

# SERVICES OVERVIEW: PRE-EMPLOYMENT TRANSITION SERVICES

abc solutions

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## INTRODUCTION AND HISTORY

ABC SOLUTIONS INC and JACPAC LLC partnership evolved out of the desire to get more involved in efforts to encourage youth and adults with disabilities to develop an interest in and to pursue careers in product design and engineering. The major goal of this partnership is to increase the number of disabled working graduates available for future jobs at JACPAC LLC.

Recognizing that there was not an extensive program for the disabled population in this area, ABC Solutions begin a pilot project with the city of Detroit to provide summer enrichment courses to youth interested in “STEAM” (or Science|Technology|Engineering|Arts|Math) and underserved adults seeking career training and placement in NON STEAM fields to provide exposure to specialized fields with partnering hiring firms.

ABC Solutions begin developing the specifics of the program and was approached by JACPAC LLC CEO, Mr. Ismail Walton, MSW, to discuss partnering with him and his local strategic partners, including fashion designer and Bravo TV’s “Project Runway” alumni, [Mr. Joe Faris](#), Wayne State’s program coordinator and Data Technician in the Center for Behavioral Health and Justice, Ms. [Tamarie Willis, MSW](#), and Wayne State University Social Entrepreneurship Professor Ms. [Marijo Upshaw, MSW](#), MBA to provide location sites to conduct our mentorship camps throughout underserved areas near Downtown Detroit, East Detroit and Ecorse Michigan. As a result, a cooperate agreement was made with Linwood Church of Christ and Pastor Donale Stewart to conduct future summer courses. In addition, ABC Solutions and new strategic partner, and former Ecorse head basketball coach, and current CEO of Tailor Made Learning, Ms. [Erinn Reed](#), developed a new contingent agreement with Ecorse High School to provide year-round camps at the high school.

ABC Solutions Inc. recognized that the only way to increase the number of disabled youth and young adults to enter these specialized careers, would be to start early in the educational process. Therefore, the program was formulated to start in the tenth grade and continue into college. In the tenth grade, informative movies are shown, and illustrative books and other literature distributed. The students are actually identified in the eleventh grade based on their interest and learning aptitudes. Activities in the 10<sup>th</sup> and 11<sup>th</sup> grades include tours of STEAM organizations, including Detroit Labs and educational institutions, including Wayne State University and Lawrence Technological University, and in class demonstrations conducted by STEAM engineers and specialized computer programs to help develop skills in Math and Science. In 12<sup>th</sup> grade and post high school, include the same motivational aids as well as a limited number of cooperative technical jobs at STEAM companies, including JACPAC LLC.

STEAM engineers, in particular, engineers motivated to help underserved communities and/or who have been diagnosis with a disability, have been selected by ABC Solutions to be the primary people to conduct the various phases of the program, as well as to act as role models for the participating students.

## PROGRAM GOALS

ABC Solutions has an on-going partnership with the Division of Vocational Rehabilitation (DVR), through its Pre-Employment Transitional Services to provide youth the opportunity for education and training to competitive integrated employment. In addition, we can assist underserved adults with disabilities gain job readiness skills and certifications to find meaningful employment within the metro area.

Listed below are our program goals with this partnership:

- Make initial contact with potential students (youth or adults) to determine appropriate program match
- Establish a relationship between the JACPAC LLC design and engineering personnel, youth and adult disabled students to enhance the student's interest in preparation for college engineering education and/or career placement opportunities.
- Identify potential engineering candidates among disabled DVR consumers
- Provide JACPAC LLC resource people from its manufacturing, software and product design teams to work with youth and adult disabled students in developing science and mathematics projects.
- Provide selective software and instructional materials to be used to science and mathematics classes
- Acquaint students with working with engineers and other technical professionals
- Provide monthly engineering activities
- Provide part time cooperative jobs for high school rising and current seniors during the summer months and public-school year
- Provide pre-college and post high school jobs (adults)
- Provide summer pre-engineering and product design enrichment programs at the college or university level for disabled students
- Provide engineering and product design career information
- Assist disabled students in gaining entrance into college of engineering
- Prior to completion of program, provide free scholarships for disabled students to receive certifications including: **For Web design and Mobile Apps\***: Certified Scrum Masters, Certified AWS Cloud Practitioner, Certified Ethical Hackers; JavaScript Certification; **For Business Management\***: Certified Project Management Professional, Lean Six Sigma Green Belt; Certified Business Professional Customer Service

**\*Subject to change**

## PROGRAM DESCRIPTIONS

**“The JacPac Mentor Program”**, sponsored by ABC Solutions has been established in order to provide a method of introducing and encouraging students (youth|adults) in the metro area to participate in STEAM related fields offered outside of or at JacPac LLC. Mentors are current staff members of JacPac who have agreed to help students learn about their various professions in general and guide mentees with their future goals.

### What is a Mentor?

Definition:

A JacPac mentor is an experienced person who willingly provides professional and useful advice to STEAM students in order for him/her to achieve success in his/her position or profession.

Qualifications:

- Must be a current JacPac staff member
- Must have 3+ years of professional related experience
- Have a strong interest in professional development
- Desire an opportunity to give back to the STEAM community
- Willingness to communicate with mentee as often as necessary

Role:

- To serve as a guide, sharing professional experiences, triumphs
- To listen, answer questions and offer tips and suggestions for action
- Provide feedback to the mentee regarding his/her strengths and development needs
- Be a sounding board for ideas
- Assist in setting goals

Benefits

- Share knowledge and experience
- Assist in the growth and education of STEAM related fields
- Gain insights to new and cutting edge STEAM discoveries from students
- Give back what has been gained
- Practice problem solving and listening skills

## **What is a Mentee?**

An JMP mentee or person being mentored is a rising high school senior or graduate seeking STEAM professional advice and guidance from an experience professional in order to achieve success in his/her new position or profession.

### *Qualifications*

1. Be a high school graduate or current high school senior (rising | current)
2. Have a strong interest in professional development
3. Listens critically and objectively to feedback received
4. Willingness to communicate with mentor as often as necessary

### *Benefits*

1. Practice problem solving and listening skills
2. Meet colleagues with varied experiences, skills and contacts
3. Network with others in your field from various places
4. Build leadership skills
5. Learn the steps to becoming employed in a STEAM related field

### *Expectations*

1. Communicate effectively with mentor
2. Take initiative and seek professional advice from the mentor when needed
3. Know and be able to discuss your needs and objectives with mentor
4. Take responsibility for your career goals
5. Receive feedback from mentor objectively
6. Submit an evaluation after the completion of JMP

## PROGRAM TIMELINE



### Phase 1: 2 DAYS

#### The JacPac Mentor Program

The JMP is a pilot program and subject to alterations when needed. There is a minimum of a one (1) day, six (6) hour time commitment (maximum: two (2) days) with a formal evaluation at the end.

The JMP is comprised of the following schedule:

#### Day 1: Job Shadowing (6 hours)

- **Orientation Session**
  - Students arrive and settled in a comfortable meeting place. Introduction of Senior leadership personnel to discuss:
    - Mission of workplace, or what they do
    - Purpose of workplace, or why they do it
    - Personal note, or why my job is important to me
    - Reason they're involved in job shadowing
    - Why I'm glad you've joined us today
- **Workplace Coordinator Introduction**
  - Conducts workplace tour
  - Passes out organizational chart (simplified, if necessary) to students
  - Engages in brief discussion of different departmental functions
- **Match students with potential mentors**
- **Go to work area and give overview of typical day.**
- **Tour of work area or department; introduction to peers.**
- **Break**
- **Hands-on work (appropriate as determined by you) and observation.**
- **Catered Lunch**
- **Interviews**
- **Reflections, questions and answers; individual professional LinkedIn photo**
- **Departure**

Session 1 Cost: \$239.00 per student

## **Day 2 (cont): JMP Mentorship (6 hours)**

- **Orientation Session**
  - Students arrive and settled in a comfortable meeting place. Participating mentors will discuss:
    - Department Mission
    - Current Projects
    - Goals and Outcomes
    - Today's Project
- **Complete SDI Workshop**
  - Students will complete an easy to understand self-assessment tool that will determine the best workplace environment to work
  - Obtain assessment results
  - Complete group activities
    - Students are paired by their group assessment type and will complete group activities as a team
- **Mentor | Mentee partnership**
  - Mentor completes self-assessment tool
    - Obtain results and assigned to a mentor by group assessment type
  - Mentee will be introduced and paired with their Mentor that matches the mentee's evaluation results
- **Hands-on project work (appropriate as determined by SDI instructor) and observation.**
- **Catered Lunch**
- **Hands-on project work (cont)**
- **Reflections, questions and answers, exploration of next steps; evaluation**
- **Departure**

**Session 2 Cost: 289.00 per student**

## TIMELINE (cont):

### Phase 2: 8 - 14 WEEKS

#### JMT Work Based Learning Experience (335 hours)

The JMP is a pilot program and subject to alterations when needed. There is an eight (8) to fourteen (14) week (M-F) commitment with a certification opportunity at the end of this experience.

#### Objective(s)

**Meaningful Outcomes:** Ensure that the instructional strategies and assessment designs of ABC Solutions are purposeful and encompass student participation in the development of the criteria necessary for achieving meaningful work based learning experiences.

#### Measurable Outcomes

- (a) Goal #1: Students and mentors will participate in group activities that will teach students learn how to utilize online tools such as the Occupational Outlook Handbook and O\*Net to find key data to include in job applications and resumes.
- (b) Goal #2: Students will learn how to complete job applications, create functional resumes and draft cover letters.
- (c) Goal #3: Students will learn options for travel to and from work. Staff will provide job coach to practice in the community with students using bus passes and taxi vouchers.
- (d) Goal #4: Students will complete a personality profile vocational assessment (authentic, criterion based, self-assessment) to determine which industries are better suited to the student's overall personality. Students will be paired in groups based on the overall dominant personality trait. Staff will match groups to qualified managers and volunteer leaders in related industries.
- (e) Goal #5: Students will be assigned to various JacPac departments that will link students with industry management to complete work projects based on their dominant personality traits. Student experiences will include volunteering, job shadowing and unpaid work opportunities at integrated worksites (OJT). Mentors and related support staff will provide on-site supports and job coaching services until the completion of work-based learning.
- (f) Goal #6: Students will complete online training courses for one STEAM related certification including Business Management and Web Design & Mobile Apps
- (g) Goal #6: Students will present to authentic audiences to share their overall program experiences.



**General Schedule:**

9:00-9:10: Team Announcements  
9:10-10:15 Pre-Work for Online Certification (Individual)  
10:15-10:30 Break  
10:30-12PM Pre-Work for Online Certification (Individual)  
12-1PM: Lunch  
1:00-2:45PM Hands on Work (@JacPac LLC)  
2:45-3:00PM Break  
3:00-3:45PM Hands on Work (@JacPac LLC)  
3:45-4:15PM Presentations | Demos | Lightning Talks  
4:15PM: EOD Dismissal

**Prerequisites**

- a) Must pass Admission Test prior to entering program
- b) Must complete a background check
- c) Must complete and successfully pass a drug test
- d) Must be able to understand textual cues, such as pictures and other words, listen and take notes during each session
- e) Must be willing to attend regularly and contribute each session
- f) Must be willing to commit a total of thirty-five (35) hours each week during the summer months (excluding travel time) or 335 hours during the school year.
- g) Must be available to attend two (2) dinner events between (5) and (8) pm
- h) Must be between 17 years of age or older
- i) Must be currently attending high school and in good standing with the principal and/or counselor or have obtained a high school diploma or GED.

**Cost of Work Based Learning Experience** [cost used on number (#) of participants (minimum: 4)]

- a. Snacks
- b. Banquet Dinners
- c. Bus Tickets / Taxi Vouchers
- d. Self-Directed Inventory worksheets
- e. Notebook
- f. Pens/Pencils
- g. Journal
- h. Uniform
- i. Group Activities
- j. Community Liaison
- k. Loaner Books for themed study
- l. Loaner computers with WIFI and printing stations
- m. Presentation space
- n. Public speaking support
- o. Guest Speakers
- p. Job shadowing
- q. Subscription Cost and fees for one (1) Certification (STEAM)
- r. Database recordings
- s. Summary report(s)

Total Monthly Cost: **\$1199** per student | Maximum cost: **\$3,595** for **3 months**

## **TIMELINE (cont)**

### **Phase 3: Paid Internship or On the Job Training (OJT)**

#### **Phase 3: 2-4 WEEKS**

#### **OJT (up to 120 hours)**

The JMP-OJT is a pilot program and subject to alterations when needed. There is a two (2) to four (4) week (M-F) commitment with a potential opportunity for part time or full -time employment at the end of this experience.

#### **Objective(s)**

**Meaningful Outcomes:** Ensure that the instructional strategies and assessment designs of ABC Solutions are purposeful and encompass student participation in the development of the criteria necessary for achieving meaningful work-based learning experiences.

#### **Measurable Outcomes**

- (a) Goal #1: Certified students will participate in training to learn STEAM role positions with JACPAC.
- (b) Mentor will explain the position and procedures in which to properly execute the task, in detail.
- (c) Mentors will demonstrate the procedures that have been explained. The student will continue to describe these procedures as they demonstrate
- (d) Mentors will then allow the certified student or apprentice to perform the task while standing nearby and observing. The mentor will be able to stop the apprentice if they are any concerns. The mentor will give constructive feedback of that skill at the task.
- (e) Mentor will assess if the apprentice can completely perform the task, the apprentice will be able to perform the task solo. The mentor will complete an "Assessment of Skills Acquired" form and sign off that the apprentice has successfully completed the OJT program and it is competent in the position.

#### **General Work Schedule:**

9:00-12:00PM Work  
12:00-1:00PM Lunch  
1:00-3:00PM Work  
3:00-3:15PM Break  
3:15-5:00PM Work

**Prerequisites**

- a) Must complete prior phases (1-2) before entering program
- b) Must complete a background check
- c) Must complete and successfully pass a drug test
- d) Must be able to understand textual cues, such as pictures and other words, listen and take notes during each session
- e) Must be willing to attend regularly and contribute each session
- f) Must be willing to commit a total of forty (40) hours each week during the summer months (excluding travel time) or 15-20 hours/week during the school year.
- g) Must be currently attending high school and in good standing with the principal and/or counselor or have obtained a high school diploma or GED.

Total Monthly Cost: **75% hourly reimbursement** (minimum wage: \$12.00/hour)