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| EAGL 0410**Capstone*****Business: Elevate******Fall 2025*****Department of Special Education,** **Rehabilitation, and Counseling****College of Education**Supervisor Information**Lauren Ozment M.Ed**Office: 1403Q LEW0024@auburn.edu  |  |

Job Information

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| **Job Name**  | **Capstone: Elevate** |
| **Number** | **EAGL 0410** |
| **Work Schedule**  | Tuesday and Thursday |
| **Work Time** | 11-11:50am |
| **Location** | EDUC1403H |
| **Supervisor**  | Lauren Ozment |
| **Office Location** | EDUC 2141 |
| **E-mail** | LEW0024@AUBURN.EDU  |
| **Office Hours**  | By appointment  |
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| **Week** | **Date** | **Employee Agenda** | **Employee Requirements and Deadlines** |
| Week 1 | 8/198/21 | Elevate Business Plan and HandbookElevate Onboarding  | Employee Contract Onboarding Packet  |
| Week 2 | 8/268/28 | Elevate Onboarding  | Onboarding PacketTimecard: Bi-Weekly Pay date  |
| Week 3 | 9/29/4 | **Preparation:** Foundations of Independence Personal Branding and Identity |  Personal Brand Activity  |
| Week 4 | 9/99/11 | **Preparation:** Communication ConfidenceMindset Shift  | Timecard: Bi-weekly Pay date |
| Week 5 | 9/169/18 | **Planning:**Financial FitnessCommunity Connections | Community Connection Map  |
| Week 6 | 9/239/25 | **Planning:**Engaging with employersHealthy Lifestyle: Balance and Boundaries  | Timecard: Bi-Weekly Pay date |
| Week 7 | 9/3010/2 | **Execution:** Workplace Readiness and EtiquetteNavigating Public Service Systems | Navigation Report |
| Week 8 | 10/710/9 | **Assign Final projects** | Timecard: Bi-Weekly Pay date |
| Week 9 | 10/1410/16 | **Work Final Projects** |  |
| Week 10 | 10/2110/23 | **Work Final Projects** | Timecard: Bi-Weekly Pay date |
| Week 11 | 10/2810/30 | **Execution:**Service LearningService Learning |  |
| Week 12 | 11/411/6 | **Execution:**Service LearningService Learning  | Timecard: Bi-Weekly Pay date |
| Week 13 | 11/1111/13 | **Execution:**Service LearningService Learning |  |
| No Work : Thanksgiving Break  |
| Week 15 | 12/212/4 | **Evaluation:**Self-Assessment and FeedbackResilience and problem solving | Timecard: Bi-Weekly Pay dateService Learning Hours and Reflection Due |

**Mission:**

At Elevate, we empower individuals to rise beyond the classroom by equipping them with the skills, confidence, and purpose to thrive in the real world. Our mission is to teach independent living readiness and elevate employment capabilities through real-world engagement, content knowledge, and purpose-driven instruction. We believe that success is not just learned—it’s lived.

Elevate is comprised of passionate, dynamic, and mission-driven employees. At this site, employees engage with practical life skills, enhance employment readiness, and connect learning to real-world scenarios. They are making the transition from academic environments into purposeful, independent adulthood.

**Elevate Core Values:**

1. **Empowerment Through Purpose**

We believe every individual has the potential to live with direction and dignity. We guide learners to discover their strengths and pursue lives of meaning and self-sufficiency.

1. **Real-World Readiness**

We prioritize practical, hands-on learning that prepares individuals not just for jobs—but for life. Our programs reflect the realities of today’s world, helping learners thrive beyond the classroom.

1. **Inclusion**

We serve with compassion and commitment, honoring the diverse backgrounds, abilities, and aspirations of each learner. We create spaces where all voices are heard, respected, and uplifted.

1. **Growth Through Engagement**

We foster active, relevant learning experiences by connecting with community partners, employers, and real-world opportunities. We know growth happens when learners are engaged, challenged, and supported.

**Employee Outcomes:**

1. **Increased Independent Living Skills:** Employees demonstrate growth in key life areas such as budgeting, time management, personal care, transportation, and household management, enabling greater day-to-day independence.
2. **Improved Employment Readiness:** Employees complete the program with polished resumes, interview experience, workplace communication skills, and a clear understanding of job search and retention strategies.
3. **Expanded Content Knowledge:** Employees gain practical understanding in areas like financial literacy, digital literacy, health and wellness, and civic responsibility, helping them make informed, confident decisions in adult life.
4. **Stronger Real-World Engagement:** Employees actively engage in internships, job shadowing, volunteer work, or community-based projects that build experience, expand networks, and connect classroom learning to real-life impact.

**Employee Policy Statements:**

**1. Clocking In & Out:** Employees are expected to clock in and out on time each day, within a five-minute window. Consistent timekeeping ensures fairness, accountability, and smooth daily operations.

**2. Professionalism:** Maintain a professional attitude and appearance at all times. This includes respectful behavior, appropriate attire, and upholding the values of Elevation in every interaction.

**3. Communication:** Clear, timely, and respectful communication is essential. Keep your team informed, ask for help when needed, and respond promptly to messages and requests.

**4. Meeting Deadlines:** Honor deadlines and responsibilities by staying organized and proactive. If challenges arise, communicate early—reliability builds trust and drives our mission forward.