

## **Aspen WSI – Courses to Employment (C2E) Tools**

From 2007-2011, The Aspen Institute’s Workforce Strategies Initiative conducted a demonstration project to assess the operations and impact of six partnerships in which a community college and a nearby community-based job training nonprofit provider worked in partnership to prepare low-income adults for college and new careers. The demonstration project, which was funded by The Charles Stewart Mott Foundation, was called [Courses to Employment](#). The following tools were all derived from the Courses to Employment project, and can be found in the [Tools section of Aspen WSI’s website](#).

### **How C2E Partnerships work**



How do community college-nonprofit partners plan their work together? What roles and responsibilities do each play? Who are key staff involved in these partnerships? What types of student data do partners need to know if their work is effective? Tools in this area answer some of these questions and include planning and scheduling tools, job descriptions, data-sharing waivers, and Memoranda of Understanding (MOUs).

#### **Job Descriptions and Staff Responsibilities**

- [Automotive Career Advancement Navigator](#) Describes the job duties and responsibilities of the Career Advancement Navigator for the General Service Technician program at Shoreline Community College in Seattle.
- [Capital IDEA Career Counselor](#) Explains the roles, responsibilities and required qualifications of a Capital IDEA Career Counselor. Also includes notes from AspenWSI’s research on how the counselors interact with students and respond to their needs.
- [Northern Virginia Community College/Community Based Organization Initiative Staffing](#) Describes the roles and responsibilities of Northern Virginia Community College staff who are involved in managing and implementing the college’s nonprofit partnership initiative.

#### **Memoranda of Understanding and Partnership Agreements**

- [Carreras En Salud](#) Details the roles and responsibilities of partners engaged in a collaborative effort to help the Latino community in Chicago access education and employment opportunities in health care.
- [College Preparatory Academy](#) Outlines the agreement between Austin Community College (ACC) and Capital IDEA (CI) for the College Preparatory Academy, a special

ACC program of basic skills instruction, test-taking strategies and study skills for CI-supported students. Includes expected outcomes and budget.

- [Continuing Education Credit for Coursework](#) This MOU describes the agreement between Capital IDEA (CI) and Austin Community College to provide CI students with continuing education credits for their participation in customized training through the College Preparatory Academy and Vision, Initiative, Perseverance (VIP) course.
- [Training Futures](#) This MOU details the agreement between Northern Virginia Community College and Northern Virginia Family Service for Training Futures, a 17-credit program to prepare for careers in professional office settings. Students are co-enrolled in both institutions, and the agreement describes revenue-sharing.

### **Partnership Planning Tools**

- [Training Futures Project Management \(Completed\)](#) This completed worksheet provides an example of the goals, activities, timelines, and assigned responsibilities for one period for Training Futures, partnership between Northern Virginia Family Service and Northern Virginia Community College.
- [Training Futures Project Management \(Blank\)](#) This blank worksheet is the tool that Northern Virginia Family Service and Northern Virginia Community College use to plan goals, activities, timelines and assign roles and responsibilities to individuals who are involved with implementing the Training Futures program for each session the program is delivered.
- [Process for Forming Co-Enrollment Alliances](#) This document details, step-by-step, Northern Virginia Community College's process for creating a partnership with a nonprofit organization using the college's co-enrollment training model. It is based on the college's partnership with Northern Virginia Family Service on the Training Futures program.
- [How to Build Bridge Programs](#) Follow this link to learn how Carreras en Salud describes their partnership's approach to transitioning low-income Latino populations into healthcare career pathways and higher paying employment.

### **Student Agreements and Waiver Forms**

- [Capital IDEA Release Authorizations](#) This set of documents includes examples of agreements between Capital IDEA (CI) and students they support. Authorizations include one detailing student responsibilities; a waiver that permits CI to obtain college-provided transcripts, financial application status, grades; and a waiver that permits CI to obtain and share data detailing individual students' employment and income with employers and public workforce agencies.

## C2E Curricula and Lesson Plans



Partnerships often implement curricula that integrate learning objectives that are usually delivered separately or not at all in traditional college programming. Such learning objectives may be related to technical skills, academic developmental skills, job search, professional networking skills, and communication skills, among others. They may also include objectives such as helping students improve their self-esteem and motivation. Tools in this area include descriptions of curricula, descriptions of innovative pedagogical approaches, lesson plans and other teaching resources.

### Curricula, Lesson Plans and Instructional Resources

- [Community College 101](#) This document outlines the curriculum and topics covered in a course provided by Goodwill Industries of Seattle to students who are interested in entering a vocational skills training program at a community college.
  - [Community College 101 Lesson Plans](#) This document contains lesson plans Goodwill Industries of Seattle has created for its Community College 101 course.
  - [Community College 101 Student Handbook and Course Materials](#) This document contains the handbook for students enrolled in Goodwill Industries of Seattle's Community College 101 course and materials and worksheets instructors use in that course.
  - [Going to College and Paying for College Presentations](#) This document contains two Powerpoint presentations Goodwill Industries of Seattle uses to inform their college students.
  - [Community College Glossary](#) This resource, developed by Goodwill Industries of Seattle, is used to teach students terminology and jargon commonly used by community college staff.
- [Vision, Initiative, Perseverance \(VIP\) syllabus](#) This syllabus outlines the curriculum and topics covered in VIP peer support sessions that are provided by Capital IDEA staff to students they support in college. VIP sessions are designed to help students build the personal, professional, and academic skills they need to succeed in college and the workplace.
  - [Vision, Initiative, Perseverance \(VIP\) packet](#) This packet includes sample lesson plans and worksheets used by instructors facilitating VIP peer support sessions.
- [Training Futures](#) This one-page document details the 25-week Training Futures curriculum to prepare students for careers in office administration.

- [How to Build Bridge Programs](#) Follow this link to learn how Carreras en Salud describes their partnership's approach to transitioning low-income Latino populations into healthcare career pathways and higher paying employment.

### **Innovative Pedagogical Approaches**

- [College Preparatory Academy](#) This document describes an intensive, 12-week boot camp that provides prospective Austin Community College students supported by Capital IDEA with instruction in basic skills, study skills and test-taking strategies.
- [General Service Technician I-BEST Approach](#) This document details an instructional model used by the General Service Technician (GST) program at Shoreline Community College in Seattle. Students in the I-BEST GST program receive simultaneous contextualized basic skills and technical skills instruction by a teaching team.
- [Imaginal Education](#) This document describes the training approach used by Training Futures in Virginia that focuses on the development of participants' skills as well as the transformation of their self-image.

## **C2E Partnership Costs**



Community college-nonprofit partnerships incur expenses in their work together, and they often blend multiple funding streams to cover these expenses and support their students. Tools in this area include documents that show partnerships' budgets, revenue sources and detailed accounts of expenses.

### **Budgets**

- [Carreras En Salud](#) This is a detailed annual budget for the Carreras en Salud partnership in Chicago. It includes budgeted costs for staff, instruction, space, partnership meetings, and marketing for the partnership, which provides opportunities for training and careers in the nursing field for the city's Latino community.
- [College Preparatory Academy](#) This is the budget for an intensive twelve-week course in basic skills, study skills and test-taking strategies. The course is provided by Austin Community College to classes of 50 Capital IDEA-supported students each term.

**ALL OF THESE TOOLS CAN BE FOUND ON THE ASPEN WSI WEBSITE AT:**

<http://www.aspenwsi.org/resource/c2e-partnership-tools/>