APPLICATION J-Term 2019

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. Think of it as “first-job boot camp.”

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 5, 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 October 31, and they will need to notify the Landmark College Works program of their intention to participate in the ERE no later than November 21.
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: $1450 (1 Credit)
Room: $630 (+$100 damage deposit)
Board: $550
Total: $2,630 + $100 Room Damage Deposit

Students' work in campus offices is PAID and they can earn up to $400 (Vermont minimum wage is $10.50/hr). Scholarships are available for students with demonstrated need. Please email landmarkworks@landmark.edu.

Important Dates
Application Due Date: Friday, October 5
Notification of selection: On or before October 31
Commitment to participate: Wednesday, November 21
Arrive on campus for J-term: January 6, 2019
First day of classes: January 7, 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
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.
Employment Readiness Experience
Application
January Term 2019

Completed applications should be submitted to the Career Connections, located in the Academic Affairs Office in the East Academic Building (EAB). Applications are due OCTOBER 5, 2018.

Full Name: ________________________________
Advisor: ___________________________________
Phone number: _____________________________

1. Do you have any previous work or volunteer experience? If yes, please describe or attach a résumé if you have one available.

2. What are your strengths? What do you feel you do well?

3. What are your challenges, personally and academically?

4. Are you involved in any activities or groups on campus?

5. What do you like to do in your free time? Do you have any hobbies?
6. Why do you want to take part in this work experience?

7. In engaging in this work experience, what skills do you hope to gain? (check the 2 most important)
   ___ Customer Service (using the phone, greeting people)
   ___ How to work effectively in a team
   ___ A new computer program or technical skill
   ___ Clerical work like filing, data entry, and organizing
   ___ Working independently to complete a task
   ___ How to prioritize work and multi-task