

CO98

UNIVERSITY OF KENTUCKY  
APPLICATION FOR CHANGE IN EXISTING COURSE: MAJOR & MINOR

1. Submitted by College of Education Date 10/15/03  
Department/Division offering course EDSRC - Rehabilitation Counseling
2. Changes proposed:
  - (a) Present prefix & number RC 630 Proposed prefix & number same
  - (b) Present Title Placement Services in Rehabilitation  
New Title same
  - (c) If course title is changed and exceeds 24 characters (Including spaces), include a sensible title (not to exceed 24 characters) for use on transcripts:  
\_\_\_\_\_
  - (d) Present credits: 3 Proposed credits: same
  - (e) Current lecture: laboratory ratio no change Proposed: \_\_\_\_\_
  - (f) Effective Date of Change: (Semester & Year) Spring 2004
3. To be Cross-listed as: NA  
Prefix and Number \_\_\_\_\_ Signature: Department Chair \_\_\_\_\_
4. Proposed change in Bulletin description:
  - (a) Present description (including prerequisite(s)):  
No change (see attached pages from the bulletin)
  - (b) New description:  
No change
  - (c) Prerequisite(s) for course as changed: \_\_\_\_\_
5. What has prompted this proposal?  
Development of a Web based program
6. If there are to be significant changes in the content or teaching objectives of this course, indicate changes:  
None
7. What other departments could be affected by the proposed change?  
None
8. Is this course applicable to the requirements for at least one degree or certificate at the University of Kentucky?  Yes  No
9. Will changing this course change the degree requirements in one or more programs?  Yes  No  
If yes, please attach an explanation of the change.\*
10. Is this course currently included in the University Studies Program?  Yes  No  
If yes, please attach correspondence indicating concurrence of the University Studies Committee.
11. If the course is a 100-200 level course, please submit evidence (e.g., correspondence) that the Community College System has been consulted.

\*NOTE: Approval of this change will constitute approval of the program change unless other program modifications are proposed.

ORIGINAL

**UNIVERSITY OF KENTUCKY  
APPLICATION FOR CHANGE IN EXISTING COURSE: MAJOR & MINOR**

12. Is this a minor change?  Yes  No  
 (NOTE: See the description on this form of what constitutes a minor change. Minor changes are sent directly from the Dean of the College to the Chair of the Senate Council. If the latter deems the change not to be minor, it will be sent to the appropriate Council for normal processing.)

13. Within the Department, who should be consulted for further information on the proposed course change?

Name: Dr. Ralph M. Crystal

Phone Extension: 7-3834

**Signatures of Approval:**

<p align="center"><i>Donald Bott Slaton</i> Department Chair</p>	<p><u>1/13/04</u> Date</p>
<p align="center"><i>Robert Shapiro</i> Dean of the College</p>	<p><u>1/14/04</u> Date</p>
<p align="center">**Undergraduate Council</p>	<p>Date</p>
<p align="center"><i>Jasmine Blackwell</i> **Graduate Council</p>	<p><u>3-19-04</u> Date</p>
<p align="center">**Academic Council for the Medical Center</p>	<p>Date</p>
<p align="center">**Senate Council</p>	<p>Date of Notice to University Senate</p>

\*\*If applicable, as provided by the Rules of the University Senate.

ACTION OTHER THAN APPROVAL

\*\*\*\*\*

The Minor Change route for courses is provided as a mechanism to make changes in existing courses and is limited to one or more of the following:

- a. change in number within the same hundred series;
- b. editorial change in description which does not imply change in content or emphasis;
- c. editorial change in title which does not imply change in content or emphasis;
- d. change in prerequisite which does not imply change in content or emphasis;
- e. cross-listing of courses under conditions set forth in item 3.0;
- f. correction of typographical errors. [University Senate Rules, Section III - 3.1]

Rev 8/02

PrintForm

ClearForm

# PLACEMENT SERVICES AND TECHNIQUES WITH THE SEVERELY DISABLED

RC 630

Instructor: Ralph M. Crystal  
Office Phone: 859-257-3834

Summer 2003  
224 Taylor Education

[crystal@uky.edu](mailto:crystal@uky.edu) (communication with the instructor)  
[rehabcou@coe.uky.edu](mailto:rehabcou@coe.uky.edu) (papers and exams)

## **Goals and Objectives**

The course examines the needs of clients and employers as these relate to approaches to be used in job development, analysis, modification, placement and follow-up. The course helps students develop the skills necessary for successful placement of clients into a variety of settings - competitive and for supportive employment, sheltered workshop, independent living, etc. The philosophy of placement including pre-placement analysis, client readiness, job development, job re-engineering, attitudes, and related issues will be presented.

The following competencies will be taught and upon completion of the course students will be able to:

1. Analyze the tasks of a job and be able to conduct job analyses.
2. Assess job requirements and skills.
3. Recommend restructuring jobs for different disabilities, including architectural barriers; and job and worksite modifications.
4. Locate job openings and be able to understand job forecasting and labor market trends.
5. Be able to use the Dictionary of Occupational Titles, the Occupational Outlook Handbook, the ONET, the Internet, and other sources of occupational information including computerized job search programs.
6. Identify employment problems of specific populations, which prevent integration into the labor force.
7. Use knowledge of labor market processes to assist clients in the tasks of locating, obtaining, and progressing in employment.
8. Analyze methods of employee selection and training.

9. Be able to orient clients to the world of work, assess their employment potential, and assist them in developing job-seeking skills.
10. Identify, describe, and make available, when necessary, alternative work situations including supported employment and sheltered workshops.
11. Increase public awareness and support for employment of persons with disabilities.
12. Understand approaches to job development and placement for clients in both the public and private sector.
13. Understand business and industry and know how to consult with potential employers in order to place clients into employment.
14. Know how to assist clients with completing job applications, resume writing, interviewing, and job search skills.
15. Know how to contact and work with employers; be able to train and educate employers regarding disabilities and their vocational implications.
16. Understand the placement functions in transition programs including supported employment.
17. Understand the applicability of Sections 503 and 504 of the Rehabilitation Act, and the Americans With Disabilities Act.
18. Understand the needs of individuals who have disabilities in relation to career development and placement.
19. Understand basic concepts of transition and supported employment including the roles and functions of a job coach.

The Graduate Program in Rehabilitation Counseling is accredited by the Council on Rehabilitation Education. The program utilizes a competency-based Human Resource Development Training model. Accreditation standards related to this course are the following:

**Job Development and Placement (C.2.6)**

1. Job analysis, work-site modification and restructuring, including the application of appropriate technology;
  - b. Job development, job placement, employer contacts, supported employment, follow-up and/or follow-along services.

### **Required Text**

Symanski, E. & Parker, R.M. (1996). Work and Disability Issues and Strategies in Career Development & Job Placement. Austin, Texas: Pro-Ed.

### **Course Outline**

- Week 1      Overview of job placement: Philosophy of placement, and its role in rehabilitation (Competencies 6,9,11,16,17)
- Week 2      Assessment of client readiness for employment: Residual and transferable skills analysis, use of the DOT, ONET and computerized job matching programs (Competencies 1,2,5,8)
- Week 3      Job analysis and re-engineering (Competencies 1,2,3,10,13,15)
- Week 4      Employability Skills Training: Interviewing, resume writing, completing job applications, grooming (Competencies 4,5,6,7,9,12,14,16)
- Week 5      Placement with special populations: Insurance clients, workshop clients, different disabilities, transition and supported employment (Competencies 6,12,13,17,18,19)
- Week 6      Working with employers in the placement process: Client and employer attitudes (Competencies 6,8,11,13,15,17)

Because of the short duration of the class, please read the text during the next six weeks. You will also need the text for the final examination.

### **Assignments**

All assignments are to be sent to the rehabilitation generic e-mail address ([rehabcou@coe.uky.edu](mailto:rehabcou@coe.uky.edu))

1. You are to contact and interview five employers and submit a report on each interview. The content of the report should include but not be limited to: Name of employer; contact person; employment issues, i.e., hiring practices, turnover rates, stability of the workforce, potential job modifications, pay rates; jobs available currently, anticipated job openings, DOT and ONET codes, feasibility for clients; and rehabilitation benefits available such as Employee Assistance and In-House Rehabilitation programs. In addition, an overall assessment of the contact is required. One report is due every week (25% of your grade). A total of five are required.

2. You are to make an assessment of the residual and transferable skills of one client. The specific of this exercise will be discussed in class and due on July 16, 2003 (10% of your grade).
3. You are required to conduct a job analysis of one job. This will include defining the essential functions of the job. This will be due on July 09, 2003 (10% of your grade). The requirements for this assignment will be discussed in class.
4. You are to review and critique three internet sources of occupational information. This will be due on July 23, 2003. The specifics of this assignment will be discussed in classes (15% of your grade).
5. Participation in class discussions will be worth 5% of your grade.
6. A final open book examination (short essay) will be given. This will cover all aspects of the course including information from the lectures and the readings (30% of your grade). This examination will be given on the last day of class July 23, 2003. It will be an open book and you will need the textbook in order to answer several of the questions. Sharing of books will not be permitted.
7. Class participation is required (5% of your grade). Attendance is mandatory. You will lose 1/2 letter grade for each unexcused absence as defined by the university.

### **Other**

I am available to meet with students to discuss class matters. Please contact Ms. Howitz in the program office (859) 257-3834 to make an appointment. The class will meet for a six-week period between June 16– July 23, 2003.

### **Grades**

For each of the three areas in which grades will be given those assignments will be evaluated using the following scale.

A+ = 10	B- = 5
A = 9	C+ = 4
A- = 8	C = 3
B+ = 7	C- = 2
B = 6	E = 1

Your final grade will be determined on the basis of the weights for each assignment multiplied by your grade for that assignment. This will then be translated into a letter grade as follows. These are the minimums required to achieve each grade:

8.0 = A – High Achievement

5.0 = B – Satisfactory Achievement

2.0 = C – Minimum passing grade

2.0 = E – Failure