

Auburn University
Department of Rehabilitation and Special Education

Instructor: Suzanne Tew-Washburn, M.S.,SPHR,CRC
1228 Haley Center
Auburn University, AL 36849
(334) 844-3553

tewwasu@auburn.edu

Instructor: Vivian M. Larkin, Ph.D., CRC
(334)844-3557

larkivm@auburn.edu

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: May, 2003

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 are available on-line at 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:

Media Assignment	10 pts	due June 23, 2003 (on-campus)
Field Project Proposal	10 pts	due June 23, 2003 (on-campus)
Exam I (proctored)	20 pts	due July 7, 2003
Exam II (essay)	20 pts	due July 19, 2003*
Field Project Report	<u>40 pts</u>	due July 22, 2003*
TOTAL	100	

*** Late submission of these assignments may result in a grade of IN- incomplete**

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:

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 for Students with Disabilities, 1244 Haley Center, (334)844-2096 (V/TT).

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