

# Occupational Skills

## Diploma - Brainerd Campus

### Career Description

OSP is a technical college program that offers work-based training and classroom instruction for persons with disabilities with the outcome of competitive entry-level employment. Students in OSP actively participate in opportunities in the workplace and the classroom to expand their work experience background and increase their employability in the entry-level skilled work market. Experiences in OSP also promote social, physical and emotional growth in the college setting.

### Program Information

OSP is a nine-month diploma program, staffed by one coordinator/instructor and two laboratory assistants. Specific skills needed for employment are taught at the business, (in the college or community,) where students receive training.

Coursework in the classroom reinforces basic work skills learned at the employment site, which increases student success at any workplace. Other skill outcomes for students in OSP taught in the classroom include Communication Skills (verbal, nonverbal and written,) Problem-Solving skills (goal-setting, self advocacy and relationship building, etc.) and Decision-Making skills (ie. citizenship skills, budgeting, self management.) Students can also participate in an elective summer internship course which provides follow-up services at their place of employment following graduation.

### Special Program Requirements

Students in OSP have documented disabilities and the ability to compete for entry level job positions in the community in which they reside.

All after-school-hour services required for independent living are secured by the student and family before the onset of the fall semester.

Students can apply for OSP in the fall, beginning on Sept. 1, the year preceding attendance in the program. Student interviews for applicants meeting program criteria begin in January. Interviews and acceptance of students are completed from January–April with new students attending OSP Orientation in April.

### Employment Opportunities

Attracting qualified employees and matching their skills to the job for which they are best suited is significant to the success of any business. According to the MN Dept. of Employment and Economic Development, entry-level career availability is expected to rise through 2010. Some examples of entry-level employment that students in the Occupational Skills Program obtain following graduation

- \* food preparation
- \* janitorial
- \* retail areas of cashier and stock clerks
- \* entry-level health care areas

### Career Titles

Placement Data from OSP show 94% Total Related Employment for recent graduates. Job titles for graduates include

- \*stock person
- \*line worker
- \*housekeeping
- \*waitress
- \*ride operator
- \*dishwasher
- \*dietary aide



### Selected Employers of Recent Graduates

- Clow Stamping, Merrifield, MN
- Pride Employment Agency, Bismarck, ND
- Craguns Resort, Brainerd, MN
- Great Plains Clinic, Dickinson, ND

### Selected Job Titles of Recent Graduates

- Groundskeeper
- Youth Mentor
- Waitress
- Janitor

### Quotes from Students

"I have enjoyed working with Baxter Parks this year and this summer have been offered a job."

Derek

"From seeing the job checklist from work, I'm able to see what I need to improve at on the job and what I'm good at."

Amy

"Because of the CEP portfolio project, I am ready to get out and get a job."

Jenna



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### Diploma Curriculum

Course #	Course Title	Credits
<b>FALL SEMESTER</b>		
COMP 1103	Computer Basics I	1
OSKL 1142	Communication I	3
OSKL 1144	Critical Reasoning Skills I	4
OSKL 1148	Employability Skills I	3
OSKL 1152	Internship Skills	1
OSKL 1154	Supervised Pre-Internship I	3
OSKL 1162	Study Skills I	1
<b>Fall Semester Total</b>		<b>16</b>

#### SPRING SEMESTER

COMP 1104	Computer Basics II	1
OSKL 1146	Critical Reasoning Skills II	4
OSKL 1150	Employability Skills II	4
OSKL 1156	Supervised Pre-Internship I	3
OSKL 1162	Study Skills I	1
OSKL 1164	Study Skills II	1
OSKL 1166	Communication II	3
<b>Spring Semester Total</b>		<b>16</b>

#### GRADUATION REQUIREMENT 32

#### Optional Electives

OSKL 1370	Topics	1
OSKL 1391	Internship III	4
THTR 2401	Topics in Humanistic Theatre	3

*This is an example. Your advisor will help you select the individual courses you wish to take.*



#### Patty Sloan

Patty's educational background includes a Bachelor of Science degree in Therapeutic Recreation from Winona State University, and coursework in vocational education from Bemidji State University. Patty has 15 years of experience working with the Occupational Skills Program. She works in the capacity of a College Lab Assistant II and also as an Adjunct Faculty member. Job responsibilities include instruction of independent living skills, job seeking and keeping skills, job coaching/work experience management, and tutoring services for Occupational Skills Program courses. Patty lives in the Brainerd area with her husband and two children.

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#### Tammy Myran

Tammy's educational background includes a Master's degree in Special Education with an emphasis on Transition and bachelor's degree in the area of K-12 Special Education, including Work Experience Coordinator Handicapped Licensure from St. Cloud State University. Previous instructional experience includes Transition Coordinator and Work Experience Coordinator through Willmar Public Schools serving 9 public school districts and 5 years experience at Larson Vocational Services as a Job Placement Specialist working with adults with mental health and cognitive disabilities. Tammy lives with her husband in the Brainerd area. Interests include walking, gardening, boating, spending time with friends and family and attending music concerts.

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#### Itty Newgord

My career with OSP began in September 1992. Previous to that, I worked in Special Education in the Brainerd Public School District and also taught in Special Education for the Pillager High School. My career as a special education teacher began by teaching in an early childhood special needs program. Since 1970, I have been involved in many organizations, clubs, committees, and boards that support and advocate for people with disabilities. I have a bachelor's degree in Special Education with a Vocational Education certification. I live on the beautiful Crow Wing River with my husband and dog. I have a grown son with disabilities. This has allowed me to have a better understanding of what it's like to have a disability and what it's like to be a parent of a child with disabilities.

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