APPLICATION SUMMER 2019 (June 9 – July 5)

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. 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.

This is a 4-week program. While it falls during part of Summer Session I, students are unable to take a second course if participating in the program.

The Class: BUS 1100

This 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

As part of the ERE program, students will also engage in a 'skills lab' following class to work on putting new skills into practice.

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 March 15** (priority deadline), 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.

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: $680 (+$100 damage deposit)
Board: $720
Total: $3000 (+$100 room damage deposit)

Students' work in campus offices is **PAID** and **they will earn approximately $450** (Vermont minimum wage is $10.78/hr). Scholarships are available for students with demonstrated need. Please email landmarkworks@landmark.edu.

Important Dates

Application Priority Deadline: Friday, March 15 (students can apply after this date if there is space available)

Notification of selection: On or before April 19

Commitment to participate: Friday, May 3

Arrive on campus: June 9, 2019   **First day of classes:** June 10, 2019

Last day of class: July 5, 2019

Sample Daily Schedule during Summer Session I

Monday through Friday Schedule

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

11am-11:30am: *Skills lab*

12pm-1pm: *Lunch/break*

1pm-3:30pm: *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.

LANDMARK COLLEGE WORKS

Building a Foundation for Future Employment

Completed applications should be submitted to the Career Connections, located in the Academic Affairs Office in the East Academic Building (EAB). The priority deadline is March 15.

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