



PRE-COLLEGE PROGRAMS FOR CAREER ENHANCEMENT

The College Boot Camp and Job Camp

ABSTRACT

The vision is to ensure that every job seeker has access to meaningful employment. Taking young career aspirations and turning them into workforce and economic success for the individual and community. Jobs are a pathway to success that can have huge benefits beyond a paycheck — and the money doesn't hurt either. Every young person should be able to secure Meaningful Employment with Personal & Professional Well-Being. Innovation is the foundation of the Learnovation® College Boot Camp and Job Camp series where engaging content, providing awareness, creating the opportunity to practice key life skills, while measuring career direction and enhancing personal & professional well-being elevate the individual. We enable adults and youth to develop the skills and knowledge needed for careers that are in demand by supporting your organization.

Anna Graf Williams, PhD.

President, Learnovation®, LLC

Pre-College Programs for Career Enhancement

College Boot Camp

The College Boot Camp is a 15-hour course designed to give students ***the tools for thriving in college before they arrive: information, skills, and systems.*** The purpose of the College Boot Camp is to create ***experiences, opportunities, and traditions to look forward to the next time they engage.*** Students will build on their skills and knowledge, and be able to tie together career, personal and professional well-being.

Objectives: By the end of the course, students should be able to

- Function independently in a college environment.
- Identify and build support systems on campus, including academic, social, health and safety.
- Document targeted and acquired skills for use in their career portfolios.
- Describe the status of individual personal well-being and how it impacts their academic and personal life.
- Set goals for each area of five areas of personal & professional well-being.
- Review class syllabi for key skills to be acquired.
- Develop a basic career plan for targeted job position.

Materials: *College Prep Portfolio Workbook, 2nd Ed. and select Learnovation® pamphlets.*

Recommended Supplements: *Creating Your Career Portfolio At-A-Glance Guide BASICS
College Boot Camp Instructor’s Guide*



There are 15 sessions, each designed for one hour of instruction. Some topics may require student homework to complete the activities presented from the workbook and pamphlets used in the program.

	College Boot Camp			
Session	Topic	Workbook College Prep	Pamphlets	Homework/Activities
1	Beating the Odds <ul style="list-style-type: none"> • Risk factors for college dropout • Laundry, health, how college works, money, building support systems. 	15A– What’s Your Attitude? 15B– Shifting Your Attitude	S6a—Are You Ready for College?	What do you expect from college? <ul style="list-style-type: none"> • Begin creating a Vision Board for Personal Well-Being –identifying Purpose, Social, Financial, Community and Physical Well-Being (This is an ongoing exercise- by the end of the course they will have a

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				completed board that will show the student's goals and desires related to college and career for all aspects of well-being.)
2	What is it you want? <ul style="list-style-type: none"> • Visualizing life during and after college • Setting Goals • Identifying Target Jobs • Defining the Career Pathway 	10– Identifying Potential Colleges and Universities	S11--Identifying Your Target Job	<ul style="list-style-type: none"> • Visioning Board • College Prep #10 – comparing colleges for younger students or reviewing what they really like about the college they've chosen. • S11- Identify a target job and the education and experience needed to do the job.
3	Personal and Professional Well-being <ul style="list-style-type: none"> • How Well-being impacts your personal life and professional career • Purpose, Social, Financial, Community and Physical Well-Being 	2 – Well-Being Inventory		<ul style="list-style-type: none"> • Visioning Board • College Prep #2– reviewing their current well-being
4	What am I getting out of my college classes? <ul style="list-style-type: none"> • The basics of knowledge, skills & abilities (KSAs) • Reading a syllabus to identify skills • How classes transfer knowledge to skills • Academic Readiness 	3– Class Skills Inventory	S9–Being a Professional	<ul style="list-style-type: none"> • Small group review of several course syllabi to inventory class skills • WF-2 • Recommended- Course Planner template from the <i>Career Portfolio BASICS</i> book-
5	Creating a Career Portfolio <ul style="list-style-type: none"> • Overview of career portfolios • How they are used to organize skills • Building your skill lists 	1– Your College Prep Portfolio Planner	S10– The Career Portfolio Starter	<ul style="list-style-type: none"> • Begin filling in College Prep #1- Your College Prep Portfolio Planner with current skills. (This exercise is used throughout the course as students

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	<ul style="list-style-type: none"> Collecting work samples during college 			continue to add skills to the list as they complete additional exercises.)
6	Getting what you want rather than what you get... <ul style="list-style-type: none"> Choosing a major Skills needed for a target job Gap Analysis – Skills I have vs. Skills I need. 	7– Choosing Your Major		<ul style="list-style-type: none"> Vision Board Check-in Review pamphlet S11 - Identify target jobs in your major, and identify the job ladder to reaching those jobs. Identify the skill gap between current skills and those needed in the target job.
7	Managing Money <ul style="list-style-type: none"> Understanding credit and credit cards Identify your spending habits Managing money in college 		F6 – Paying My Bills	<ul style="list-style-type: none"> Identify your spending habits Creating a basic budget
8	Learning the School Systems...Getting Connected <ul style="list-style-type: none"> Student services Health services Academic counseling Financial Aid Registrar’s Office Meal Plans Housing Accessing class resources 			<ul style="list-style-type: none"> Supplemental checklist from College Prep Instructor’s Manual Visit the website of their college or a preferred college and complete a checklist of campus services and what they offer.
9	Risk or Reward... Choosing activities, friends, parties & getting involved <ul style="list-style-type: none"> Choosing clubs and activities Making friends Finding mentors 	4– Transferable Skills Inventory		<ul style="list-style-type: none"> Vision Board Check-in Identify existing activities in high school and the skills gained from each.

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	<ul style="list-style-type: none"> • Staying safe • Balancing social and academic life • Transferable Skills 			<ul style="list-style-type: none"> • College Prep #4 – Transferable Skills Inventory • Research organizations on campus that you’d like to join.
10	Community Service and Connections <ul style="list-style-type: none"> • Setting up support systems in the community • Gaining skills from community service • Networking • Getting around in the community • Religious and group support systems • Staying Safe 	5– Soft Skills Inventory		<ul style="list-style-type: none"> • A technology free exercise where the focus is on solving a problem, reaching a goal, or creating something. The purpose is to learn about people. • Safety on campus, in your space and socially...parties too. * Instructor’s manual exercise
11	Handling stress away from home <ul style="list-style-type: none"> • Stresses to expect • Ways to relieve stress • When to call home • Building support systems • Dealing with a natural disaster 		WF-10 Managing Stress	<ul style="list-style-type: none"> • WF-10 Identifying stressful situations and planning for ways to cope.
12	Developing Good Study Skills & Time Management <ul style="list-style-type: none"> • Time Management • Basic study skills • Balancing social and academic life • College expectations for course load and homework 		S1 – Basic Study Skills	<ul style="list-style-type: none"> • S1 – Review current study habits and patterns
13	Staying Healthy <ul style="list-style-type: none"> • Basic wellness – sleep, nutrition, exercise 		W13 – Staying Healthy	<ul style="list-style-type: none"> • Review current patterns of sleep, study, exercise

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	<ul style="list-style-type: none"> • Basic First Aid • Being sick – what to do • When to push through, and when to get help • Where to go for medical aid 			<ul style="list-style-type: none"> • Research exercise options and food options at target college • W13 – Identify what to do in different health situations
14	Setting Up Your First Apartment or Room <ul style="list-style-type: none"> • What to expect • Bringing the basics • Getting along with roommates • Managing laundry • Basics of food safety 		WF 14 – Setting Up Your Household	<ul style="list-style-type: none"> • Do a load of laundry at home • WF-14 Identify what they need on the take to campus worksheet • Complete the Am I College Ready? Checklist from College Boot Camp Instructor’s Manual
15	Getting a Part-time Job – <ul style="list-style-type: none"> • Using a career portfolio to get a job • When to focus on school and when to add in work • Making summer jobs pay in skills that help your career • Review college readiness 	8– Focusing Your Skills Using Job Listings		<ul style="list-style-type: none"> • Review the Vision Boards • Review College Prep #1 – Skill list • Review what’s been learned • Are you ready?

Pre-College Programs for Career Enhancement

Job Camp – Career Launchpad

The Job Camp–Career Launchpad is a 15-hour course designed to give students a microburst into the job market. This course contains the basics needed to prepare students for entry into the job market for summer jobs, part-time jobs, or internships. **The purpose of the Job Camp – Career Launchpad is to introduce students to the realities of the workplace, develop tools for getting a job- including a résumé, references, and a career portfolio.** Students also learn how even a part-time job can be used to develop transferable skills that will transition with them as they start their careers.

Objectives: By the end of the course, students should be able to

- Develop personal career portfolio containing work samples.
- Create a résumé.
- Identify current skills (activities & experience) and the skills needed for a target job.
- Explain the concept of gainful employment.
- Describe the attributes of the multiple generations in the workplace.
- Describe their preferred learning style.
- Determine target job and career purpose.
- Explain how personal well-being impacts personal workplace engagement.
- Use their career portfolio to secure a job interview leading to strategic part-time employment.

Materials: *Creating Your Career Portfolio At-A-Glance Guide BASICS*

College Prep Portfolio Workbook, 2nd Ed.

select Learnovation® pamphlets.

Recommended Supplements: *Job Camp– Career Launchpad Instructor’s Guide*

We recommend the College Boot Camp and Job Camp–Career Launchpad be taught together, beginning with College Boot Camp and then following with Job Camp. Both courses use the *College Prep Portfolio Workbook* as a key text, and the exercises can serve as a review during the Job Camp session, giving more time available to new content.



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There are 15 sessions, each designed for one hour of instruction. Some topics may require student homework to complete the activities presented from the book, workbook, and pamphlets used in the program.

Job Camp – Career Launchpad					
Session	Topic	BASIC Book	College Prep Workbook	Pamphlets	Homework/Activities
1	Why work? <ul style="list-style-type: none"> • Benefits of having a job • Earning money • Developing skills • Summer employment • Working during the school year • Introduction to Career Portfolios 	Chapter 1: Career Portfolios and the Workplace	Revisit #1- Your College Prep Portfolio Planner		<ul style="list-style-type: none"> • Bring in 3 current job ads you are interested in for discussion for session #2.
2	What employers expect <ul style="list-style-type: none"> • Workplace skills • Work ethic • Workplace engagement • How personal well-being impacts your career • Skills from jobs 		2– Well-being Inventory Revisit #5– Soft Skills Inventory 8– Focusing Your Skills Using Job Listings		<ul style="list-style-type: none"> • Use the job ads to complete College Prep #8. • Bring in 3 job ads for different jobs you'd consider doing in your career for session #3.
3	What do you have to offer? <ul style="list-style-type: none"> • What skills do you have now? • Skills from activities 	Chapter 2: Identifying Your Skills & Creating a Career Plan	Revisit #1- Your College Prep Portfolio Planner	WF2--Taking Control of Your Skills	<ul style="list-style-type: none"> • Identify the KSAs listed in the three job ads. • Bring in 2 job ads for a dream job you'd like to have.
4	Job Latticing into Your Career <ul style="list-style-type: none"> • Target jobs • Making your job count towards your career • Skills needed in your career 		Revisit #4– Transferable Skills Inventory	F2–Gainful Employment - Value vs. Cost	<ul style="list-style-type: none"> • Supplemental Exercise from IM on Job Latticing. • Research the education needed for your target job. Find an online college course

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Session	Topic	BASIC Book	College Prep Workbook	Pamphlets	Homework/Activities
					description with the details of that program. Print a copy to use in the next session.
5	Financial Independence <ul style="list-style-type: none"> • Paying bills • Budgeting for expenses in school • Earning in skills • Costs of a job-transportation, uniforms 		9A–Planning for the Skills You Need—College Plan of Study		<ul style="list-style-type: none"> • Review the college course description for the skills needed for a target career. • Identify how long it would take you to get the degree, and how much it would cost.
6	Generations in the Workforce <ul style="list-style-type: none"> • Understanding people in the workplace • Getting along with people • What motivates us? • How are we different/similar? • What can I learn from others? 				<ul style="list-style-type: none"> • Visit the website of a company you’d like to work for. Look at their management staff and their company mission statement. Identify what that says about the company and the leadership.
7	Documenting your Skills with Work Samples <ul style="list-style-type: none"> • Work samples where to find • Types of work samples • What they show an employer • Confidentiality on the job 	Chapter 3: Proving Your Skills and Creating Work Samples	12– Gathering, Sorting, and Refining Work Samples		<ul style="list-style-type: none"> • Start collecting work samples to include in your career portfolio.

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Session	Topic	BASIC Book	College Prep Workbook	Pamphlets	Homework/Activities
8	Ways to Learn the Job <ul style="list-style-type: none"> • Opportunities for learning • Workshops, courses, certifications, apprenticeships • Methods of learning • Platforms for learning-online, classroom, on-the-job • Personal learning styles 		Revisit 9B– Planning for the Skills You Need – Jobs		<ul style="list-style-type: none"> • Continue collecting work samples • Complete a worksheet on your learning style (from IM)
9	What Work Style Suits Me? <ul style="list-style-type: none"> • How my personal well-being impacts my job • My work philosophy • Working for others • Running my own business • Contract work based on skills • Online work • Internships • Apprenticeships 		9C– Planning for the Skills You Need – Transferable Skills		<ul style="list-style-type: none"> • Continue collecting work samples • Complete College Prep #9C
10	The Résumé <ul style="list-style-type: none"> • The résumé as a skill overview • Types of résumés • Online résumés • Ways to use a résumé • Cover Letters • References 	Chapter 4: The Résumé - The Career Guide	11A–Résumé Development - Résumé Organizer 11B– Résumé Development – Using Keywords in Your Résumé		<ul style="list-style-type: none"> • Continue collecting work samples • Work on completing a résumé

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Session	Topic	BASIC Book	College Prep Workbook	Pamphlets	Homework/Activities
11	Assembling a Career Portfolio <ul style="list-style-type: none"> • Assembling a hard copy career portfolio • Assembling ePortfolios • Customizing your career portfolio for different uses 	Chapter 5: Assembling Your Career Portfolio	13– Creating Your College Prep Portfolio – Assembly Checklist		<ul style="list-style-type: none"> • Review work samples collected • Start to organize a basic career portfolio (Continue this activity through session 14)
12	Starting a Job Search <ul style="list-style-type: none"> • Where to look for jobs • When to get a job • Timing of different types of jobs • Do I fit the job? • When to apply • Online job sites • When to connect in person 			WF #1 – Finding a Job	<ul style="list-style-type: none"> • Continue creating career portfolio • Look for local jobs on an online job site
13	Social media and Networking <ul style="list-style-type: none"> • Building professional and personal support systems • Setting up a LinkedIn™ profile • Using social media for job networking • Using social media to find jobs • Joining professional groups online 			S8--Social Media and Your Career	<ul style="list-style-type: none"> • Continue creating career portfolio • Review LinkedIn™ • Do a search on yourself to review your online footprint

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Session	Topic	BASIC Book	College Prep Workbook	Pamphlets	Homework/Activities
14	Job Applications <ul style="list-style-type: none"> • Applying online • Applying in person • Job applications • Assessment tests • Job tests 			WF4–Filling Out a Job Application	<ul style="list-style-type: none"> • Complete the career portfolio • Complete WF-4 or fill in a job application for a position you want now
15	Using Career Portfolios <ul style="list-style-type: none"> • Interviewing with career portfolios • Previewing skills • Follow-up • On phone interviews • For internships • For job evaluations 	Chapter 6: Using Your Career Portfolio	How to use your portfolio to interview	WF5–Job Interviews	<ul style="list-style-type: none"> • Review career portfolios • Review job interview techniques