

## *THE EMPLOYMENT READINESS EXPERIENCE*

*BUILDING A FOUNDATION FOR  
FUTURE EMPLOYMENT*



# 2023 Summer II Semester APPLICATION

## The Employment Readiness Experience

With the 'new to the workforce' student in mind, the **Employment Readiness Experience (ERE)** offers a short-term intensive experience focusing on professional skills, communication, and career exploration. The ERE is a building block to get students one step closer to landing an internship or job after Landmark.

Students will be in class in the morning, and spend their afternoons working in an office on campus. Students will engage in administrative work, job shadowing, and project management. Time in class will allow students to explore and examine their work experience, while learning skills needed to be successful in the workplace.

## The Class: BUS 1200

This is an introductory course to accompany the ERE, providing education and exposure to professional skills needed to acquire and maintain employment. The course will focus on having students understand what professional skills are and how they can be developed and implemented in the workplace, while also giving students an opportunity to explore their career values, articulate current work experiences for future employment, and carry out future job searches independently. By the end of the course, students will be able to identify and demonstrate the essential career competencies of communication, problem solving, teamwork, and professionalism. Students will engage in independent reflection, case studies, group activities, and discussions to learn course material, and will actively apply new skills learned in the classroom to their concurrent employment experience. Assessment will be based on class participation and a final presentation of the employment experience.

As part of the ERE program, students will also engage in a 'skills lab' following class to work on putting new skills into practice and address specific tasks that are part of their campus employment with a career counselor.

## The Application Process

You can complete the ERE application by following the link below:

[ERE Application \(Summer 2023\)](#)

Once you submit your application, you will be contacted by a member of the Career Connections team to arrange an interview. The interview will focus on why you want to participate in the program, what you are hoping to gain from it, and any relevant skills or experiences you have had that would apply to the program. The final day to apply for the **Summer 2023 ERE program is March 30<sup>th</sup>**. Students will be notified if they've been selected to participate in the program on a rolling basis shortly after their interview, and they will need to notify the Career Connections of their intention to participate in the ERE no later than **April 19<sup>th</sup>**.

## Who are we looking for

While any student can apply to the ERE, preference will be given to:

- Students who have completed two semesters at Landmark by the start of the program
- Students who lack a previous paid work experience (or have very limited experience)
- Students who are eager and have real interest in learning more about the world of work

*\*\*Students must be enrolled in at least partial credit to be considered.*

## Cost

Students will be earning 1 college credit and will need to pay for room and board during the Summer Session 2 term.

<b>Course cost:</b>	\$1,750
<b>Room:</b>	\$690
<b>Board:</b>	\$690
<b>Total program cost:</b>	<b>\$3, 130</b> in double room

Other costs:

Damage deposit:	\$150 (returned at end of program)
Single room surcharge:	\$225

Students' work in campus offices is **PAID** and **they can earn up to \$600**. (Vermont minimum wage \$13.18/hour). Scholarships are available for students with demonstrated need. Please email [landmarkworks@landmark.edu](mailto:landmarkworks@landmark.edu) if you are interested in exploring scholarships opportunities to participate in ERE.

## Important Dates

**Application Due Date:** Thursday, March 30

**Notification of selection:** Wednesday, April 19

**Commitment to participate:** Friday, April 21

**First day of class:** Monday, July 10

**Last day of class:** Friday, August 4

## Sample Daily Schedule during Summer Session 2

**Monday through Friday Schedule**

**10am-11am:** *Employment Readiness Experience Class*

**11am-12pm:** *Skills lab*

**12pm-1pm:** *Lunch*

**1pm-3pm:** *Work at campus office*

## Questions?

**Email:** [landmarkworks@landmark.edu](mailto:landmarkworks@landmark.edu)

**Call Career Connections:** 802-387-6310 or **make an appointment** to speak to a Career Connections advisor by stopping by the Academic Affairs office on the second floor of the Lewis Academic Building.