

Using the High School/High Tech Design Features to Meet the Needs of Youth with Disabilities: A Supplement to the High School/ High Tech

Program Manual

HIGH SCHOOL • HIGH TECH



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INTRODUCTION

The information in this document has been gathered in response to High School/High Tech (HS/HT) program coordinators nationwide requesting additional resources to supplement the new HS/HT Program Manual. It is intended to assist youth service workers and advocates to meet the challenges of organizing individualized programming for young people with disabilities using the four evidence-based design features (Preparatory Experiences, Connecting Activities, Work-Based Experiences, and Youth Leadership Development).

Just as the new Program Manual was not created as a stand-alone cookbook for program success, such is the case with the materials presented herein. These resources are by no means indicative of an exhaustive search; they have been gathered to assist HS/HT program coordinators in planning individualized activities for all youth in coordination with each of the four design features. While some activities are in a lesson plan format and others are adjunct resources, all may serve as a foundation from which to build and expand design feature lessons.

No activity has been created or designed **specifically** for HS/HT programs; rather, these activities represent just some of the many materials available. The authors reviewed materials online in order to provide resources that were easy-to-access and easy-to-modify, thereby allowing HS/HT program coordinators to spend more of their time in the field building relationships with youth, the community, and employers. The beauty of HS/HT programs nationwide is that each is created and administered on the needs of local youth and the community in which they live. It is our intention that these resources assist you in continuing to create and expand successful experiences for all youth.

Preparatory Experiences

Preparatory Experiences include activities and services typically undertaken by the youth while at the program site or in collaboration with the educational site. The activities in this category include **career assessment, opportunity awareness, and work readiness skills**. These activities and services should be conducted in environments where young people feel accepted and nurtured.

Career Assessment

Career Interests Game

<<http://career.missouri.edu/holland/>>

Sponsored by the University of Missouri, and based on Dr. John Holland's theory that people and work environments can be loosely classified into six different groups, the Career Interests Game is designed to help match an individual's interests and skills with relevant careers. It focuses on how personality will fit in with specific work environments and careers. Sample jobs are directly linked to DOL's Bureau of Labor Statistics Occupational Outlook Handbook website for detailed job outlook information.

Career Key

<<http://www.careerkey.org/english/>>

The Career Key is an online interest assessment. It measures skills, abilities, values, and interests. In addition, it allows the user to identify promising jobs and locate accurate information about them.

Learning Styles Assessment

<<http://www.reynoldsindiana.net/TCS/TCS%20Lesson%20Plans/Guidance%20Lesson%20Plan%20ONLINE%20SAMPLE.doc>>

The goal of this lesson plan is to have students identify their personal learning styles and develop learning strategies related to their personal styles.

Opportunity Awareness

Career Exploration

<<http://www.khake.com/page2.html>>

Online exploration activities related to vocational and technical careers can be found on the Vocational Information Center's website. Each career path page includes links to various career descriptions as well as links to educational sites relating to the specific career, such as tutorials, directories, associations, industry news, glossaries, and related academics.

Career Interests

<http://www-1.ibm.com/industries/education/doc/content/bin/lp_career.pdf>

“What Path Will You Follow” is a lesson plan that provides activities and resources to help students identify career interests and prepare action plans for obtaining careers.

Career Video Clips

<<http://www.careerinfonet.com/acinet/library.asp?category=1.2>>

This resource is a direct link from America’s Career InfoNet, a component of Career OneStop. From able seamen to writers, nearly 360 career videos show real people doing real work. Occupations are grouped into broad industry areas or into careers with similar characteristics, such as those that work outside, require only on-the-job training, or involve apprenticeships. The site lets you download RealPlayer video software for free.

Career Research

<www-1.ibm.com/industries/education/doc/content/bin/lp_career.pdf >

“What Path Will You Follow” is a lesson plan that offers students the opportunity to research potential careers and begin to prepare for their future.

<www-1.ibm.com/industries/education/doc/content/bin/TakeThisJobandLoveIt9-12.pdf>

“Take This Job and Love It” is a lesson plan providing activities to utilize internet resources to teach the process of preparing for and getting a job in today’s job market.

Occupational Search by Job Families

<[http://www.acinet.org/acinet/default.asp?soccode=&stfips="](http://www.acinet.org/acinet/default.asp?soccode=&stfips=)>

Find out important knowledge, skills, abilities, and tasks for selected occupations – sorted by 20 different job families.

Work-Readiness Skills

Community Resource Mapping – A Strategy for Promoting Successful Transition for Youth with Disabilities

<<http://www.ncset.org/publications/viewdesc.asp?id=939>>

This resource introduces a dynamic process both for creating synergistic community collaboration among those concerned with youth development, and for maximizing the community's human and financial resources that support youth. The brief includes a detailed explanation of Community Resource Mapping, a list of the benefits of mapping, examples of mapping efforts, whom to contact information for further information, and other related resources.

Soft Skills in the Workplace

<http://www.mncareers.org/pdf/Section_6/FG_Activity_43_04.PDF>

<http://www.mncareers.org/pdf/Section_7/FG_Answer_Key_ACT43_04.PDF>

A short, multiple-choice exercise is presented to generate discussion about soft skills and how to apply them in the workplace. The questions are designed to make students think about the best way to handle each situation.

Guide to Resume Writing

<http://www.jobweb.com/Resumes_Interviews/resume_guide/restips.html>

This resource guides the user through the preliminary steps to building and writing a resume with the following online “teaching” tools such as:

- What is a resume
- How to prepare an effective resume (resume essentials, content, and checkup)
- Action words
- Sample resumes...and more sample resumes
- What employers want

Connecting Activities

Connecting activities are those that HS/HT students need in order to transition to a plan for self-sufficiency. The focus is on services and activities requiring support from other organizations, such as **tutoring** to improve academic performance, **mentoring**, **assistive technology**, and **transportation**. Youth participating in HS/HT programs must **connect with other services and agencies** as they pursue options in post-secondary education and high tech careers.

Academic Tutoring

SAT Preparation

<<http://www.reynoldsindiana.net/TCS/TCS%20Lesson%20Plans/SATPreparation.doc>>

<<http://www.reynoldsindiana.net/TCS/TCS%20Lesson%20Plans/PreparingForTheSAT.ppt>>

This lesson plan and accompanying Power Point presentation offer basic strategies for the verbal and quantitative sections of the SAT.

Test Taking Tips

<<http://www.reynoldsindiana.net/TCS/TCS%20Lesson%20Plans/TestTakingTips.doc>>

<<http://www.reynoldsindiana.net/TCS/TCS%20Lesson%20Plans/TestTakingTips-PowerPoint.ppt>>

This lesson plan and accompanying Power Point presentation offer basic strategies for answering various types of test items, including both objective and essay questions, and for efficient cramming (as a last resort).

Text Reading Skills

<<http://www.reynoldsindiana.net/TCS/TCS%20Lesson%20Plans/Text%20Reading.doc>>

<<http://www.reynoldsindiana.net/TCS/TCS%20Lesson%20Plans/TextReadingSkills.ppt>>

This lesson plan and accompanying Power Point presentation offer basic strategies for reading and understanding textbooks.

Taking Class Notes

<<http://www.reynoldsindiana.net/TCS/TCS%20Lesson%20Plans/TakingClassroomNotes.doc>>

<<http://www.reynoldsindiana.net/TCS/TCS%20Lesson%20Plans/TakingClassroomNotes-PowerPoint.ppt>>

This lesson plan and accompanying Power Point presentation offer basic strategies for recording and studying classroom notes.

Mentoring

Mentoring Works! Guide to Creating a Corporate Mentoring Program

<http://www.marylandmentors.org/corp_corn3/corp_corn2.htm>

This guide offers 10 steps for building mentor programs, as well as a bibliography and related

resources. Click on “Mentoring Binder” for the following:

- Find a School Partner and Build a Team (sample forms: mentor and mentee contract)
- Design a Program That Works For Youth, Your Staff and Business (sample forms: authorization and release)
- Recruit Mentors
- Screen, Orient, and Train Mentors
- Recruit and Orient Students and Parents (sample forms: letter to students, letter/permission form to parents, orientation agenda)
- Match Mentors and Students
- Support Mentors (sample forms: first day agenda)
- Evaluate Implementation and Outcomes
- Enjoy! Develop Ways to Recognize and Celebrate Successes
- Develop A Network Of Companies Engaged In Mentoring

Assistive Technology

Assistive Technology (AT)

<<http://postitt.org/>>

Enter the site as a visitor, and then choose your preferred site method (Frames or Text). Click on “Guidance Activities” to find eight activities presented to help young people understand the range of ATs that can be used to overcome limitations. Objectives for the activities include learning about AT and high tech AT, identifying everyday items as AT, evaluating the AT currently used, and implementing a plan for AT. Activities are geared for both current AT users and non-AT users.

Transportation

Transportation

<<http://www.workshopsinc.com/manual/TOC.html#Social>>

Unit 5 offers three lesson plans (13 activities in all) on transportation including using public transportation, relying on acquaintances for transportation, and owning a car.

Connecting to the Workforce and Continued Education

Accessing Disability Services

<<http://postitt.org/>>

Enter the site as a visitor, and then choose your preferred site method (Frames or Text). Click on “Guidance Activities” to find eight activities designed to help young people understand their role and responsibility for obtaining disability support services in college.

Accessing Adult Human Services

<<http://postitt.org/>>

Enter the site as a visitor, and then choose your preferred site method (Frames or Text). Click on “Guidance Activities” to find two activities that help young people identify adult service agencies that provide support and learn how to apply for these services.

Applying to College

<<http://postitt.org/>>

Enter the site as a visitor, and then choose your preferred site method (Frames or Text). Click on “Guidance Activities” to find 10 activities created with the goal of finishing the college admissions process, identifying appropriate college programs, and completing financial aid applications.

Planning and Preparing for College

<www-1.ibm.com/industries/education/doc/content/bin/lp_college912.pdf>

This lesson plan provides student activities and resources using the internet to introduce the process of researching and preparing for a two- or four-year college or university.

<<http://www.reynoldsindiana.net/TCS/TCS%20Lesson%20Plans/CollegeSelection&Admission.doc>>

This lesson plan offers resources on personal career path identification and school choice based on career interest.

<<http://postitt.org/>>

Enter the site as a visitor, and then choose your preferred site method (Frames or Text). Click on “Guidance Activities” to find eight activities that teach students how to establish a realistic college goal and prepare a timeline of tasks to accomplish it.

Portfolio Development

<<http://www.chinookcollege.com/career/tools/portbuilder/>>

A portfolio is a way to gather information about oneself, and it helps identify major skills, interests, and life accomplishments. This site (by Chinook College in Calgary, Canada) presents the three major components to portfolio development: a career plan portfolio checklist, a portfolio collection, and a marketing portfolio.

<<http://www.reynoldsindiana.net/TCS/TCS%20Lesson%20Plans/GuidancePortfolio.doc>>

These materials offer a good start for thinking about career portfolios as an illustration of a young person’s current accomplishments and educational progress.

Work-Based Experiences

Work-based experiences include a range of activities that build up to on-the-job experiences. These experiences include **site visits**, **job shadowing**, **internships**, **entrepreneurial ventures**, and actual **paid employment**. In all cases, the lessons learned during work-based experiences should be reviewed to ensure that youth make a connection between what they are learning in the HS/HT program and what is expected in the working world.

Industry Site Visits and Tours

Employers by State (search)

<http://www.acinet.org/acinet/select_state.asp?soccode=&next=state1>

America's Career InfoNet allows users to search employers by state. Select your state and choose "largest employer" under State Information. A list of the largest employers in the state will appear. Click on an employer to learn more about it and to locate a contact name and telephone number for potential site visits.

Labor Market Trends

<<http://www.reynoldsindiana.net/TCS/TCS%20Lesson%20Plans/LaborMarketTrends.doc>>

<<http://www.reynoldsindiana.net/TCS/TCS%20Lesson%20Plans/LaborMarketTrends.ppt>>

This lesson plan and accompanying Power Point presentation focus on assisting young people target the fastest growing occupations, choose an occupation of interest, and describe its employment outlook.

Job Shadowing

Job Shadowing

<asai.indstate.edu/Guiding%20All%20Kids%20-%20Lesson%20Plans/Job%20Shadowing.doc>

This lesson plan offers resources for job shadowing experiences in which students gain hands-on knowledge of a job in their chosen field.

Internships

Interviewing Skills

<<http://www.reynoldsindiana.net/TCS/TCS%20Lesson%20Plans/InterviewingSkills.doc>>

This lesson plan offers information about interview types, questions and other important interview information, and mock interview participation.

Entrepreneurship

The Future Entrepreneurs Program

<http://www.cednc.org/initiatives/student_programs/future_entrepreneurs/>

A downloadable curriculum from the Council of Entrepreneurial Development offers seven lesson plans on entrepreneurship.

- Lesson 1: What is an entrepreneur?
- Lesson 2: Finding a business opportunity
- Lesson 3: Market research
- Lesson 4: Introduction to marketing: Product, price, place
- Lesson 5: Introduction to marketing: Promotion and advertising
- Lesson 6: Starting up your business: Finances, personnel, and location
- Lesson 7: Sales and customer service

Youth Leadership Development

Youth leadership development activities help young people become self-sufficient and productive members of society. The components under this design feature include providing **supportive adults**, promoting **opportunities for personal growth**, and supporting **organizational leadership opportunities** including those that lead to the development of improved self-determination and self-advocacy skills. Each of these elements is interwoven and fostered throughout each of the HS/HT design features.

Supportive Adults

Livelihood

<http://www.pbs.org/livelihood/tech_guide.html>

Livelihood is a public television series about work life and its relationship to families and communities, as well as to the larger questions the country faces as the economy shifts at lightning speed. Extensive teacher resources and classroom activities are available and intended for students in grades 9 through 12. Topics such as career and vocational activities, mathematics, and health activities are covered. Teacher guides are used in conjunction with the video as companion material. Teacher guides contain program-specific viewing questions, activities, and discussion pause points.

Leadership Movies

<<http://www.casaa-resources.net/mainpages/resources/movies/index.html>>

This website provides prepared lesson plans on popular and commercial movies. Students are asked to identify qualities of leadership as well as ways in which they might hone their own personal leadership skills.

Role Models with Disabilities

<<http://www.goddessnight.com/rm2003.html>>

On this website students will find 19 role models with disabilities from 2002 and 2003.

<<http://www.as.wvu.edu/~scidis/organize/fsdrole.html>>

The website “Career Scientists who are Disabled Role Models” offers career stories of scientist with disabilities. Read about what their job duties entail and what accommodations they have used in order to be able to perform their work.

Opportunities for Personal Growth

Conflict Resolution

<http://www.ncwd-youth.info/assets/hsht/conflict_resolution.doc>

Downloadable conflict resolution activities for secondary education are available on this website. Objectives include the following:

- Developing a working definition of conflict, recognizing the existence of a positive side to conflict, and distinguishing between conflict and violence;

- Analyzing different approaches to conflict, selecting a method of conflict resolution that meets the needs of a particular situation, and identifying personal conflict resolution style;
- Determining the differences between negotiation, mediation, and arbitration by planning, participating in, and observing role-plays utilizing each of these three methods of conflict resolution.

Anger Management

<<http://www.reynoldsindiana.net/TCS/TCS%20Lesson%20Plans/AngerManagement.doc>>

This lesson plan offers a discussion base for hidden signs of anger and healthy ways to express anger.

Goal Setting

<<http://www.reynoldsindiana.net/TCS/TCS%20Lesson%20Plans/GoalSetting.doc>>

<asai.indstate.edu/Guiding%20All%20Kids%20-20Lesson%20Plans/GoalSetting72,Christy%20Brown.doc>

These lesson plans offer basic resources for creating short-, intermediate-, and long-term goals, and creating a process plan to meet personal goals.

Resisting Peer Pressure

<asai.indstate.edu/Guiding%20All%20Kids%20-%20Lesson%20Plans/Peer%20Pressure9-12,Christy%20Brown.doc>

This lesson plan offers resources for discussion covering personal boundaries, rights, and privacy needs in addition to strategies for resisting peer pressure.

Leadership Opportunities

Obtaining Accommodations Guaranteed Under the ADA

<http://www.uncc.edu/sdsp/resource_list/bowman.pdf>

This lesson plan focuses on teaching students with disabilities to become empowered by the Americans with Disabilities Act 1990 (ADA) in order to obtain these guaranteed civil rights in a higher education setting.

How to Start a Youth Leadership Group – a Step-by-Step Guide

<cdrc.ohsu.edu/selfdetermination/education/moving/resources.html>

This step-by-step guide offers the following:

- Group Readiness Checklist
- Ways Leadership Groups Differ from Traditional Youth Groups
- Critical Ingredients for Starting Your Group
- The Group Process & Operating Structure
- The Facilitator Section: How to Support a Leadership Group.

Self-Advocacy

<<http://www.postitt.org/>>

Enter the site as a visitor, and then choose your preferred site method (Frames or Text). Click on “Guidance Activities” to find nine activities, focusing on learning strengths, disability, and related accommodations.

Summary of Self-Determination Curricula and Components

<http://www.uncc.edu/sdsp/bobby/curriculum_chart.pdf>

Offered by the University of North Carolina Charlotte, this easy-to-read chart provides product information (title, cost, publisher/contact), relevant topics (choice/decision making, goal setting/attainment, problem solving, self-evaluation, self-advocacy, IEP planning, relationships with others, self-awareness), contents (e.g., video, manual, workbook), and audience.

References

America's Career InfoNet

<<http://www.careerinfonet.com/acinet/default.asp>>

Career InfoNet allows users to find wages and employment trends, occupational requirements, state-by-state labor market conditions, millions of employer contacts nationwide, and the most extensive career resource library online.

Career InfoNet is a component of Career OneStop (<<http://www.careeronestop.org/>>), the nation's publicly funded resource for jobseekers and businesses where users can locate public workforce services in their area, explore alternative career paths, compare salary data for different occupations, learn which careers are hot, get resume writing tips and job interview strategies, and much more!

Association for Conflict Resolution

<<http://http://www.acresolution.org/>>

The Association for Conflict Resolution (ACR) is a professional organization dedicated to enhancing the practice and public understanding of conflict resolution.

Canadian Association of Student Activity Advisors (CASAA)

<<http://www.casaa-resources.net/mainpages/aboutus.html#governing>>

CASAA is comprised of junior and senior high school student advisors and actively promotes the concept of student leadership. CASAA has been addressing the leadership needs of high school students and student council advisors since 1985.

Career Key

<<http://www.careerkey.org/english/>>

The Career Key is a free service to help youth and adults with career choices, career changes, career planning, job searches, and college major selection.

Council for Entrepreneurial Development

<<http://www.cednc.org/>>

The Council for Entrepreneurial Development (CED) is a private, nonprofit (501)(c)(3) organization founded in 1984 to stimulate the creation and growth of high impact entrepreneurial companies in the greater Research Triangle area of North Carolina. CED provides an interactive forum for entrepreneurs, investors, service professionals, academicians, researchers, and public policy makers who combine their energies to create an environment in which entrepreneurs can flourish.

Guiding All Kids

<asai.indstate.edu/guidingallkids.htm>

Guiding All Kids is an initiative of the Indiana Student Achievement Institute's American Student Achievement Institute, a nonprofit organization focused on raising student achievement and closing achievement gaps. Guidance activities online can be found in the areas of academic development, career development, and personal-social development. The

Guiding All Kids guidance system was developed by a local School Counseling Advisory Council comprised of students, parents, teachers, administrators, business representatives, community members, and school counselors.

IBM Corporation

<www-1.ibm.com/industries/education/doc/jsp/resource/thought/>

IBM Solutions for Schools has created lesson plans for all ages to help facilitate the introduction of technology and the internet into the classroom.

JobWeb

<<http://www.jobweb.com/home.cfm>>

Job Web is a website sponsored by the National Association of Colleges and Employers. Links include Find an Employer, Search JobWeb, Articles Library, Contact JobWeb, Shop JobWeb, Online Career Fair, Resumes & Interviews, Career Development, Internships/Co-ops, Salary Information, Job Market Research, and After College. Also included is an "Ask the Expert" section where some archived questions relate to disability.

Life Skills for Vocational Success (LSVS)

<<http://www.workshopsinc.com/manual/index.html>>

LSVS is a website with over 60 lesson plans for educators, counselors, job coaches, and other professionals working to increase the employability of people with disabilities. Lessons focus on social skills, decision-making skills, employability, money management, transportation, health, family responsibilities, basic understanding of the law, and telephone skills.

Maryland Mentoring Partnership

<http://www.marylandmentors.org/corp_corn3/corp_corn2.htm>

The Maryland Mentoring Partnership created mentoring materials geared for employer-youth mentoring partnerships. A mentoring binder was compiled by the Baltimore Giving Project and revised by the Maryland Mentoring Partnership with assistance from Big Bang Products.

Post-ITT: Postsecondary Innovative Transition and Technology Project

<<http://postitt.org/>>

The Post-ITT website contains a collection of resources and activities established to aid students, parents, educators, and disability services coordinators in the task of planning for a student's transition from secondary to postsecondary education. Activities and planning worksheets for students as well as a teacher's manual are easily downloadable. The project was funded by the United States Department of Education, Office of Special Education and Rehabilitation Services; CFDA 84.324R, Project # H324R010058.

MnCareers 2004

<<http://www.mncareers.org/facilitator.asp>>

The MnCareers 2004 Facilitator Guide is a guide that provides information for teachers, counselors, and career specialists. The 185-page (downloadable) publication comes with career resources and corresponding fun activities and lesson plans to deepen student engagement with career exploration. Individual activities, lesson plans, and career resource pages can also be downloaded individually. A table of contents is available online.

Oregon Health and Science University (OHSU)

<cdrc.ohsu.edu/selfdetermination/index.html>

OHSU's Center on Self-Determination identifies, develops, and shares approaches that promote the self-determination of people with disabilities and ongoing health conditions. Experts in disability and health issues and research and training operate the Center. They work closely with consumer groups, organizations, schools, and agencies to develop model programs and public policies that support self-determination; they also produce materials and conduct training for professionals and community organizations.

University of North Carolina at Charlotte (UNCC): Self-Advocacy and Self-Determination Synthesis Projects

<<http://www.uncc.edu/sdsp/>>

The Self-Advocacy Synthesis Project gathered information on exemplary programs and conducted a comprehensive review of the literature to identify existing research on self-advocacy models for students with disabilities. The Self-Determination Synthesis Project reviewed and synthesized best practices related to self-determination and self-advocacy interventions in order to improve, expand, and accelerate the use of this knowledge by the professionals who serve children and youth with disabilities and the parents who rear, educate, and support their children with disabilities. A complete listing of self-determination lesson plans and resources can be found at

<http://www.uncc.edu/sdsp/resource_list/sd_lesson_plans.asp>

Vocational Information Center

<<http://www.khake.com/page94.html>>

The Vocational Information Center has created a central online location for career and technical education students and educational professionals. On the site, you will find links, resources, and lesson plans in the following areas:

- Career activities (interactive sites providing online activities and lesson plans relating to career exploration, career decision making, and guidance)
- Preparing for career and school lesson plans (including portfolios and related resources)
- Applied academics: math and science lesson plans and activities
- Lesson plans and activities in a variety of industries
- Work-related lesson plans and activities
- Vocational lesson plan directories and templates