

## *THE EMPLOYMENT READINESS EXPERIENCE*

*BUILDING A FOUNDATION FOR  
FUTURE EMPLOYMENT*



## **APPLICATION J-Term 2020**

### **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 1100**

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**

In this packet you will find the application for the ERE, or you can complete it online at:

<https://landmarkstudentaffairs.wufoo.com/forms/landmark-works-employment-readiness-experience/>.

Once you submit your application **on or before October 16**, you will be contacted 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. Students will be notified whether or not they have been selected to participate in the program on or before November 8th, and they will need to notify the Landmark College Works program of their intention to participate in the ERE no later than November 22.

## 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 January Term.

**Course cost:** \$1600 (1 Credit)

**Room:** \$670 (+\$100 damage deposit)

**Board:** \$600

**Total:** **\$2,870** + \$100 Room Damage Deposit

Students' work in campus offices is **PAID** and **they can earn up to \$462**. (Vermont minimum wage \$10.78/hr). Scholarships are available for students with demonstrated need. Please email [landmarkworks@landmark.edu](mailto:landmarkworks@landmark.edu).

## Important Dates

**Application Due Date:** Friday, October 16<sup>th</sup>

Be aware these dates have been updated

**Notification of selection:** Wednesday, November 22

**Commitment to participate:** On or before Dec. 3rd

**Arrive on campus for J-term:** January 5, 2020

**First day of classes:** January 6, 2019

## Sample Daily Schedule during J-Term

**Monday through Friday Schedule**

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

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

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

**1pm-4pm:** *Work at campus office*

## Questions?

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

**Call Career Connections:** 802-387-6823

Or **make an appointment** to speak to a Career Connections counselor by stopping by the Academic Affairs office on the second floor of the EAB.