

HPSH Special Education Career Seminar 1 Course Syllabus (2023-24 School Year)

Welcome to Mr. Giles' Career Seminar Course! Within this syllabus you will find state standards for this course (labeled performance sub indicators) strategies, additional helpful tips and more! This document is designed to provide insight and background regarding this course, however, please do not hesitate to ask questions or express concerns by contacting me (Nate Giles) at the below contact information! Thanks for taking the time to read and to communicate and share your questions, concerns or even ideas if you feel comfortable doing so – all inquiries welcome!

Please excuse any grammatical errors or reach out for clarification if unsure of meaning and clarification/changes will be considered if a mistake is found on this document.



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Course Title: Career Seminar 1

Subject Area: Special Education

Grade(s): 9, 10, 11, 12

Credits awarded: 2 Credits

Course Length: 1 semester (2 quarters)

Standards Addressed (Titled as Performance Sub Indicators):

Derived from MN Work Based Learning Framework (link to specific indicators below)

<https://education.mn.gov/mdeprod/groups/educ/documents/basic/cm9k/mdm1/~edisp/prod035086.pdf>

Course Description:

The Career Seminar 1 course is designed to assist students in making the transition from school to work, and to explore post-secondary training options. It emphasizes self-awareness, social development, work adjustment, and employability skills. Curriculum is designed so students attain the learner outcomes necessary for success in the world of work utilizing group paced and individualized approaches. Students will learn behaviors related to job search and work, including communication strategies. Students will investigate and evaluate careers in relation to life goals, personal attributes, and daily living skills. Students will practice and apply skills in tactful self-advocacy to realistic scenarios as well as real employment/independent development opportunities. They will learn necessary skills to work with people from a variety backgrounds and experiences. They will also learn about disabilities within the workplace, taxes, being a competitive applicant, and additional post-secondary training options available to them for free due to their IEP. Appropriate accommodations and modifications will be made to engage learners in accordance with needs listed in their IEP when applicable, relevant, and appropriate.

Grading, Behavior and Cell Phone Policy: [Please review this link to learn more about grading, behavior and cell phone expectations](#) (IEP/504's and/or other extenuating circumstances considered, and trump policies listed at this link if in conflict).

Standards Addressed in this class Expanded (again titled as Performance Sub Indicators):
[Link again here also \(CS1 stands for Career Seminar 1, the title of this class\)](#)

- CS1 1.1 Develop a sense of self as it relates to career planning
- CS1 1.2 Research and identify career opportunities that align with personal interests and aptitudes
- CS1 1.3 Develop plan for meeting education and career goals
- CS1 2.1 Identify sources for finding employment opportunities
- CS1 2.2 Prepare relevant employment documents
- CS1 2.3 Identify and practice effective interview skills for employment
- CS1 2.4 Understand the steps for accepting a job and for leaving a job in a professional manner
- CS1 3.1 Examine federal, state and local laws that apply to workplace safety
- CS1 3.2 Examine federal, state, and local employment laws
- CS1 3.3 Compare and contrast employer and employee rights
- CS1 4.1 Identify personal qualities needed to maintain employment
- CS1 4.2 Identify workplace norms and professionalism standards for career of interest
- CS1 4.3 Discuss and practice leadership and teamwork in a workplace setting
- CS1 4.4 Discuss self-advocacy skills in a workplace setting
- CS1 5.1 Identify and practice effective written communication in the work setting
- CS1 5.2 Identify and practice effective verbal communication in the work setting
- CS1 6.1 Understand payroll and personal banking terminology
- CS1 6.2 Review the requirements for local state, and federal taxes

Example of Topics discussed in this course (related to the above) include but aren't limited to the following:

Live applications for jobs/ resumes and cover letters	Career Interest surveys and finding jobs you like! (Career interest and personality)	Interviews (mock and preparation for real interviews)	Career advancement research/ the benefit/signaling of certification
Social Media Etiquette and jobs	LinkedIn (employment social media)	Workplace Safety/ OSHA	Internships/apprenticeships
Transportation information (benefits of mobility)	Informational Interview/job shadowing (benefits and opportunities)	Taxes (why we pay and how), relation to voting and participation	Harassment (what is it and why does it matter?)
Hygiene (relation to work)	Liability (individual vs. organizational)	Renting/owning (benefits to both)	Elevator pitch (why have it?)
Credit/Debit Scores and how they can benefit you	Americans with Disabilities Act (how reasonable accommodations can help!)	STEPS/Focus Beyond, Journey's (how Focus can help you try free college!)	Job promotion/advancement/ warnings/dismissal
Basic Workers rights and protections	4-year college/ 2-year college /certificates and/or additional training	Professional emails/phone etiquette and handshake/greeting options	Common issues workplace (and scenario-based discussion on solving)
Tactful problem solving, Confident interactions	Purpose of K-12 education and relation to work (related to your involvement)	Human Resources Office and how they manage hiring/money/issues	Budgeting and financial strategies for saving/investing
References (why nonfamily is typically required)	Pyramid schemes and ways to verify safe employment if you are unsure	How to apply to jobs online (and make yourself stand out in person)	Commuting and relocating (why people do it and negotiation)
Decline the offer/decline to hire/ 2-week notice	Burnout and relation to energizing/ sustainable work scheduling	Signatures and options for cursive/printing your name	Banking vocabulary and benefits to cash vs. card
Autofill job application (pdf resume's and how they help)	Political correctness and relation to work (appropriate terminology)	Auditing a class (how it saves you money and time!)	Indeed, google jobs and more (additionally google as a resource)

Thank you for reading this and please reach out with any questions, concerns or ideas and feedback whenever possible! My name again is Nate Giles (I am a special education work coordinator at Highland) and my email is nate.giles@spps.org and school google voice cell is (612) 548-1643. There is no such thing as a bad question or bad reason to reach out! We look forward to working with your student!