Slide 1 ONONDAGA PATHWAYS TO CAREERS (OPC)

*Office of Disability Employment Policy, U.S. Department of Labor project at Onondaga Community College*

Slide 2 What is Onondaga Pathways to Careers?

* The Onondaga Pathways to Careers (OPC) project is a federally-funded, capacity-building educational and workforce project of Onondaga Community College in Syracuse, New York.
* The OPC project aims to prepare youths and young adults with disabilities (ages 14 to 24) to enter 21st century, high-demand, skilled, and living wage careers in Central New York (CNY).

Slide 3 What academic programs fall into OPC?

* Advanced Manufacturing (Certificate)
* Mechanical Technology (AAS)
* Electrical Technology (AAS)
* Computer Information Systems (AAS)
* Computer Science (AS)
* Computer Forensics (AS)
* Electronic Media Communications (AAS)
* Health Information Technology (AAS)
* Hospitality Management (AAS)
* Some others as well..

**Slide 4 Career Goals for OPC Students**

* Increase career and self-awareness
* Develop job search skills
* Create career goals
* Build awareness and knowledge of the chosen career fields
* Develop Employability and Soft Skills
* Leadership Skills
* Gain exposure and experience through work based learning opportunities

**SLIDE 5**- Career Path Map Flow Chart

* 1ST SEMESTER
	+ Career Exploration (assessments, surveys, etc- baseline)
	+ Career Preparation (soft skills/planning)
	+ Job Site Tours
* 2nd SEMESTER
	+ Formal Career Planning
	+ Job Shadowing
* SUMMER
	+ Internship
	+ Work Experience
	+ Volunteering
* 3rd SEMESTER
	+ Career Exploration/Planning (follow up, next steps, progress)
	+ Job Club
	+ Job Shadowing
	+ Internship Development/Implementation
* 4th SEMESTER
	+ Internship
	+ EMPLOYMENT!

**Slide 6 Career Exploration**

* **Assessments**
* **Career Coach, Holland’s Assessment, Mynextmove.org (O\*Net)**
* **Surveys**
* **Career Research**
* **Guest Speakers/Business Presentations**
* **Informational Interviewing**

**Slide 7 Career Planning**

* **Resume Development- Purple Briefcase**
* **Cover Letter Prep**
* **Application Process Review**
* **Job Search Process/Job Lead Research**
* **Interview Skill Training/Mock Interviewing- Interview Stream Software**

**Slide 8 Career Preparation (Soft Skills)**

* **Communication Skills**
* **Decision Making**
* **Leadership/Team Work**
* **Motivation/Work Ethic**
* **Problem Solving**
* **Time Management**
* **Employability Skills Assessment**
* Learning Resources Incorporated (LRI) is a soft skills test which measures those skills required for employees to be ready to work successfully

**Slide 9 Job Site Tours**

* **General overview of business/observe work in progress**
* **Ability to see different types of work**
* **Chance for Q & A with management**

**Slide 10 Job Shadowing**

* **Set schedule, repeat visits (if possible)**
* **Observe specific job functions**
* **Highlight skills used on the job**
* **Arrange for hands-on experience**

**Slide 11 Service Learning/ Volunteering**

* **Provides hands on exploration of goals and skills**
* **Aids in developing contacts/references**
* **Enriches resume**

**Slide 12 Internship**

* **Ongoing, structured exposure of and experience in a field of interest**
* **Opportunity to develop, practice and demonstrate new skills and obtain occupational knowledge**

**Slide 13 Job Club**

* **Groups meet on a scheduled basis to discuss areas of interest (each major can have a club)**
* **Discuss job leads, placement resources, prep for interviews, peer feedback**

**Slide 14 Ways We Engage Students in Career Development**

* Provide multiple opportunities to build and practice skills
* **One-on-One** (Advising/Counseling)
* **Group Sessions** (In class, learning communities, workshops, seminars)
* **Work-based learning**

**SLIDE 15-** Career Checklist

**Name/Major/Date**

**List of activities to be completed, a column to check if completed and a column to date when completed**

* Provide school schedule
* Complete a Self-Exploration Assessment
* -StrengthsQuest
* Conduct a self-survey
* Complete a Career Exploration Assessment
* -Career Coach
* -My Next Move
* Complete an Employability Skills Assessment
* -LRI
* Create a professional email address
* Complete the “Master Application” Form
	+ List all extra-curricular, work, and volunteer experience including dates &
* supervisors
	+ Review residential address information for the past 10 years
	+ Call 3 references
* Meet with OPC Staff to develop resume
* Meet with OPC Staff to develop cover letter
* Attend 5 OPC Seminars
* Answer interview questions work sheet
* Participate in a mock interview on Interview Stream
* Complete 5 job searches & send findings to Career Readiness Coach’s email
* Attend a job tour
* Attend a job shadow
* Attend a job fair & get 5 business cards

**Slide 16 Employer Engagement**

* **Collaborating with OCC’s Economic and Workforce Development staff to complete employer outreach.**
* **Invite employers to participate in program activities at various levels of engagement:**
* Hosting a student for paid/unpaid work experiences
* Offering s**i**te visits
* Job-shadowing days
* Acting as a guest speaker or trainer
* Serving on a youth advisory board

**Slide 17 Employer Engagement**

* Offer disability awareness information, training assistance (TA), such as “Brown Bag Sessions” for staff
* Conduct regular follow-ups/check-ins with both employer and employee to ensure that standards are being met
* Offer assistance with reasonable accommodations

**Slide 18 Employer Engagement**

* **Accommodations may include:**
* Allowing extended breaks during the workday
* Making facilities accessible
* Changing a workstation arrangement
* Altering lighting in an office space
* Assigning quieter office space with less traffic
* Modifying, or making available, equipment or devices
* Offering qualified readers and sign language interpreters
* Allowing job coach participation
* Permitting part-time or modified work schedules
* Color-coding files
* Keeping written

Slide 19 Questions?

Please feel free to contact me via email or telephone at:

m.t.horan@sunyocc.edu

315-498-2857

Onondaga Pathways to Careers Website: http://www.sunyocc.edu/opc

Slide 20 Shifting gears:

* Universal Design for Learning Academy

Slide 21

* Another OPC goal is to enhance the campus climate and improve accessible instruction
* Summer 2017 OCC offered the first Universal Design for Learning Summer Academy

Slide 22 Process:

* There was a competitive application process
* 3 staff organized and ran the academy: Nancy Carr, William Myhill (OPC
* Project Director) and Chris Hromalak (faculty member).
* Applicants were selected and notified. They were given pre test and selected readings in preparation.
* Year 1- 15 faculty were invited and attended from a range of academic departments

Slide 23

* Phase 1 of the UDL Academy is a four day intensive workshop July 10-14th.
* This will be repeated this year in the second UDL academy
* Faculty are given a stipend of $1000.00 for completion of phase 1.
* Fall semester is phase 2 of the UDL academy. Phase 2 consists of the faculty
* Completing their project to implement UDL in a class or in another approved project. They must attend meetings and additional training sessions. They agree to become a UDL mentor in their department. They participate in a session to showcase their project. Upon completion of phase 2 they receive an additional stipend of $1000.00.

Slide 24 UDL Academy Year 2

* This Summer 17 faculty and 7 professional staff will attend.