

ALTW 208: JOB TRAINING/ INTERNSHIP FOR STUDENTS WITH LEARNING DIFFERENCES

Foothill College Course Outline of Record

Heading	Value
Units:	1.5
Hours:	4.5 laboratory per week (54 total per quarter)
Degree & Credit Status:	Non-Degree-Applicable Credit Course Basic Skills
Foothill GE:	Non-GE
Transferable:	None
Grade Type:	Letter Grade (Request for Pass/No Pass)
Repeatability:	Not Repeatable

Student Learning Outcomes

- The student will receive feedback on job performance from supervisors evaluation at worksite.
- The student will be able to explore career choices.
- The student will experience "on-the-job" training on Foothill Campus in various settings.

Description

Practical skills needed for successful employment. Emphasis on on-the-job training experiences, to learn workplace standards. Preparation for work-readiness through hands-on work duties on and off campus settings. Discussion and evaluation of work performance.

Course Objectives

The student will be able to:

- Explore and report on vocational choices
- Demonstrate successful "on-the-job" training on Foothill campus and off-campus work sites
- Demonstrate successful time organizing strategies to fulfill both academic and job responsibilities at work sites
- Demonstrate appropriate communication and social skills
- Demonstrate good internal and external customer service skills
- Demonstrate constructive feedback from supervisor

Course Content

- Vocational choices
 - Research jobs of interest
 - Prioritize job choices
- Time management
- Appropriate "on-the-job" communication and social skills
 - Appropriate behavior on the job
 - Personal factors affecting work activities
 - Successful employment strategies

- Successful job retention strategies

Lab Content

- Students work for Foothill College faculty and staff at different work sites on campus.
- Students work for non-profit settings to assess and build work force skills and job readiness.

Special Facilities and/or Equipment

- Accessible classroom
- Access to campus job sites

Method(s) of Evaluation

- Class participation
- Assignments and projects
- Work performance

Method(s) of Instruction

- Discussion
- Cooperative learning exercises
- Internship/preceptorship

Representative Text(s) and Other Materials

Ludden, Laverne. How to Be a Success at Work. 3rd ed. St. Paul, MN: Jist Works, 2002.

Although this text is older than the suggested "5 years or newer" standard, it remains a seminal text in this area of study.

Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments

- Reading assignment: student conducts career exploration activities, researches job descriptions and employment pathways, and develops realistic employment plan in an entry-level job.

Discipline(s)

Developmental Disabilities: Disabled Students Programs and Services