



Mayor Marion S. Barry Summer Youth Employment Program Suggested Syllabus

Background

The Mayor Marion S. Barry Summer Youth Employment Program (MBSYEP) provides District youth ages 14 to 24 with enriching and constructive summer work experiences through subsidized placements in the private and government sectors.

Through MBSYEP, DOES strives to provide young people with the opportunity to:

1. Earn money and gain meaningful work experience;
2. Learn and develop the skills, attitudes, and commitment necessary to succeed in today's world of work;
3. Gain exposure to various exciting career industries; and,
4. Interact with dynamic working professionals in a positive work environment.

Though MBSYEP is a short-term employment and training program, our goal is to introduce our youth to employers who will positively impact their futures.

The suggested program of study has been created to serve as a basic framework for learning opportunities that will complement the work experience. The framework is grounded by four overall outcomes.

Week 1: Theme - Getting to Know Yourself!

- Discover what is important to you
- Understand the concept of "working," justify it and look forward to it

Resources: Career Edge Comprehensive Edition

Section 1: Pages 1-40

Career Edge: [Orientation](#)

My Next Move (Career Exploration Online Tool)

<https://www.mynextmove.org>

Artifact: Orientation Results

Week 2: Theme - Collaboration in the Work Place.

- Describe communication styles for the workplace.
- Understand how to manage conflict.

Resources: Career Edge Comprehensive Edition

Section 9: Pages 201-224

Video - [Working in Teams](#) (Career Edge: Life Skills)

Artifact: Communication Styles Graphic Organizer

Week 3: Theme - Communication in the Workplace

- Develop effective styles of communication.
- Devise an approach for overcoming rejection.

Resources: Career Edge Comprehensive Edition

Section 11: Pages 239-268

Video: Introduction to Effective Communication

Artifact: How I Communicate Assessment

Week 4: Theme - Professional Branding

Create a resume that best suits your situation.

- Write a Professional Cover and Thank-You Letter.

Resources: Career Edge Comprehensive Edition

Section 12: Pages 269 - 294

Build a Resume

Cover Letter

Thank You Letter

Artifacts: Cover Letter, Resume and Thank You Letter (include in e-portfolio)

Week 5: Theme - Job Search Strategies

- Formulate a Job Application

Resources: Career Edge Comprehensive Edition

Section 13: Pages 295-314

Video: Mock Job Application

Artifacts: Complete and/or submitted job application(s)

Week 6: Theme - Preparing for Interview

- Demonstrate successful interviewing strategies.

Resources: Career Edge Comprehensive Edition

Section 14: Pages 345 - 376

Videos: Five Keys to a Successful Interview

Artifacts: Mastering the Interview Assignment

Materials:

Career Edge Comprehensive Edition: Take Control of Your Future: C2017, ISBN: 9780997899405

www.careeredge.com/MBSYEP