

Employability Skills Preparation (ESP) Syllabus

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Course Description

Employability Skills Preparation (E.S.P.) is a pre-technical program for 8th and 9th graders offered at Waldo County Technical Center. The students in the E.S.P. program will learn professional attributes such as the need for positive attitudes in the workplace and learning the importance of being a team player. Students will also learn appropriate communication skills in listening, speaking, and reading; the need to follow directions; and how to employ critical and creative thinking.

Career Preparation is an essential aspect of E.S.P. Students will learn to identify areas of interest, set goals, and organize a portfolio to include a resume, cover letter, and work samples. Finally, like all the programs at Waldo County Technical Center, learning and maintaining safety guidelines will be critical to student success.

Students will also have the opportunity to earn a *Passport to Tools* through the Woodworkers Career Alliance. This passport is proof that students can operate tools safely. This certification will prove beneficial throughout their career for those interested in continuing in the woodworking area.

All students will have the opportunity to learn and observe different occupations through staff diversity and various field trips to local businesses. The 8th graders will work on their standards within the classroom, and woodworking shop. The 9th graders will continue to work on similar standards, but are also expected to work at a job site within the community to put into practice what they have learned in the classroom.

Course Objectives

Successful students when completing this course will:

- Learn Professional Attributes to be successful employees (work ethic, workplace behavior, and teamwork)
- Learn to apply good Communication Skills (listening, speaking, writing, reading, and following directions)
- Learn to be a Thinker (problem - solving skills, decision - making skills, perform math functions, perform general informational management skills)
- Begin the Career Preparation process (set goals, identify entry-level positions in the field of interest, complete job application, resume, and start developing a portfolio)
- Learn about Safety on a jobsite (Following guidelines, learn about different safety signs, maintain safe work space, follow emergency procedures)

Students will have the opportunity to learn and discuss these objectives in the classroom, then demonstrate full understanding of these objectives through performance in the woodworking shop.

Ninth grade students will have the opportunity to spend two mornings a week on a job site in the Belfast or Searsport area. Students will be interviewed by employers prior to being accepted on the job site. The students are expected to follow directions and accept constructive criticism while working on these job sites. Students who perform well are invited by the employer to apply for a job once they are old enough to have a part/full time job.

Grading

The ESP class is a standards based class. The standards based system used is 1 - 4.

- 1 - Does not meet the standard - comparable to a 40%
- 2 - Partially meets the standard - comparable to a 60%
- 3 - Meets the standard - comparable to an 80%
- 4 - Exceeds the standard - comparable to a 100%.