

**CAREER WORK STUDY PROGRAM
CLASS SYLLABUS**

Instructors: Dave Alvis/Phil Blevins

Class: Career Work Study Seminar/Workshop

Location: TBA

Time: 1:00-3:00 pm

Days: June 2,6,13,20,27,30

INTRODUCTION

The Career Work Study Program (CWSP) is carried out through the regular Upward Bound program and gives the students the opportunity to explore, discover, and experience career options and fields that are of interest to each individual Upward Bound student selected to participate in CWSP. Students will be selected to participate based on a predetermined criteria. Students selected will be expected to work twelve (12) hours per week including attending seminar class one day per week.

PROGRAM OBJECTIVE

The purpose of the CWSP is to prepare Upward Bound students for the professional work force while exposing them to professional fields of employment in a hands-on environment. Students selected will gain and improve knowledge of a specific field, acquire and utilize skills and competencies necessary to be productive in a professional setting, familiarize themselves with proper procedures and ethical guidelines, and experience the process of gaining employment in a professional work place.

REQUIRED FORM CHECKLIST

Listed below are the required forms needed to successfully complete the CWSP.

1. Application _____ (One time)
2. Placement Survey _____ (One time)
3. Handbook _____ (One time)
4. Time Log _____ (Weekly)
5. Journals _____ (Weekly)
6. Student Contract _____ (One time)
7. Supervisor/Student Contract _____ (One time)
8. Supervisor Evaluation _____ (One time)
9. Supervisor Evaluation of Student _____ (One Time)
10. Exit Interview _____ (One time)

NOTEBOOK REQUIREMENTS

Listed below are the required items that must be placed in your notebook and submitted. Items or articles may be added to this list throughout the CWSP class.

- ❖ Application
- ❖ Placement Survey
- ❖ Handbook
- ❖ Time Logs
- ❖ Journals
- ❖ Student Contract
- ❖ Supervisor/Student Contract
- ❖ Supervisor Evaluation
- ❖ Supervisor Evaluation of Student
- ❖ Exit Interview
- ❖ Notes from seminar/workshop
- ❖ Mock Interview evaluations
- ❖ Resume
- ❖ Job Exploration paper or interview
- ❖ Each test (2 total)
- ❖ Handouts from seminar/workshops

REQUIREMENTS

1. Work the required and agreed upon hours at the designated workplace.
2. Attend weekly seminars.
3. Complete and submit all required paperwork.
4. Complete a mock interview.
5. Organize and compile a CWSP notebook to submit.
6. Complete a job exploration paper or an interview with an individual in your field of interest.
7. Complete 2 tests.
8. Receive a satisfactory evaluation from site supervisor.
9. Receive a satisfactory evaluation from program supervisor (UB staff).

POINT VALUE

Below is the maximum point value each category is worth. Failure to complete an assignment will result in 0 total points for that activity.

- | | |
|---------------------------------------|----------------------------|
| 1. Tests (25%) | 250 pts. or 125/test |
| 2. Notebook (10%) | 100 pts. |
| 3. Mock Interview (10%) | 100 pts. |
| 4. Job Exploration or Interview (20%) | 200 pts. |
| 5. Attendance (5%) | 50 pts. or 10/session |
| 6. Resume (10%) | 100 pts. |
| 7. Evaluations (20%) | 200 pts. or 100/evaluation |
| 8. Paperwork | every day late -25 pts. |

GRADING SCALE

1000-930	A
929-850	B
849-750	C
749-700	D
699 below	F

DUE DATES

✚ Journals and Time Logs:	Every Friday at seminar class.
✚ Mock Interview:	See Appointment Schedule
✚ Job Exploration Paper/Interview:	June 27
✚ Evaluations:	June 30
✚ Resume:	June 20
✚ Notebook:	June 30

CAREER WORK STUDY SEMINAR SCHEDULE**JUNE 2 (8:30 AM)**

- ❖ Orientation
- ❖ Overview of Program and Handbook
- ❖ Job Assignments
- ❖ Syllabus

JUNE 6 (will need a computer lab)

- ❖ Discussion
- ❖ Submit Paperwork (time logs, journals and contracts)
- ❖ Split group:
 - A) Resume Writing/Interview Skills
 - B) Interview Skills/Resume Writing

JUNE 13

- ❖ Discussion
- ❖ Paperwork (time logs and journals)
- ❖ Ethics
- ❖ Test 1 (Interview and Resume)

JUNE 20

- ❖ Discussion
- ❖ Paperwork (time logs and journals)
- ❖ Problem Solving and Team Building

JUNE 27

- ❖ Discussion
- ❖ Paperwork (time logs and journals)
- ❖ Ethics

JUNE 30

- ❖ Test 2 (Ethics and Handbook)
- ❖ Paperwork (time logs, journals)
- ❖ Wrap Up

