

Course name and schedule:

Instructors and their contact information:

Coordinator, Navigator, Coach:

**What is ICAPS?**

ICAPS stands for Integrated Career & Academic Preparation System (ICAPS) ICAPS provides a pathway to an industry-recognized credential through training partnerships to serve adult education students at the same time that they are completing their Illinois High School Diploma and/or improving their English Language. ICAPS include industry instruction and training AND a support course with student support services available to help with barriers to success. Workforce and industry training instructors and adult education instructors collaborate to support students to meet their workforce training, workforce readiness, and adult education and literacy goals.

**How are Illinois ICAPS (known nationally as IET or Integrated Education and Training) courses different from bridge classes and other adult education classes?**

Bridge classes can help students prepare for ICAPS classes or other opportunities. Bridges and all other adult education offerings are taught in the adult education program by an adult ed instructor. In ICAPS classes, the adult education instructor collaborates with a training partner (CTE Instructor, Nursing Instructor, etc.)

**Course Expectations:**

By the end of this course, you will be able to:

* Perform\_\_\_\_
* Comply\_\_\_\_
* Provide\_\_\_\_
* Assist\_\_\_\_

**Day 1 Training Session: Handout 7**

You have the benefit of two instructors who collaborate in order to teach this course. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ teaches on Mondays and Wednesday. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ co-teach on Tuesdays. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ teaches the support course on Thursday. Your instructors will work together to deliver instruction, monitor your progress, and support you throughout the course. Having two instructors provides extra support and helps you make clear connections between your academic and workforce learning, with the added benefit of making classes interesting and fun. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ your student success counselor and is available to help you with any challenges affecting your ability to complete this course successfully. This team is here to support your academic, personal, and career growth.

**Student Expectations**

To be successful in this class, you will need to attend all classes, participate actively in class discussions, and complete all in-class and at-home assignments. This is for both the support course AND the \_\_\_\_\_\_\_\_\_course.

**Attendance:** Attendance is required for all classes. If you miss more than \_\_\_\_\_\_\_\_\_\_\_classes. If you will miss a class, please reach out to \_\_\_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. If you will be late for any reason, please also. The late policy is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Grading:**

Students must earn a \_\_\_\_\_\_\_\_\_\_\_in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Weekly quizzes (25%), class participation (25%)**,** Assignments (20%), final simulation (30%)

**Certification:**

During the last week of class, students will sit for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_certification exam that will take place at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Bus transportation will be provided or students may drive. Plan to arrive at least 15 minutes before the exam starts.

Schedule:

| Weekly Topics | Skills Focus | Assignments Due |
| --- | --- | --- |
| Week 1  Introduction to Course(s) and the Healthcare Workplace | (CNA)Training Skills: learning medical terms, body structures, begin comprehending and practicing medical charting  Academic Skills: understanding the meaning of words in context, studying new vocabulary words, writing for healthcare workplace  Workforce Skills: Collaboration and Teamwork in a work setting in health care | Introduction to Medical Chart Table due \_\_\_\_\_\_  Chapters 1-2 notes due \_\_\_\_\_  Workforce Simulation reflection due\_\_\_\_\_ |
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