scheduled two to three days per week.
- Be responsible for the ongoing paper recycling project underway at CVCC, through emails, schedules, and paper pickups.
- Be responsible for maintaining paper supply in the administrative offices and completing mailings.
- Work on a variety of assembly and packaging jobs for local companies.
- Work on a variety of mailing jobs for local companies.
- Complete shredding of paper
- Use pictures, words, output speech devices, or other means to effectively communicate their wants/needs, and job task choices.

### **Assessment Plan:**

All assignments are designed to teach and guide students towards meeting the standards of this course and/or objectives on the students IEP.

Distribution of grades:

- Grades for morning students are determined by the average of related, lab, and responsibility grades given each week.
- Grades for afternoon students are determined by lab grades.

Grades will be assigned in accordance with the CVCC grade guidelines as found in the CVCC student handbook (A=90, B=80, C=70, D=60).

### **Safety Precautions:**

- Transition to Work AM: sign a safety form prior to each training experience that has been read, discussed, and practiced if appropriate. Areas addressed for safety are lifting, pedestrian and public transportation, hot/cold water use, dishwasher use. No running, horseplay, or practical jokes. No use of tools/equipment unless instructed and proven mastery.
- Transition to Work PM have individual instruction as necessary for safety issues.

**Materials required for Transition to Work:** There is a CVCC uniform policy. Grey polo style shirts will be purchased and worn everyday for students in Transition to Work. Students will also wear tan, black, or navy blue dockers style pants. Shorts, sweats, or athletic apparel are not permissible. Shoes must have a rubber sole, with a low heel, closed toe shoe or tennis shoe. Sandals and flip flops are not permissible.