

Project Search

Course Contact:	Alison.Gauld@tn.gov
Course Code(s):	TBD
Credit:	1
Grade Level:	12, and for students with disabilities who are continuing past grade 12 in accordance with IDEA
Focus Elective - Graduation Requirements:	Satisfies one of three credits required for elective focus.
Coordinating Work-Based Learning:	Teachers are encouraged to use embedded WBL activities such as informational interviewing, job shadowing, and career mentoring. For information, visit https://www.tn.gov/education/career-and-technical-education/work-based-learning.html .
Teacher Endorsement(s):	105, 145, 191, 194, 195, 460, 461
Required Teacher Certifications/Training:	The teacher must complete the WBL certification training, visit https://www.tn.gov/education/career-and-technical-education/work-based-learning.html .
Teacher Resources:	Best for All Central: https://bestforall.tnedu.gov Project SEARCH: https://www.projectsearch.us/

The Project SEARCH Transition-to-Work Program is a unique, business-led, employment preparation program that takes place entirely at the workplace. Total workplace immersion facilitates a seamless combination of classroom instruction, career exploration, and hands-on training through worksite rotations. The program culminates in individualized job development. More information on Project SEARCH can be found [here](#).

****NOTE**** The course requirements are copied from the [Project Search Employability Skills Curriculum](#).

Course Requirements

Project Search Course Requirements*	
Unit 1: Team Building	
1.1 The intern will acquire skills necessary to function within a team while understanding roles and responsibilities.	
1.1.1	Demonstrate the ability to communicate personal needs, wants and questions within a team.

Project Search Course Requirements*	
1.1.2	Exhibit the steps necessary to complete a task within a team.
1.1.3	Demonstrate the appropriate way to solve a conflict within a team.
1.1.4	Demonstrates appropriate, positive behaviors when presented with established team processes and procedures.
1.1.5	Exhibit the ability to follow directions.
1.1.6	Identify team members' roles and responsibilities and be able to perform your role in a team.
Unit 2: Workplace Safety	
2.1 The intern demonstrates knowledge and skills related to safety in the workplace.	
2.1.1	Demonstrate functional safety literacy skills for the workplace (i.e., safety and directional signs and symbols, locating places on a map, etc.).
2.1.2	Follow safe work practices related to the host business culture.
2.1.2a	Participate in host business employee onboarding practices.
2.1.3	Demonstrate knowledge of occupational safety practices in the workplace.
2.1.4	Identify hazards and solutions related to unsafe work practices.
2.1.5	Recognize and respond appropriately to workplace bullying and sexual harassment.
2.1.6	Identify appropriate reporting procedures when hazards happen in the workplace.
Unit 2: Workplace Safety	
2.2 Demonstrate safe and healthy precautions during an emergency or pandemic.	

Project Search Course Requirements*	
2.2.1	Demonstrate proper techniques for cleaning, disinfecting and materials management.
2.2.2	Demonstrate proper techniques for handwashing, coughing, and sneezing.
2.2.3	Demonstrate proper techniques for handling PPE (Personal Protective Equipment) during a pandemic.
2.2.4	Demonstrate proper techniques for social distancing during a pandemic.
2.2.5	Increase self-esteem and self-determination through practicing positive mental health strategies.
Unit 3: Technology	
3.1 The intern will demonstrate knowledge of basic technology skills.	
3.1.1	Demonstrate basic operation of a computer (i.e., turning computer on and off, printing a document, opening documents or software).
3.1.2	Create, save and organize documents (including folders) using appropriate software to complete assignment (i.e., Word, PowerPoint, Excel, various online platforms, etc.).
3.1.3	Navigate websites to locate information to complete a task and/or answer a question.
3.1.4	Establish and utilize an email account (i.e., sending emails, attaching documents, using the calendar function, making and accepting appointments, etc.)
3.1.5	Create a public presentation that utilizes technology skills.
Unit 3: Technology	
3.2 The intern will examine what it means to be a good digital citizen.	
3.2.1	Explain the importance of online safety and how to appropriately protect oneself in an online environment (i.e., smart passwords, personal information, safe internet connections, etc.).

Project Search Course Requirements*	
3.2.2	Demonstrate the boundaries of healthy communication with strangers on-line (multi-player games, social media, networking).
3.2.3	Explain the consequences of how you express yourself online (videos, photos, comments, likes, posts) to include consequences of sending or receiving inappropriate content, explicit content, communication via messenger, encryption, platform terms of agreement.
3.2.4	Demonstrate a working knowledge and etiquette and preparation of using a virtual platform (such as Microsoft Teams, Zoom, etc.) with a professional appearance, using backgrounds, sharing content, using the chat, reaction buttons, muting, working in a quiet space, etc.
Unit 3: Technology	
3.3 The intern will demonstrate appropriate skills using electronic devices and virtual platforms in the workplace.	
3.3.1	Explain the importance of following workplace policies regarding the use of personal and workplace electronic devices, such as appropriate usage and maintenance.
3.3.2	Responding to, sending or taking messages through various forms of communications using technology (phone, email, text) in a workplace setting.
3.3.3	Demonstrate a working knowledge and etiquette of using a virtual platform (such as Microsoft Teams, Zoom, etc.) with a professional appearance, using backgrounds, sharing content, using the chat, reaction buttons, muting, working in a quiet space, etc.
Unit 4: Self-Advocacy	
4.1 The intern will demonstrate an understanding of self-advocacy skills.	
4.1.1	Demonstrate an understanding of one's disability.
4.1.2	Locate laws explaining the rights and responsibilities pertaining to people with disabilities.

Project Search Course Requirements*	
4.1.3	Demonstrate the ability to appropriately disclose one's disability.
4.1.4	Communicate individual strengths, needs and accommodations to be successful across various environments including work, medical, community and home.
4.1.5	Access appropriate community service agencies that meet individual needs (transportation, employment, healthcare, social services, etc.).
Unit 4: Self-Advocacy	
4.2 The intern will demonstrate self-advocacy skills across various settings (i.e., making decisions, problem-solving, IEP, Employment Planning Meetings, job development, bus, home, community...)	
4.2.1	Identify and utilize natural supports (i.e., other staff, supervisor, mentor).
4.2.2	Recognize situations when you are being taken advantage of (i.e., financial, employment, relationships, etc.).
4.2.3	Demonstrate an understanding of the importance of voting, the voting process, accessibility, making informed decisions about candidates, schools, organizations, and issues that impact your community and quality of life.
4.2.4	Understand the various types of legal status and their effect on decision making (i.e., types of guardianship, emancipation, Power of Attorney).
Unit 5: Maintaining Employment	
5.1 The intern will demonstrate positive work ethic.	
5.1.1	Comply with the confidentiality requirements of the workplace.
5.1.2	Demonstrate the ability to prioritize, plan, and complete assigned tasks.
5.1.3	Self-monitor required professional behaviors in the workplace (i.e., social, changes with co-workers and management, changes in schedule, hygiene, etc.).

Project Search Course Requirements*	
5.1.4	Demonstrate skills appropriate to manage work schedule (i.e., breaks, arrival and departure, restroom).
5.1.5	Apply characteristics of appropriate work relationships across settings (i.e., teamwork, co-worker relationship boundaries, conflict resolution, and self-control).
5.1.6	Demonstrate giving, receiving and complying with constructive feedback.
Unit 5: Maintaining Employment	
5.2 The intern will demonstrate effective communication across settings.	
5.2.1	Identify the "Chain of Command" for each internship. -
5.2.2	Demonstrate the appropriate way to ask questions related to employment needs (i.e., requesting time off, needing assistance, permission to do a task or use something, applying for a job of their choice, etc.).
5.2.3	Demonstrate appropriate conversation skills in work settings with supervisors, colleagues, customers, patients, etc. (i.e., introducing oneself, giving and receiving compliments, breakroom conversations).
5.2.5	Demonstrate respect for the rights of others.
Unit 6: Financial Literacy	
6.1 The intern will develop financial management skills.	
6.1.1	Distinguish the difference between earning and spending money. (Income versus expenses)
6.1.2	Create a personal budget and understand how extenuating factors might impact the budget (i.e., hours worked, overtime, calling off, non-paid leave, increase in bills). -
6.1.3	Demonstrate the understanding of how to make purchases (face-to-face, credit or online) based on a given budget.
6.1.4	Demonstrate the cost of living on your own: renting, roommates, paying monthly bills, understanding leases, startup costs of an apartment, etc.

Project Search Course Requirements*	
6.1.5	Demonstrate the ability to interpret a paycheck (i.e., hours worked, withholdings, income taxes, deductions, etc.).
6.1.6	Demonstrate an understanding of taxes, and the benefits they provide to individuals, groups and communities.
6.1.7	Identify different types of banking services and payment, deposit, withdrawal methods and banking apps.
6.1.8	Demonstrate the understanding of credit, debit, apps and on-line payment purchases.
6.1.9	Identify important forms for personal record keeping and secure storage (i.e., W2's, paystubs, contracts, rental agreements, social security cards, birth certificates, diploma's).
Unit 7: Health and Wellness	
7.1 The intern will explain the impact of health and wellness on their personal lives and employment.	
7.1.1	Explain how employment can be impacted by physical and mental health.
7.1.2	Demonstrate strategies for managing stress and mental health across settings and circumstances.
7.1.3	Demonstrate the importance of eating a balanced, nutritious diet.
7.1.4	Identify appropriate leisure/recreation activities and services available in the community.
7.1.5	Demonstrate appropriate hygiene, grooming and appearance for the workplace. Describe the impact that relationships have on personal health and wellness.
Unit 7: Health and Wellness	
7.2 Describe the impact that relationships have on personal health and wellness.	
7.2.1	Describe the impact that relationships have on personal health and wellness.
Unit 8: Preparing for Employment	

Project Search Course Requirements*	
8.1 The intern will create a professional portfolio of documents required for employment.	
8.1.1	Develop a personal résumé highlighting skills and abilities.
8.1.2	Create a list of confirmed references.
8.1.3	Develop a cover letter/letter of introduction.
Unit 8: Preparing for Employment	
8.2 The intern will exhibit appropriate interview skills.	
8.2.1	Demonstrate appropriate interview etiquette in person and virtually (i.e., dress, behavior, first impression, eye contact, voice volume, appropriate behavior while waiting for an interview to begin).
8.2.2	Demonstrate a confident response (i.e., staying on topic, providing relevant information, etc.) to interview questions.
8.2.3	Evaluate interview performance (i.e., self, peer, instructor, interviewer, or manager/mentor) and change behavior based on feedback.
8.2.4	Explain appropriate ways to set-up an interview and follow-up after an interview.
Unit 8: Preparing for Employment	
8.3 The intern will recognize the importance of developing job search skills to gain competitive, entry-level employment.	
8.3.1	Evaluate personal skills to create an entry-level employment goal, which takes the following into account: field, environment, work schedule, personal interests, abilities, priorities, and family responsibilities.
8.3.2	Identify various sources to use in finding job opportunities (i.e., online, networking, LinkedIn, Independent.).
8.3.3	Demonstrate how to obtain and complete a job application (paper or online).
Unit 9 Social/Communication	

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9.1 The intern will demonstrate effective communication skills across settings.

9.1.1	Demonstrate appropriate written communication skills across settings.
9.1.2	Demonstrate appropriate nonverbal communication skills across settings. (i.e., reading body language and facial expressions).
9.1.3	Demonstrate appropriate verbal communication skills across familiar and unfamiliar settings.
9.1.4	Comprehend and transmit messages accurately across settings.
9.1.5	Demonstrate active listening skills across settings.
9.1.6	Identify and practice appropriate conversation topics permitted in the workplace across settings.