**ICAPS Study Skills**

**Support for INT**

Fall, 2024

Grayslake Campus

Adult Education Division

IET 70-070-2688

Thursdays; 7:00 PM to 8:30 PM; Room: T117

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INSTRUCTOR: **Helena Cromwell**

VOICEMAIL: 847/543-2000, extension 32369

GLC DESK: 847/543-2021

EMAIL: [hcromwell@clcillinois.edu](mailto:hcromwell@clcillinois.edu)

COURSE DATES: Aug. 24, 2024 – Dec. 12, 2024

MIDTERM: Sept. 19, 2024

LAST DAY TO WITHDRAW: Oct. 1, 2024

OFFICE HOURS: Before and after class

PREREQUISITE(S): CASAS Placement Tests Score

HOLIDAYS (no school): Labor Day and Thanksgiving

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A. COURSE PURPOSE

The purpose of this course Is to support students with achieving the skills necessary to successfully complete the corresponding college credit courses in the Industrial Technology (INT) series including INT (INT 114,150, and 119) Students will work towards achieving adult education academic goals and workplace readiness. There may be students In this class from both our ESL and GED programs within Adult Education and ESL.

B. METHOD OF INSTRUCTION

The class Is taught with a high level of differentiated Instruction to meet the varying of student needs. Class observations during team teaching will lead to activities and lessons that allow students to learn the content. Every student’s unique needs will be addressed during this course while simultaneously helping students achieve their Individual ESL or ASE goals. In addition to the IET support course, you may be referred to campus resources such as the Academic Tutoring Center or Career and Job Placement Center as part of a system needed to support your academic needs.

C. COURSE OBJECTIVES

Objective 1: To develop an understanding of career and employment options associated with the certificate.

Objective 2: Build a list of requirements to work In the field and practice skills when appropriate.

Objective 3: Utilize effective study strategies to develop academic, technical, and job skills

Objective 4: Understand and use technology systems appropriate to the field (ICCB FW 6.R.FW.1)

Objective 4: To develop

critical thinking skills

expand reading comprehension strategies (ICCB LA Standards 6.R.CI.11)

improve vocabulary (ICCB LA Standards 6.RV.VA.1)

master writing techniques in preparation for automotive careers (ICCB 6.W.PD.1)

Objective 5:

Educational Technology

Regular computer access is important for your success in this course. Students who need assistance to access computers, internet hotspots, and other technology tools should visit the Adult Education department technology’s checkout:

<https://www.surveymnkey.com/r/7KSDFZ7>

and complete the survey.

***EMPLOYABILITY STATEMENT***

This class will help you improve your employability skills, such as critical thinking, cooperative work, dependability, and communication skills. It will help you work towards college reading and writing readiness. Class activities and lessons are designed to help you master these skills quicker.

Additionally, you will be taught how to use email and Canvas in order to work on skills needed for digital literacy and computer systems. These skills will also be interwoven throughout the semester.

Throughout this course, you will strengthen your employability skills such as time management, critical thinking, and oral and written communication skills. The course will help you work towards college literacy for the ICAPS program. Along with improving your career and literacy skills, my goal is for you to set an attainable goal and develop a plan to reach your goal.  While there may be obstacles along the way, my goal is to help you overcome your obstacles.  We are a team; teamwork and communication are key factors in working together to successfully reach and exceed your goals.

**TEST TAKING SKILLS**

--Locate information pertaining to multiple-choice items in

reading passages

--Identify multiple-choice distracters through the process of

elimination

--Estimate time allotment for blocks of test items

* GRADING PLAN

Grading consists of P (pass) and N (not pass). A student needs to attend 50% of the classes in order to receive a “P.”

Students will be dropped if they have missed 5 consecutive classes and do not return by the 6th day.

* COURSE COMPONENT SPECIFICS

To be successful in our class, it is expected that all students will attend each class session, attend for the entire session and **notify me** when you will not be there in advance.

Phone and email are both acceptable means of communication.

It is the expectation of this course that homework may be given and completed. This makes it even **more important** for you to attend **every** class session. You may submit questions via email.

The Family Educational Rights and Privacy Act (FERPA) gives students certain rights with respect to their educational records. The College of Lake County collects certain personal information about you, for example, your name, address, email address, and classes. You have the right to look at that information and change anything that incorrect. Your privacy is important to us. The college will not give others any student information, except for emergencies or in special situations, without your permission in writing. We cannot give information about your grades or your work in class to people outside the college without your permission.

Office for Students with Disability (OSD) statement: If you are a student with a documented disability and need academic accommodations, such as extended time for exams and/or an in-class note taker, please present documentation to the Office for Students with Disabilities in B171 at the Grayslake campus. To schedule an appointment, please call: voice (847) 543-2474, TTY (847) 223-0134, or email OSDMain@clcillinois.edu. If you have already contacted the Office for Students with Disabilities and have completed the Instructor Notification Form, please schedule a time to meet with an OSD counselor and discuss your needs. You may need to complete the Instructor Notification Form and may need to meet with me.

Academic Standards: **Students’ Rights and Responsibilities**

The College of Lake County has adopted the Student Rights and Responsibilities Policy (#403) and a Statement of Student Academic Integrity and Conduct. Students can find these policies in the student handbook, in the CLC catalog, and at http://www.clcillinois.edu/depts/ssd/pdf/StudentRightsBrochure.pdf

You have the right to expect that I am prepared for class and will show you respect.

You have these responsibilities:

* to participate in class and do the best that you can to learn
* to give respect to teachers and classmates
* to do your homework and class assignments

You should not:

* ask friends and family to complete your homework for you
* copy from another student's paper unless you have permission from the teacher and student
* copy information from the Internet or book without citing its source

A short summary: Don’t cheat, don’t lie, don’t copy, and don’t put yourself in any position that will compromise your academic process/progress.

* CLASSROOM RULES OF CONDUCT

� No eating/drinking in class

� Bring all materials/books as needed

� **NO CELL PHONES OR TEXTING – PLEASE TURN THEM OFF OR SILENCE THEM.**

� Be on time; two hours a week goes quickly.

Please **do not** do the following in class:

� Listen to electronic devices

� Do homework for other classes

� Chat/visit/whisper with classmates during lectures or whole class activities

� Come to class late

* EMERGENCY PROCEDURES

The College of Lake County works to ensure that the students, staff, and faculty are provided a safe environment for learning. To ensure this, emergency procedures have been developed. Emergency instructions are posted in each classroom. Please acquaint yourself with them. In the event of an emergency, please stay with the instructor or your fellow classmates. For the events listed below, the following procedures will be used:

**Fire Alarm or Fire Event:** Upon activation of the fire alarm, exit the room and remain together once outside the building. Remain outside, at least 100 feet from the building, until officially advised to re-enter.

**Tornado:** The College of Lake County designates safe zones in the event of a tornado. You will either be asked to remain in place or move to the designated safety zone.

**Life Threatening Emergency:** Based on the most current information, the college will advise all campus stakeholders of the identified threat. Options to address the threat may include exiting the building or sheltering in place. Please follow the Instructions provided and move quickly. Should the decision be made to shelter in the classroom, members of the classroom will immediately secure the classroom door and move to an area not visible from the windows or door. Please silence all cell phones and remain quiet

**Earthquake:** Should an earthquake occur, the procedure will be to find shelter in the room, seeking cover under tables or desks until the tremors stop. You will then exit the building and remain at least 100 feet from the building.

Safety can be contacted for other emergency matters-- (847) 543-5555 for emergencies.

* COUNSELING and PSYCHOLOGOCAL SERVICES (CAPS)

The College of Lake County Counseling Office offers professional counseling for students who are in crisis or are having personal problems which, as a result, may affect their academic and career goals. The services of professional counselors are available at three locations on an appointment or drop-in-basis: Grayslake Campus, A151, (847) 543-2032; Lakeshore Campus in Waukegan, N211, (847) 543-2186; Southlake Center in Vernon Hills, V130, (847) 543-6501. For a crisis or emergency outside of regular business hours, please call (847) 5432032, press #1 for "Crisis" and follow the prompts.

* COUNSELING, ADVISING, and TRANSFER CENTER (CATC)

The College of Lake County provides services to assist students with reaching their academic and career goals. The Counseling, Advising, and Transfer Center's Student Development Counselors and Academic Advisors are currently providing services remotely, via email, phone, or Zoom (virtual) appointments. To schedule an appointment, please call (847) 543-2060 or email advice@clcillinois.edu.

Miscellaneous

*Suggestions for success:*

ϖ Take things one step at a time.

ϖ Call/contact me if you have questions or things come up.

ϖ Don’t stop coming to class if you are frustrated; talk to me! That is why I have office hours before and after class.

*Student personal data; privacy policies:*

ϖ Any personal information that is collected will be kept strictly confidential. The College of Lake County adheres to FERPA laws.

*Course/instructor evaluations:*

ϖ Evaluations will be sent by the Adult Education Department once a session. They will be filled out in class and returned via campus mail.

*Guest speakers/instructors/observers:*

Please don’t worry if we have guests. They are here to make sure you are getting the best possible education.

Learning Outcomes

*Upon successful completion of this course, a student will be able to:*

*- Critically read subject-specific advanced materials*

*- Be familiar with the CTE content they learn In their credit class as well as their IET support class*

*- Be comfortable working with both their College Credit Instructor as well as their Adult Education Support Instructor*

*- Understand the proper courses to take next In order to complete their certificate through the ICAPS program*

*- Perform basic math necessary for their manufacturing program*

*- Manage and organize study time and study strategies to achieve success In their required coursework*

*- Read, understand and Interpret materials taught within the course*

*- Integrate coursework Into workforce concepts*

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| Week 1 | CTE Content:  Introductions and Class Icebreaker  Review of the College Credit Syllabus  Ensure access to all technology  Review of course expectations | Workforce Standards:  Introduction to the Career Field | Adult Ed & ESL Standards:  Construct a paragraph on why you’ve selected this field.  LA Standards 4.W.TT.1  EKE Standard 4 |
| Week 2 | Content:  Review previous week 1 CTE content  Any issues or gaps that need to be covered? Challenges?  Class visit from Student Success | Workforce Standards:  What are the careers available within this field?  How to start researching this field on US Labor sites | Adult Ed & ESL Standards:  Explore & research a topic associated with your field.  ICCB ABE/ASE 4.3.3  ICCB ELP Standard 5 |
| Week 3 | Content:  Review of week 2 CTE content  Respond to any challenges and solutions via class discussion | Workforce Standards:  Intro to ONET and CLC (Career Exploration technology)  Introduction to the Career and Job Placement Center | Adult Ed & ESL Standards: ICCB 5.S.CC.2  ICCB ESL 4.S.CC.4 Demonstrate active listening when attending the presentation form the Career and Job Placement Center |
| Week 4 | Content:  Review of week 3 CTE content  Respond to any Challenges through class discussion as well as solutions  Review content specific vocabulary  Study skills and Reading Strategies review | Workforce Standards:  Report out on findings from ONET and Career tech assessments taken | Adult Ed & ESL Content Standards  ICCB ESL AE.4.2  ICCB 4.R.CI.1  Clarify understanding of non-fictional passages by creating reports |
| Week 5 | Content:  Review week 4 CTE content  Challenges and Solutions Discussion  Learn about effective and impactful notetaking for college level courses  Discuss campus resources available | Workforce Standards:  Perform tasks and exercises that demonstrate understanding of content and how it is used in the workplace |  |
| Week 6 | Content:  Review week 5 content from CTE course  Challenges and Solutions Discussion  Smart Goals Activity  Review and discuss skimming and scanning techniques | Workforce Standards:  Presentation from Apprenticeship specialist from Career Job and Placement Center to present the idea of pre-apprenticeship and apprenticeship opportunities in Lake County |  |
| Week 7 | Content:  Review week 6content from CTE course  Challenges and Solution Discussion  Talk about problem solving and critical thinking skills | Workforce Standards:  Set appointment times to meet with apprenticeship specialist one on one for individual workforce readiness preparation |  |
| Week 8 | Content:  Review week 7 content from CTE course  Discuss Challenges and solutions  Presentation on Leveraging technology in an Educational Setting | Workforce Standards:  Technology in the workforce  Begin Resume work  Visit the Lake County Job Center |  |
| Week 9 | Content:  Review week 8 content from CTE course  Discuss Challenges and solutions  Time Management Activity | Workforce Standards:  What is a cover letter and how to begin writing one |  |
| Week 10 | Content:  Review week 9 content from CTE course  Discuss challenges and solutions  Stress Management and review of CAPS services at CLC | Workforce Standards:  Interview practice and etiquette |  |
| Week 11 | Content:  Review week 10 content from CTE course  Discuss challenges and solutions  Review of common math skills used for CTE course  Mini Quiz on weeks 1-10 content | Workforce Standards:  Professionalism, dependability and work ethic in the workplace |  |
| Week 12 | Content:  Review week 11 content from CTE course  Discuss challenges and solutions  Financial Literacy and FAFSA, demystifying paying for College and beyond | Workforce Standards:  Communication skills, such as active listening and clear communication as well as self-advocacy in the workplace |  |
| Week 13 | Content:  Review week 12 content from CTE course  Discuss challenges and solutions  Learning Styles Activity  Leveraging your strengths to work smarter, not harder | Workforce Standards:  Cultural norms and working with a supervisor, conflict resolution in the workplace |  |
| Week 14 | Content:  Class dedicated to student presentations on career research and goals assignment | Workforce Standards:  Teamwork- critical thinking and cooperative work |  |
| Week 15 | Content:  Test Taking Preparation and Review  Finals Prep | Workforce Standards:  Personal ethic, positive attitude and perseverance |  |
| Week 16 | FINALS PREPARATION | Study and review or visit the tutoring center to prepare for CTE finals |  |