

First Semester – Evaluation & Assessments

1. TL Skills: Social Learning/Employability – General social skills and assessment
2. TL Workforce Campus & Community Orientation – Exploring the campus. Interacting with typical students and learning socially acceptable behavior on a university campus.
3. TL Functional Literacy for Independence – General concepts associated with employment and independent living
4. TL Independent Living for Community/Advocacy – General information about independent living renting, grocery shopping, self-care etc.
5. TL Social Intern Intervention & Prevention Skills Training – General information and assessment of student knowledge of relationships, self-care, drugs / alcohol use, abstinence and high risks behaviors in the work environment and within society.

Second Semester

6. **TL Social Skills for Employability formerly Community Exploration:** Students learn about different jobs within the community. This class should consist of one classroom information session and one outing each week. For example, they learn about and discuss jobs at a supermarket on Tuesday and take a trip to Kroger during class time on Thursday. Students will learn about a different type of job each week and skills involved in each type of work. (Warehouse, working with animals, clerical work, housekeeping / hospitality, food service, retail and others as indicated by preference of students and availability of resources.
7. **TL Health Social Skills/Advocacy** - Nutrition and exercise / recently SHE (Sex Health Education) – The topics covered are the My Plate system of choosing nutritious meals. Students learn the five food groups, the source of foods they eat, how to read food labels and preparation and storage. The class also has a unit on the benefits of movement and exercise in creating a healthy lifestyle. Illnesses are discussed including high blood pressure and diabetes. This class is intended to help students begin to practice healthy / safe habits as they move towards independence.
8. **TL Workforce Training I** Introduction and practicing job search activities; focuses on why people work, and students create a resume, learn about their own strengths, weaknesses and job preferences. They are introduced to internships and begin building job skills by working in different areas on campus. This class sets the framework of continued learning and building of job skills.
9. **TL Internship 1** / On campus internship- Chartwells, Physical plant or Holiday Inn
10. UM Audit Class – As chosen by students based on their interests.

Third Semester

11. TL Independent Living Advocacy- History of ADA, Self-Advocacy, the meaning of independence> Students begin to look at and gain awareness of their abilities. They identify what type of assistance they will need in the job market and begin to make decisions about living independently. They learn about people with disabilities who are living their dreams and how to ask for accommodations and modifications that will help them to do the same. They learn that it is their right to enjoy the same privileges as other citizens.
12. TL Emp/Work-based Learning Intern- Applying for a job from beginning to end going through the job search process. Students continue to build their resumes and continue to practice and improve on job skills. They learn the difference between a resume and an application. They practice using technology to look for jobs and practice filling out job applications. Learn about the importance of networking and job fairs. Start preparing students for interviews.
13. TL Ind. Emp. Skills & Advocacy-What happens after you get a job. Students learn about what to expect when they start a job. Important life skills. We provide information and discuss in detail: Job orientation and training, benefits, full time v part-time, new hire paperwork (W4's, I-9's paycheck stubs) the difference between policies and procedures, communication at work / staff meetings etc. Students learn about disciplinary procedures at work, reprimands, raises, promotions, lay off -v-termination etc.
14. TL Internship 2 On campus or off campus
15. TL Internship 3 On campus or off campus
16. UM Audit Class Specially designed TL classes / or traditional university classes

Forth Semester

17. TL Independent Living Advocacy – Review previous learning, more about self- advocacy, Practice self-advocacy skills continue to improve in all areas.
18. TL Emp/Work-based Learning Intern- Continuous practice of skills, updating resumes, evaluating skills and knowledge continue improvement and application of learned practices and strategies. Complete a formal mock interview in class. Identify and apply for a job that matches skills and abilities.
19. TL Ind. Emp. Skills & Advocacy- Practice important life skills and identify them during daily interactions. Review and modify information learned during 2nd and 3rd semester. More about job policies and procedures, discuss skills learned during internships and externships.
20. TL Internship 2 On campus or off campus
21. Internship 3 On or off campus.
22. UM Audit Class