

**RSED 5210/ 6210**  
**Occupational Information**  
**Auburn University**  
**Spring 2010**

**Location:** Haley Center 1212  
**Time:** M/W 2:00 p.m. – 3:15 p.m.  
**Instructor:** Joel Willis, M.S., LPC, NCC  
**Office Hours:** Monday-Thursday 8:00-4:30  
Room 2070  
(334) 844-3233 Direct Line and Voice Mail  
(334) 844-7676 Main Office  
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## **I Course Description**

A major focus in this course will be (a) job analysis, (b) job description, and (c) task analysis; all foundational components essential for a better understanding in the identification, location, and use of data resources for job accommodation and modification strategies, labor market surveys, and job placement of persons with disabilities.

## **II Course Objectives**

1. Develop a better understanding of work and disabilities and how each relates to labor market information, occupational information, employment/unemployment, and career development.
2. Develop a better understanding of the impact job descriptions and job analyses have on employment options for those with disabilities.
3. Explore barriers to employment for persons with disabilities.
4. Review legislation affecting employment of those with disabilities.
5. Access and understand various online employment and accommodation resources.

## **III Textbooks - Required**

Szymanski, E. M., & Parker, R. M. (2003). Work and disability: Issues and strategies in career development and job placement (2<sup>nd</sup> ed.). Austin, Texas: PRO-ED.

#### **IV Instructional Method**

Lecture/discussion

#### **V Course Requirements**

##### ***Attendance***

It is expected that each individual will attend class. If you must be absent, please notify the instructor (via e-mail). The Department of Special Education, Rehabilitation, Counseling and School of Psychology attendance policy allows two (2) absences for a semester course that meets twice a week. Failure to meet this standard will result in a grade of "**FA**" unless the student withdraws from the class prior to the withdrawal date (note the university semester calendar). At the discretion of individual instructors, verified absences may be excused under unusual circumstances (see *Tiger Cub* for rules and regulations).

##### ***Participation***

It is expected that each person will come to class prepared and will participate in discussions generated through class readings and topic presentations.

#### **VI Programmatic Accommodations**

Students who need accommodations are asked to arrange a meeting during the first week of on-site classes, or as soon as possible if accommodations are needed immediately. To set up this meeting, please contact me by e-mail. Bring a copy of your *Accommodation Memo* and an *Instructor Verification Form* to the meeting. If you do not have an Accommodation Memo but need accommodations, make an appointment with the **Program for Students with Disabilities**, 1244 Haley Center, 844-2096 (V/TT).

#### **VII Academic Integrity**

It is each student's responsibility to become familiar with the provisions contained in Auburn University's policy regarding academic integrity or honesty.

## VIII Assignment for Undergraduates:

- 1) Develop task analysis
  - a) 2 per group
  - b) Choose an activity outside class
    - i) Prior approval required via email
  - c) Video the activity
  - d) Narrate the activity
  - e) Develop a task analysis
  - f) Suggestions:
    - i) Make sure the activity is legal and appropriate (will clarify in class)
    - ii) Divide the responsibilities between members of your group
      - (1) One person does the activity
      - (2) One person videos the activity
      - (3) One person narrates activity
      - (4) One person writes the task analysis
- 2) Development job description/job analysis from in-class staffing project
  - a) 2 per group
  - b) Develop a job description from the job analysis
  - c) Develop an employment proposal for an individual with a disability

### ❖ Class presentations (20 minutes minimum)

- Present on assignment I
  - Use PowerPoint
    - Task Analysis
- Show video
  - Explain tasks
- Present on assignment II
  - Use PowerPoint
    - Job description
    - Job analysis
    - Task statement
    - KSA statement
    - Essential functions

## **IX Assignments for Graduates:**

- 1) Paper
    - a) 8-10 pages/ 5 references
    - b) Choose one topic from below (no duplicates please)
      - i) Employment/unemployment
      - ii) Business – large/ small
      - iii) OSHA
      - iv) Occupational Information – DOT/O’Net
      - v) EEOC
  - 2) Job description/ job analysis
    - a) Schedule plant tour
      - i) Use hand-out or locate on your own
      - ii) Suggestions
        - (1) Choose a company with more than 15 employees
        - (2) Choose a company as close to campus as possible
    - b) Develop job description/job analysis from an employee/job
      - i) Video
      - ii) Report
      - iii) Develop an employment proposal for this job for an individual with a disability
  - 3) Class presentation (30 minutes minimum)
    - a) Paper
    - b) Video/report
- ❖ **Plant tours**
- Only for grad students
  - Work as group develop 4 plant tours
  - Call perspective company
    - Talk with person in HR Dept
    - Explain your assignment
    - Ask permission for a plant tour
    - Ask permission to video one job

## **X Evaluation**

***Tests:*** Mid-term and Final

***Assignments:*** See section VIII & IX

### ***Grading Undergraduates:***

Test one	100 points
Test two	100 points
Class participation	50 points
Assignment I	50 points
Assignment II	100 points

### ***Grading Scale Undergraduates:***

A	330-400
B	260-329
C	190-259
D	120-189
F	Below 120

### ***Grading Graduates:***

Test one	100 points
Test two	100 points
Class participation	50 points
Assignment I	100 points (paper)
Assignment II	100 points (job des/job analysis)
Assignment III	25 points (plant tour)
Assignment IV	25 points (presentation)

### ***Grading Scale Graduates:***

A	430-500
B	360-429
C	290-359

**XI Tentative Schedule**

<b>Week</b>		<b>Topic</b>	
	<b>Jan 11-13</b>	<b>11 – introduction/ syllabus</b>	<b>13 - Overview</b>
	<b>Jan 18-20</b>	<b>18 – no class/ MLK</b>	<b>20 - Virtual business</b>
	<b>Jan 25-27</b>	<b>25 – Chpt 1</b>	<b>27 - Virtual business</b>
	<b>Feb 1-3</b>	<b>1 – Guest Speaker</b>	<b>3 – Virtual business</b>
	<b>Feb 8-10</b>	<b>8 – Chpt 7</b>	<b>10 - Auto Industry</b>
	<b>Feb 15-17</b>	<b>15 – Chpt 7</b>	<b>17 - Ergo MSD</b>
	<b>Feb 22-24</b>	<b>22 – Chpt 7</b>	<b>24 - Disability Etiquette</b>
	<b>March 1-3</b>	<b>1 – Guest Speaker</b>	<b>3 - Job Readiness</b>
	<b>March 8-10</b>	<b>8 – Chpt 6</b>	<b>10 - Mid term test</b>
	<b>March 15-17</b>	<b>Spring Break</b>	<b>Spring Break</b>
	<b>March 22-24</b>	<b>22- Guest Speaker</b>	<b>24 - Presentation</b> 5210 – (5210 assignment I due)
	<b>March 29-31</b>	<b>29 – Chpt 2</b>	<b>31 - Presentation</b> 5210
	<b>April 5-7</b>	<b>5 – Chpt 3</b>	<b>7 - Presentation</b> 5210
	<b>April 12-14</b>	<b>12- Chpt 5</b>	<b>14 - Presentation</b> 5210 – (6210 assignment I due)
	<b>April 19-21</b>	<b>19- Guest Speaker</b>	<b>21- Presentation</b> 6210
	<b>April 26-28</b>	<b>26- Chpt 10</b>	<b>28 - Presentation</b> 6210 – (6210 assignment II due) (5210 assignment II due)
	<b>May 3-5</b>	<b>3 – Guest Speaker</b>	<b>5 - Final</b>