

Project SEARCH

Course Syllabus and Intern Handbook

2009-2010



Project | SEARCH



OTTERBEIN

RETIREMENT LIVING COMMUNITIES

L E B A N O N



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County Career Center

"Your choice for a future of opportunities"



Introduction

Welcome to Project SEARCH Otterbein. This year is an opportunity to learn, grow and develop skills that will assist you in your job search. With your hard work and participation, you will have experiences here that will make you employable in many different careers.

While you are at Otterbein, you are in someone's home. The residents here have invited Project SEARCH to Otterbein. As an invited guest, you are expected to have the utmost respect for the staff and residents. We expect you to have good manners and a good attitude each and every day. We expect you to follow the **Warren County Career Center Code of Conduct** as well as the **Otterbein Staff Manual**. In addition, you will be expected to follow all of the rules included in this packet.

Together we can make this year a wonderful experience. It is up to **YOU** to make this a great year!

Sincerely,

Mrs. Hempel



Course Materials

In this course we use a variety of textbooks, workbooks and materials. In many cases, we use real-life examples like job applications, websites and resumes. The following is a partial list of textbooks and materials that may be used for this course:

Math for the World of Work AGS

English for the World of Work AGS

Skills for Independent Living Globe Feron

Building Your Future PCI

Job Savvy Ludden & Ludden

Life Skills Activities for Secondary Students With Special Needs Mannix

Dress Code

The standard dress code for Project SEARCH Interns is hospital scrubs and gym shoes. Scrub pants must be a solid color and tops may be patterned. Because we are working with adults, no child-themed patterns are allowed. This includes cartoons and baby-themed prints.

Project SEARCH Interns sometimes participate in job rotations in areas where the workers have a different uniform. For example; workers in Grounds and Maintenance wear jeans, Carharts or other clothing appropriate for the jobs they are doing.

YOUR UNIFORM WILL BE SCRUBS UNLESS YOU ARE OTHERWISE NOTIFIED.

On some occasions, Otterbein will allow staff members to dress casually for work or to dress to celebrate a specific event. On these occasions, Project SEARCH interns are allowed to participate.

Whatever you wear must cover your body completely and fit properly. It must be neat and clean. Please plan ahead and make sure you have enough clean uniforms for the week. Don't wait until the last minute to do laundry or go shopping. "I didn't have time to wash my uniform" is not an acceptable excuse. Students who are out of uniform may be sent home to change.

Transportation

Due to limited on-campus parking and traffic flow, all Project SEARCH interns will be bussed from the Warren County Career Center to Otterbein. Students may use private or school district transportation from their home to the Warren County Career Center.

Smoking/Tobacco Use

Project SEARCH Interns are not allowed to smoke or use any other form of tobacco while participating in the program. Tobacco use of any kind may be cause for dismissal from the program.



Attendance

You are expected to come to work each day on time. You are an adult now and you should be getting yourself out of bed and ready on your own. You are expected to treat this year just like a job. If you are sick or late to work you must first call your supervisor and then call the Project SEARCH office at **513-696-8509**.

If your home school district has a conflicting school calendar and you do not have transportation to Warren County Career Center we expect you to make every effort to arrange alternate transportation. If alternate transportation cannot be arranged, you will need to notify your supervisor and the Project SEARCH office in advance.

Students who achieve 93% attendance or better during the program year will receive a Certificate of Completion for Project SEARCH.

Calamity (Snow) Days

If the Warren County Career Center calls a snow day, the Project SEARCH program is closed and all student interns are excused from the program for the day. **Students are responsible for calling their supervisors and letting them know they will be out for the day. Students are graded on the ability to complete this task.**

If a home school district is closed or delayed and the Warren County Career Center is open, the absence is excused, but the student is required to call both Mrs. Hempel AND the worksite supervisor and notify them of the absence for the day. Again, students are graded on their ability to complete this task.

Snow days will be announced to the media as soon as they are called. If you would like e mail notification of snow days, you can register at www.wcpo.com/schoolclosings Select WARREN CO. VOCATIONAL as your school choice. Additionally, we use Community Safe to notify families by phone of closings and delays. At the beginning of the school year you will be asked to provide phone numbers you would like called.

Meals

Project SEARCH Interns are allowed to eat for free at Otterbein. Students may pack lunch; however, refrigeration may not be available.

Lunchtime is an opportunity to get to know your coworkers and develop positive work relationships. Project SEARCH Interns are expected to eat lunch with their coworkers. Interns are not allowed to eat lunch with Project SEARCH staff members.

ProTrain and True North

ProTrain and True North Career Services is the organization that provides the job coaching, job development and post-employment follow along for Project SEARCH student interns. Each student intern will take a computer assessment prior to the start of the program to determine his or her strengths and the best way for us to provide a positive experience.

Job Coaches

The job coaches are here to help you to be successful on your job. They will help you learn your tasks and understand what is expected of you. It is your job to ask for help when you need it. Job coaches DO NOT work side-by-side with interns all day long. The goal of this program is independence. You are expected to take directions from your supervisor and ask questions when you need help.

Rehabilitation Services Commission (RSC)

Rehabilitation Services Commission is paying part of the costs for you to attend this program and receive job coaching services. In order to receive those services you and your family are expected to attend required monthly meetings and complete necessary paperwork. If you do not participate, you could lose your services.

Medications

Any Project SEARCH intern who takes medication during the work day must be responsible for taking it him or herself. Medications will not be held in the classroom. If a special medication need arises, please let Mrs. Hempel know right away.

2-Step TB Test

Each intern must **complete** the **2-step** TB test at Otterbein prior to the first day of school. This test must be repeated yearly for Otterbein employees. **These tests take approximately 2 weeks to complete, so please plan accordingly.** Interns who test positive for TB must have a clear chest X-ray prior to returning to the program. You must contact the Otterbein Phillippi Clinic to set up you appointments during July. Their phone number is 513-933-5463. Please identify yourself as a Project SEARCH student when you call.

STUDENTS WHO HAVE NOT COMPLETED THE 2-STEP TB TEST AND TURNED IN THE RESULTS WILL NOT BE PERMITTED TO ATTEND THE PROGRAM.



What to Bring

You will not need to purchase any school supplies for our classroom work. These are covered in your program fees. We do expect each intern to carry a pen or pencil and a small notebook that will fit in the pocket of your scrubs. You should carry this with you at all times. If you use a cell phone you may bring it with you but it must be on vibrate or turned off while you are here. If your cell phone becomes a distraction to our work you will be asked to leave it at home. Otterbein employees are only permitted to use their cell phones during breaks.

Respect

We will be talking about respect a great deal this year. When you show respect for others, you show respect for yourself. Disrespectful talk, behavior, writing, clothing, etc. will not be tolerated in Project SEARCH. Each student in this program, each resident and each Otterbein employee has the right to be treated with respect and dignity.

Criminal Records Check

Each student must have a criminal records check completed prior to enrollment in the program. This check is included in your student fees and can be completed at The Warren County Career Center at no additional cost to you. Please contact Patti Veroni at 513-932-5677 ext. 5238 to schedule a time to complete this check.

School Fees

School fees for the Project SEARCH program are \$45.00. Please make the check payable to The Warren County Career Center. School fees must be returned prior to the start of school.

Open House

The Open House is held yearly in January and is an opportunity for prospective students and their families to learn about the program. Currently enrolled students plan and host the open house. This is a part of the student's grade and attendance is mandatory. Students who do not attend will be expected to complete an alternate project to receive a grade.

Grades

Each Intern is given a daily participation grade from 1-10 points. This is based on your attitude and participation in class as well as your work on the jobsite. At the end of each job rotation your worksite supervisor will evaluate you. You will be given a grade on each of these evaluations. Additional assignments will be given throughout the year. This course is worth 2.0 credits. A sample of the evaluation is listed on the next page.



Student Intern Worksite Performance Evaluation

Date _____ **Intern Name** _____ **Worksite** _____

Job # _____ **Evaluator Name** _____

Please rate the student intern in the following areas:

- | | |
|---|-------------------------------|
| 1=Far below average, unacceptable | 6=Slightly above average |
| 2=Below average, needs much improvement | 7=Area of developing strength |
| 3=Area of weakness but improving | 8=Area of consistent strength |
| 4=Slightly below average | 9=Well above average |
| 5=Average | 10=Excellent |

Appearance (uniform, hair, shoes, nails, etc.)

1 2 3 4 5 6 7 8 9 10

Comments

Attitude (polite, cheerful, ready to work)

1 2 3 4 5 6 7 8 9 10

Comments

Direction Following (completed assigned tasks, asked questions when confused)

1 2 3 4 5 6 7 8 9 10

Comments

Ability to Complete Work Assigned (physically and mentally able to do the work given)

1 2 3 4 5 6 7 8 9 10

Comments

Supervisory Relationship (came to you for help, good attitude, respectful)

1 2 3 4 5 6 7 8 9 10

Comments

Coworker Relationships (has developed appropriate relationships with peers)

1 2 3 4 5 6 7 8 9 10

Comments



Respect for the Needs of Residents (polite, caring, helpful, attentive, etc.)

1 2 3 4 5 6 7 8 9 10

Comments

Organization (prepared for work, organized work, had pen or pencil ready to take notes)

1 2 3 4 5 6 7 8 9 10

Comments

Timeliness (Arrived on time, length of breaks, etc.)

1 2 3 4 5 6 7 8 9 10

Comments

Ability to Handle Change in Routine (deals well with change and interruptions to normal schedule)

1 2 3 4 5 6 7 8 9 10

Comments

Frustration Level (deals well with frustration, controls anger, asks for help)

1 2 3 4 5 6 7 8 9 10

Comments

Do you feel this was a successful experience for the intern?

Yes No

Comments

Was this a successful experience for you?

Yes No

Comments

Would you accept another Project SEARCH intern in this position?

Yes No

Comments



2008-2009 Important Dates

August TBD	Project SEARCH picnic
August 20	2007-2008 Project SEARCH Program begins
September 1	Labor Day No Students
August 27	Job Rotation 1 Begins
November 4	No School Professional Development Day
November 14	Job Rotation 1 Ends
November 18	Job Rotation 2 Begins
November 26-28	Thanksgiving Break No Students
December 19	Early Release
December 22	Winter Break Begins No Students
January 5	Classes Resume
January 19	Martin Luther King Day No Students
January 14	Project SEARCH Open House
February 24	Job Rotation 2 Ends
February 16	President's Day No Students
February 26	Job Rotation 3 Begins
April 3	Early Release
April 6-13	Spring Break No Students
May 25	Memorial Day No Students
May 28	Job Rotation 3 ends
May 29	2006-2007 Project SEARCH program ends
May 29	Project SEARCH graduation ceremony

Project SEARCH follows the Warren County Career Center school calendar for school holidays.



Handbook Acceptance Form

I have read and understand the contents of this Project SEARCH program handbook. I agree to follow the rules listed in this handbook.

Student Signature

Date

Printed Name

I have reviewed the contents of this Project SEARCH program handbook with my child. I agree to support my child and the Project SEARCH staff members in enforcing the rules listed in this handbook.

Parent/Guardian Signature

Date

Printed Name