AUBURN UNIVERSITY

SYLLABUS

REHABILITATION AND SPECIAL EDUCATION

**Fall Semester 2023**

**1. COURSE:** RSED 5220

**Section:** D01 (online)

**Title:**  Placement Services in Rehabilitation

**Credit hours:** 3

**Prerequisites:** None

**Lectures will be posted:** Before every Friday night @ midnight to Canvas via Panopto, which is when most assignments will be due throughout the semester as well.

**Office hours:** Will be scheduled as needed via Zoom or phone

**Instructor:**  Hanna Geddes Downing, M.Ed., CRC

**Email:** [hrg0003@auburn.edu](mailto:hrg0003@auburn.edu) (I will always try to respond to emails ASAP but may take up to 24 hours at times)

**Cell:** 615-426-2455 (You can text me if something urgent comes up)

**2. DATE SYLLABUS PREPARED:** August 2023

**3. TEXT:**

**Required & can be obtained from the Auburn University Bookstore or on Amazon.**

Geary, Tammara; Griffin, Cary; Hammis, David, (2007). *The Job Developer’s*

*Handbook: Practical Tactics for Customized Employment.* United States: Paul H.

Brookes Publishing Co.

**4. COURSE DESCRIPTION:** This course provides knowledge of the theories, strategies, and techniques for job development, accommodation, modification, and placement of people with disabilities with application skills needed to facilitate employment.

**5. COURSE OBJECTIVES:**

1. To define and explore how career choice, job development, and placement are major elements of the rehabilitation counseling process and define and explore career choice, job development and placement from the perspective of an activity or process.

2. To define and gain knowledge regarding Traditional Vocational Source documents.

3. To define and gain knowledge regarding commonly accepted concepts used in job

development activities by Rehabilitation Counselors such as:

a. Disability, impairment, impediment

1. Client readiness
2. Suitable employment
3. Vocational diagnostic interview
4. Job seeking skills
5. Job development, job placement, post-employment follow-along
6. Availability and existence of jobs, employability, place-ability
7. To explore and gain knowledge of the components of a labor market survey and the labor market as it relates to:
   1. An individual’s ability to access the hidden job market.
   2. The ability to match worker requirements of jobs existing in the national and local economy.
   3. The characteristics associated with the primary and secondary labor markets.
   4. The hiring process
   5. The concept of career ladder as used in career guidance.
   6. Identifying sources of occupational information, paying particular attention to the issue of securing information about the growth and decline of jobs within a particular geographical area.
8. To explore ethics involved in providing career counseling, job development, and job placement assistance for persons with disabilities.

**6. COURSE REQUIREMENTS:**

**General Course Content Requirements**

Each student will be held responsible for **all** the information in the textbook and readings assigned for the course. The student should read assigned material appropriate to the topic to be discussed **prior** to class lectures. You are responsible for watching the course lectures and completing assignments in a timely manner.

**COURSE ASSIGNMENTS:**

1. **Attendance & Participation:** It is expected that each person will participate in this course by watching all lectures and completing all assignments timely. A class email will be sent at least weekly. There will be a couple of occasions when a response to a class email will be requested/required to confirm it has been reviewed. A response will go towards participation points. There is also an introduction assignment/discussion that is required for points.
2. **Examinations:** There will be two exams – a midterm and final. They will be open

book and open note and will be live for 5 days each to take at your convenience. Proctors not required or needed.

1. **Vocational Diagnostic Interview (VDI):** Instructions and a format for this assignment will be provided to you. It is to be noted that this is ***not*** a filmed assignment.

**7. GRADING AND EVALUATION:** Final grades will be based on the following points:

*Undergraduate Students*

* Examinations = 60 (2 @ 30 points each)
* Vocational Diagnostic Interview = 30
* Introduction Discussion = 5
* Participation = 5

TOTAL = 100

The **undergraduate** grade ranges are:

A = 92 - 100

B = 84 – 91

C = 76 – 83

D = 68 – 75

F = 67 and below

**8. CLASS POLICY STATEMENTS:**

**Excused Absence:** Students are granted excused absences from class for the following reasons: Illness of the student or serious illness of a member of the student’s immediate family, death of a member of the student’s immediate family, trips for student organizations sponsored by an academic unit, trips for University classes, trips for participation in intercollegiate athletic events, subpoena for a court appearance and religious holidays. Students who wish to have an excused absence from this class for any other reason must contact the instructor in advance of the absence to request permission. The instructor will weigh the merits of the request and render a decision. When feasible, the student must notify the instructor prior to the occurrence of any excused absences, but in no case shall such notification occur more than one week after the absence. Appropriate documentation for all excused absences is required.

**Make-up Exams:** Arrangements to make up missed major examination (e.g. hour exams, mid-term exams) due to properly authorized excused absences. Except in unusual circumstances, such as continued absence of the student or the advent of University holidays, a make-up exam will take place within two weeks from the time the student initiates arrangements for it. Except in extraordinary circumstance, no make-up exams will be arranged during the last three days before the final exam period begins. The format of the make-up exam will be (as specific by the instructor).

**Missed Assignments:** If you have any scheduling/deadline issues, please notify the instructor as soon as possible. It is the student’s responsibility to contact the instructor if assignment deadlines are not met. Students are responsible for initiating arrangements for missed work.

**Accommodations for Students with Disabilities:** Students who need accommodations are asked to electronically submit their approved accommodations through AU Access and to make an individual appointment with the instructor during the first week of classes – or as soon as possible if accommodations are needed immediately. If you have not established accommodations through the Office of Accessibility, but need accommodations, make an appointment with the Office of Accessibility, 1228 Haley Center, 844-2096 (V/TT).

**Course Communication:** Students are expected to communicate with the instructor of this course via email (if urgent, students can contact the instructor via cell/text), and all other information will be provided/submitted on Canvas. **Open, and timely, communication with the instructor of this course is extremely important. It is the student’s responsibility to check emails and Canvas on a regular basis.**

**Academic Honesty:** All portions of the Auburn University Student Academic Honesty code (Title XII) found in the Student Policy eHandbook (Links to an external site.) will apply to this class. All academic honesty violations or alleged violations of the SGA Code of Laws will be reported to the Office of the Provost, which will then refer the case to the Academic Honesty Committee.

**Mental Health:** If you are experiencing stress that feels unmanageable (personal or academic) during the semester, Auburn University’s Student Counseling & Psychological Services (SCPS) offers a variety of services to support you. The mission of SCPS is to provide comprehensive preventative and clinical mental health services to enhance the psychological well-being of individual students, as well as the broader campus culture. As an instructor, I am available to speak with you regarding stresses related to your work in this course, and I can assist in connecting you with the SCPS network of care. You can schedule an appointment yourself with the SCPS by calling (334)844-5123 or by stopping by their offices on the bottom floor of Haley Center or the second floor of the Auburn University Medical Clinic.

If you or someone you know needs to speak with a professional counselor immediately, the SCPS offers counseling during both summer term as well as the traditional academic year. Students may come directly to the SCPS and be seen by the counselor on call, or you may call 334.844.5123 to speak with someone. Additional information can be found at [Auburn University Student Counseling & Psychological Services | The primary counseling center of Auburn University](https://scps.auburn.edu/).

**Basic Needs:** Any student who faces challenges securing their food or housing and believes this may affect their performance in the course or others is urged to contact Auburn’s Basic Needs Center for support at [Basic Needs Resources – Auburn Cares](http://aucares.auburn.edu/basic-needs-resources/). Furthermore, please notify the professor if you are comfortable in doing so as this will allow the faculty member to connect you with any other known resources.

**9. COURSE CONTENT:**

**Note:** *The below is subject to change, but not without notice. Please be familiar with the university’s academic calendar for the spring 2023 semester for add, drop, etc. dates* [*Academic Calendar | Auburn University*](https://auburn.edu/about/academic-calendar/)

**Week 1 (08/14-08/18) - Fall Semester begins on Wednesday, 08/16**

Syllabus uploaded to Canvas; Student Introductions Assignment provided; Book to be obtained

**Week 2 (08/21-08/25)**

Introduction to Placement Services; Book to be obtained

**Week 3 (08/28-09/01)**

Chapters 1

**Week 4 (09/04-09/08 – Labor Day Holiday is Monday 09/04)**

Chapter 2

**Week 5 (09/11-09/15)**

Chapter 3

**Week 6 (09/18-09/22)**

Chapter 6

**Week 7 (09/25-09/29)**

Midterm Exam Review provided; Introduce the Vocational Diagnostic Interview (VDI) project

**Week 8 (10/02-10/06)**

Midterm Exam is Live on Canvas by 11:59pm on Thursday 10/05

**Week 9 (10/09-10/13) – Fall Break observed on 10/13**

Midterm Exam Closes on Canvas at 11:59pm on Thursday 10/12; No lecture or assignments assigned on 10/13 to observe fall break

**Week 10 (10/16-10/20)**

Chapter 7 Part 1

**Week 11 (10/23-10/27)**

Chapter 7 Part 2

**Week 12 (10/30-11/03)**

Chapter 8

**Week 13 (11/06-11/10)**

Chapter 10; VDI is due on Canvas by 11:59pm on Friday 11/10

**Week 14 (11/13-11/17)**

Chapter 11; Final Exam Review provided

**Week 15 (11/20-11/24 – Thanksgiving Holiday Break)**

No lecture or assignments to observe Thanksgiving Holiday Break

**Week 16 (11/27-12/01)**

Final Exam is live on Canvas by 11:59pm on Sunday 11/26 & closes by 11:59pm on Friday 12/01

**Week 17 (12/04-12/08)**

Official University Final Exam Week