Business Careers - IELCE

HACIENDA LA PUENTE ADULT EDUCATION
PRESENTED BY
JESSICA ROGOFF, IELCE INSTRUCTOR

Meet the Teacher

Jessica Rogoff

I have worked for Hacienda La Puente for 3 and a half years as a HSE, HSD and ABE instructor. Back in early 2017, I was asked to be involved with the Integrated Education Training program as a teacher and curriculum developer. With the help of Maria Tellez (Academic Counselor) the program was up and running by October of 2017. As the Academic teacher, I focused on making connections with the CTE Instructors to inform them of the newly developed program. I wanted to better understand their programs curriculum, so I can support each student that walks through my door. After meeting with the CTE teachers I decided to lecture all basic academic requirements along with contextualizing the CTE course text. I have also incorporated EL CIVICS into our curriculum and workforce readiness skills.

If you would like additional information, please contact me at Jrogoff@hlpusd.k12.ca.us

Meet the Teacher

Armida Chow

Armida joined the IET team back in November of 2018. Armida has an ABE, HSE and HSD background which has been very helpful with testing skills. Armida has been very helpful when it comes to the technology part of the IET program, she has also been a big help when it comes to the counseling portion. Armida makes sure that all our students are registered and enrolled in the appropriate section of the IET program. Armida is also a great math teacher, and she has contextualizes all basic math to better assist our students in all areas of math within their CTE courses.

Achow@hlpusd.k12.ca.us

Who We Service

The Integrated Education Training Program (IET) is a course that is created to service individuals who are currently enrolled in a CTE course, while getting additional support to succeed in the program. We have a combination of ESL students who range from Low Beginning , High Beginning, Low/High Intermediate and Advance. We also provide service to students who scored in the Adult Basic Education Bracket (CASAS Standards).

https://www.casas.org/product-overviews/curriculum-management-instruction/casas-competencies

Model Used

- Alternating Teacher – Cluster VESL Model- Parallel Model

  - Lab setting

    - More than one CTE program at a time.

  - Students attend their CTE programs

  - Attend VESL class to obtain assistance with:

    - Workforce preparation skills

    - English language acquisition skills

    - In class lessons - Teacher contextualizes the course material

Programs IELCE Services

- We Currently serve a targeted demographic, but serve 19 CTE courses
  - Culinary
  - General Office Clerk
  - Welding
  - Esthetician
  - Cosmetology
  - Automotive
  - Child Development
  - CNA
  - LVN- Provide TABE preparation
  - Accounting
  - Computer Repair

Program Structure

- CTE program in the morning ⟶ IELCE in the afternoon

- Class time divided into:

  - Workforce preparation skills

    - Burlington English and other various softwares

    - Teacher directed

  - Program has specific assignments and lectures

  - Additional support

Collaboration – VESL & Business Careers

- Key: Create a strong relationship

- Constant contact with the business careers instructor

- Accommodate curriculum to meet the needs of program and students

- Choose COAAPs that coincide with the program

Example of Curriculum - Email

- What is an email

- How emails are used

- How to respond to emails

  - Dos and Don'ts

- Grammar

- Practice responding to email

Examples of Learning Objective - Email

Learning Objectives	Competencies
Demonstrate the ability to read and respond to emails	• Carefully read and identify the meaning of an email and various Learning Objectives • Competencies • Demonstrate the ability to read and respond to emails • Carefully read and identify the meaning of an email • Understand email etiquette • Respond to an email using correct grammar and ensure all questions have been answered • Understand email etiquette • Respond to an email using correct grammar and ensure all questions have been answered

COAAPS Used

- Objective 37

  - Identify and demonstrate qualities of an effective employee in the American workplace in order to get a job, keep a job or get a better job

- Objective 48

  - Effectively use online tools to communicate and collaborate with others

Support Services

- Counseling at both sites

- Free Child Care (Ages 3 and up)

- Co-located services
  - AJCC located on site
  - Department of Rehabilitation
  - EDD

- Additional assistance
  - Financial Aid
  - CalWORKS
  - Veterans
  - Trade Readjustment Allowances (TRA)/Trade Adjustment Assistance (TAA)

Challenges and Solutions

- Determine entry scores
- Students Making a commitment to the program and keeping up with attendance
- Creating Material and using previous material for the program
- Too ambitious
- Schedule conflict
- Create a student contract
- Develope a Friday class
- Contact with teachers about improvement
- Classroom walk-ins
- Create a distance learning packet
- Presenting program to each CTE class throughout the year
- Attend all monthly CTE meetings

Student Success Story

- "I started coming to Hacienda La Puente Adult school last year. I felt out of place because I didn't come to school for quite some time, I went home and I was very sad and thought I shouldn't come back. Everything was difficult for me. But Jessica's Class helped me Prepare for my General Office Clerk class, with; math and reading. With the Help of Armida's patience, she helped explain what I do not understand. If it wasn't for this class I would be falling behind in my General Office Clerk class. After I finish this class, I want to go back and finish my Hiset." - Rafaela

Teachers success story

"A few years ago, I started teaching Business English to ESL students. The content consisted of grammatical structures, vocabulary patterns, and business etiquette. However, I found myself focusing on the grammar and vocabulary portion a too long. I started to feel that i was never going to get in depth with the business etiquette module. I decided to send my students to the IET classes for contextualized lessons for the Business English class. Just after a few weeks, I saw a transformation in my student's confidence and motivational level. As well as, an increase in class participation. Now, in my Business English class I can focus on the business etiquette and leave the grammar to the IET Instructors. "

- Colleen Berelta