

**Auburn University**  
**Department of Rehabilitation and Special Education**

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**COURSE NUMBER: RSED 4973**

**Course Title: Job Development and Placement**

**Course Hours:** 3 semester hours

**Prerequisites:** Admission to *Academic Certificate Program in Community Employment Services* **and** completion of RSED 4973: *Introduction to Community Employment Services* (or permission of director).

**DATE SYLLABUS REVISED:** January, 2002

**TEXT:** Tew-Washburn, S. (Ed.) (2001) Job Development and Placement. Auburn University: Academic Certificate Program in Community Employment Services, Department of Rehabilitation and Special Education.(Articles will be available on-line at <http://www.auburn.edu/sences>)

**COURSE DESCRIPTION:** This course examines the multiple roles, responsibilities, and skill needs of employment service practitioners with respect to consumers (assessment, job matching, and placement) and employers (development, marketing, and consultation).

**COURSE OBJECTIVES:** Upon completion of this course, students will be able to:

- Identify ways to improve project planning and implementation.
- Understand models of job development and placement, and their situational application.
- Improve skills in motivating others in employment.
- Demonstrate community-based assessment and accommodation strategies.
- Understand occupational information and appropriate job matching.
- Identify marketing strategies (based on personal style and budget constraints).
- Develop marketing materials and evaluate their effectiveness.
- Understand effective ways of consulting with employers and building partnerships with business.
- Demonstrate methods of accessing and using job information on the Internet.

## GRADING AND EVALUATION:

The following schedule of assignments and grading scale will be used:

Discussion Assignments	20 pts	TBA
Field Project Proposal	10 pts	due February 14, 2002
Exam I (on-campus)	20 pts	due February 25, 2002
Exam II (essay)	20 pts	due April 21, 2002
Field Project Report	<u>30 pts</u>	due May 1, 2001
TOTAL	100	

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = less than 60

**Course Evaluation:** Student perception and evaluation of the course is valued by the instructor, the department, and the university. Three specific methods for obtaining student perception and evaluation of the course are requested. These evaluation procedures are both formative and summative in nature.

## CLASS POLICY STATEMENTS:

**Attendance:** Students are expected to attend class and participate in class discussions and activities.

**Assignments:** All written assignments are expected to conform to the current style manual of the American Psychological Association (APA). Written assignments are expected to be typewritten, grammatically accurate, and free of spelling and typographical errors.

**Accommodations for Students with Disabilities:** Students who need accommodations should contact the Program Director, Suzanne Tew-Washburn or the Program for Students with Disabilities, 1244 Haley Center, (334)844-2096 (V/TT).

**Honesty Code:** Students are expected to respect and follow the Honesty Code of Auburn University.