

**ADA AUDIO**  
Conference  
ADA NATIONAL NETWORK

**Supporting Students with Disabilities to Gain Full Employment**

April 21, 2015

Presented by  
**Janet Peters, Adrienne Kleinman, Marnie O'Brien**  
Great Lakes ADA Center

**The Session begins at 1:00 pm CST. We will be testing audio quality periodically**

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## Listening to the Webinar

- The audio for today's webinar is being broadcast through your computer. Please make sure your speakers are turned on or your headphones are plugged in.
- You can control the audio broadcast via the Audio & Video panel. You can adjust the sound by "sliding" the sound bar left or right.
- If you are having sound quality problems check your audio controls by going through the Audio Wizard which is accessed by selecting the microphone icon on the Audio & Video panel



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## Captioning

- Real-time captioning is provided during this webinar.
- The caption screen can be accessed by choosing the  icon in the Audio & Video panel.
- Once selected you will have the option to resize the captioning window, change the font size and save the transcript.



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## Sign Language Interpreter



- Sign Language Interpreter is available through the Video Feed associated with the Webinar Platform.
- To view the Sign Language Interpreter, choose “Video” from the Audio and Video Panel. This will open a video window.
- To ensure that your system retains focus on the Interpreter make sure that **everything** is **unchecked** in the options menu



Select Video

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## Useful Keyboard Shortcuts

- Full list - Keyboard Shortcuts from the Help menu on the Menu Bar.
- Speaker level Up:
  - Windows: Ctrl+Alt+Up Arrow
  - Mac: Command-Option-Up Arrow
- Speaker level Down:
  - Windows: Ctrl+Alt+Down Arrow
  - Mac: Command-Option-Down Arrow
- Chat: Move cursor to the Message text box
  - Windows: Ctrl+M
  - Mac: Command-M

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## More keyboard shortcuts

- Open Closed-Captioning window
  - Windows: Ctrl+F8
  - Mac: Command-F8
- Close Closed-Captioning window
  - Windows: Alt+F4 or Ctrl+W
  - Mac: Command-W

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## Listening to the Webinar, *continued*

MOBILE Devices supported include iPhone, iPad, Android Devices, Kindle Fire HD)\*\*

Individuals can download the free Blackboard Collaborate App from the Apple Store, Google Play or Amazon



\*\*Closed Captioning is not visible via the Mobile App and there is limited access to the white board for individual's using voice over technology

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## Submitting Questions

- You may type and submit questions in the Chat Area Text Box or press Control-M and enter text in the Chat Area
- If you are connected via a mobile device you may submit questions in the chat area within the App
- If you are listening by phone and not logged in to the webinar, you may ask questions by emailing them to [webinars@ada-audio.org](mailto:webinars@ada-audio.org)

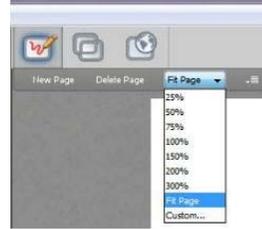


**Please note:** This webinar is being recorded and can be accessed on the website at [www.ada-audio.org](http://www.ada-audio.org) within 24 hours after the conclusion of the session.

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## Customize Your View

- Resize the Whiteboard where the Presentation slides are shown to make it smaller or larger by choosing from the drop down menu located above and to the left of the whiteboard. The default is “fit page”
- Resize/Reposition the Chat, Participant and Audio & Video panels by “detaching” and using your mouse to reposition or “stretch/shrink”. Each panel may be detached using the  icon in the upper right corner of each panel.



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## Setting Preferences

- To adjust your system settings for visual and audible notifications or when other actions are taken by participants.
  - Select “Edit” from the tool bar at the top of your screen
  - From the drop down menu select “Preferences”
  - Scroll down to “General”
    - select “Audible Notifications” and Uncheck anything you don’t want to receive and “apply”
    - Select “Visual Notifications” and Uncheck anything you don’t want to receive and “apply”
- For Screen Reader User – Set preferences through the setting options within the Activity Window (Ctrl + Slash opens the activity window)

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## Technical Assistance

- If you experience any technical difficulties during the webinar:
  1. Submit a message regarding your issue via the chat area and the Moderator will address your concern via a private chat with you and/or refer it to one of the Great Lakes ADA Center IT Staff to contact you off line; or
  2. Email [webinars@ada-audio.org](mailto:webinars@ada-audio.org); or
  3. Call 877-232-1990 (V/TTY)

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## SUPPORTING STUDENTS WITH DISABILITIES TO GAIN FULL EMPLOYMENT

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*Presented by Janet Peters,  
Marnie O'Brien, and Adrienne  
Kleinman*

*ADA Audio Conference April 21, 2015*

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## Great Lakes ADA Center



### National Network

*Information, Guidance and Training on the  
Americans with Disabilities Act by DBTAC*

The Great Lakes ADA Center is a member of the ADA National Network and serves Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin.

The ADA National Network provides information, materials, technical assistance and training on the Americans with Disabilities Act of 1990 (ADA) and accessible technology.

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- Disability and Employment
- Punch-In Project Overview
- Punch-In Pilot Course Participation

Session  
Agenda

A speech bubble with a white background and a black outline, containing the text "Session Agenda" in a red, sans-serif font.

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## Background

- An estimated **48.9 million people**, or 19.4% of the non-institutionalized civilians, have a disability. An estimated **24.1 million people** have a severe disability. An estimated **34.2 million people**, or 17.5%, have a functional limitation. (NSIP, 2015)
- The unemployment rate in the United States for individuals with disabilities is 11.7% vs 5.3% for people without disabilities (US Department of Labor, 2015)
- The role of workplace accommodations as a key factor for successful employment of individuals with disabilities. (JAN, 2015)
- A growing body of research highlights the importance of self-advocacy skills for employment success. (NPCTE, 2015)

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## Americans with Disabilities Act

### Title I - Employment

- Designed to help people with disabilities access the same employment opportunities and benefits available to people without disabilities.
- Requires employers to provide reasonable accommodations to qualified applicants or employees.
- Defines disability, establishes guidelines for the reasonable accommodation process.
- Regulated and enforced by the U.S. Equal Employment Opportunity Commission.
- Technical Assistance is provided by the ADA National Network

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## Americans with Disabilities Act

- **Title I - Employment**

- Designed to help people with disabilities access the same employment opportunities and benefits available to people without disabilities.

• **Requires employers to provide reasonable accommodations to qualified applicants or employees.**

- Defines disability, establishes guidelines for the reasonable accommodation process.
- Regulated and enforced by the U.S. Equal Employment Opportunity Commission.
- Technical Assistance is provided by the ADA National Network

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## Low Cost – High Impact

- **Employers want to provide accommodations so they can retain valued and qualified employees.**
- **Most employers report no cost or low cost for accommodating employees with disabilities.**
- **Employers report accommodations are effective.**
- **Employers experience multiple direct and indirect benefits after making accommodations.**

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## Assistive Technology Survey

- “using technology did help me perform 99% of all my job functions (and employers were reasonable about having me swap those responsibilities with another workers (it was worked out between myself, the co-worker and supervisor)”
- “AT is the reason I am able to do my job, mostly I use a calendar app to keep me organized”
- “I never hear about this stuff before college, but it was definitely the reason I was able to graduate”

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## Punch-In Project



[www.punch-in.org](http://www.punch-in.org)

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# PUNCH-IN WEBSITE OVERVIEW

Presented by Adrienne Kleinman

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## Welcome To Punch-In



- Home
- About Us
- Network

[Skip To Content](#)

- [Join the Success Network =>](#)
- [Learn more about us =>](#)
- [Contact Us =>](#)



You are here: Home

Punch-in is designed to help college and transition age students with disabilities be successful with their employment endeavors. We offer self-paced tutorials, expert advice, a moderated online course, and resources to develop your job-seeking strategies. [Join our success network today!](#)

### News from Punch-In



Follow [@punchin\\_success](#) Punch-In!  
[#Punchin\\_success](#)

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## Joining the Success Network

The screenshot shows a registration form titled "Sign Up for Punch-in" with a link for "Already a member? Sign in". The form is divided into two columns. The left column, titled "Create a new account...", contains the following fields: "Email Address" (with a text input field), "Password" (with a text input field), "Retype Password" (with a text input field), "Birthdate" (with dropdown menus for "Month", "Day", and "Year"), and a math problem "What is 40 + 10?" (with a text input field). A "Sign Up" button is at the bottom of this column. The right column, titled "About Punch-in", features a "PUNCH-IN" logo and a welcome message: "Welcome! Punch-in is designed to help you make connections and be successful with your employment endeavors."

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## Logging in to the Success Network

The screenshot shows a login form titled "Sign In to Punch-in" with a link for "New? Click here to join". The form is divided into two columns. The left column contains the following fields: "Email Address" (with a text input field containing "adrienne.l.kleinman@gmail.com"), "Password" (with a text input field containing "\*\*\*\*\*"), and a "Sign In" button. Below the button is a link for "Forgot your password?". The right column, titled "About Punch-in", features a "PUNCH-IN" logo and a welcome message: "Welcome! Punch-in is designed to help you make connections and be successful with your employment endeavors."

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## The Welcome Screen

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## The Welcome Screen, *continued*

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## My Profile Tab

Adrienne Kleinman Sign Out

Welcome My Profile Take the Course Video Library Explore Careers About Us Manage

YOUR SELF-DIRECTED EMPLOYMENT ASSISTANT

Welcome, Adrienne Kleinman!

Profile Information Edit

If Yes, What School Are You Attending?  
University of Minnesota-Twin Cities

Describe Your Dream Job

I would like to have a career in which my creativity can always shine through and be in the forefront. It would include all of my interests: communication, film, design, theatre, music, writing, and art.

Text Box Edit

+ Add Text - Put text, HTML, videos, photos, or any third-party widgets here.

My Blog Edit

Career Profile: Veterinarian

This month marks the beginning of another four month series of a specific blog topic. My fellow Punch-In friends, welcome to our new series: Career Profiles. Each month I will be choosing a career to highlight from a list of dream careers as listed by previous students. To start us off, I will be discussing the career of a Veterinarian, and how two individuals were able to modify their practice to accommodate their disability.

First we...  
Continue  
Posted on April 4, 2015 at 4:11am Edit Post Feature

Adrienne Kleinman  
Sign Out  
Inbox  
Friends - invite  
Settings

Adrienne Kleinman  
28, Female  
Minneapolis, MN  
United States

Blog Posts (52)  
Events (3)  
Groups (1)

Admin Options  
Stop Featuring  
Reset Profile Photo

My Friends

Main Room Member

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## My Profile Tab, continued

My Friends

My Groups Edit

University of Wisconsin ...  
11 members

Exploration/Test Class  
14 members

+ Add a Group View All

My Events Edit

Cardinal Staffing Hiring Event  
April 17, 2015 from 2pm to 4pm - OhioMeansJobs Erie County

First we...  
Continue  
Posted on April 4, 2015 at 4:11am Edit Post Feature

Critical Skills For Entry-Level Employment - Part 4: Problem Solving

For our fourth and final installment of the four-part blog series, Critical Skills for Entry-Level Employment, we will discuss Problem Solving. It would be impossible to have a workplace that is free of any sort of problems or conflict. To most individuals, confronting an issue can be very intimidating and scary. However, there is a methodical process that can be put into practice to resolve any sort of problems from continuing. ...  
Continue  
Posted on March 2, 2015 at 12:13am - 4 Comments Edit Post Feature

Critical Skills For Entry-Level Employment - Part 3: Teamwork

For our third installment of the four-part blog series, Critical Skills for Entry-Level Employment, we will discuss Teamwork. At the basis of any successful workplace, there is an underlying sense of great camaraderie and teamwork. This is especially important when entering a work environment of entry-level members since everyone is new to the space and learning how to get along together peacefully. The first aspect...  
Continue  
Posted on February 1, 2015 at 9:49pm - 4 Comments Edit Post Feature

Critical Skills For Entry-Level Employment - Part 2: Effective Communication and Writing

For our second installment of the four-part blog series, Critical Skills for Entry-Level Employment, we will discuss Effective Communication and Writing. Effective communication is a necessity to any entry-level position!  
Main Room Member

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## Take the Course Tab

**PUNCH-IN!** Welcome My Profile **Take the Course** Video Library Explore Careers About Us Manage

YOUR SELF-DIRECTED EMPLOYMENT ASSISTANT

All Pages My Pages Options + Add

### Punch-in Employment Course

Take the Punch-in Employment Course for free! The Punch-in Employment Course is entirely online and moderated by experts in the field. The course is designed to give you information to start your career search and a social network of mentors, peers, and people to support you in the process.

There is an introduction, conclusion and five content modules to the course. The course is to be completed in 6 weeks time.

- Introduction to the Course** - This section will introduce you to the technology and platform used in this course and give you a chance to introduce yourself on the success network.
- Discover Yourself (Module 1)** - This module is designed for students who are beginning to prepare for a job search. It will give you the tools to examine your strengths in any potential job and explore careers options.
- Getting Prepared (Module 2)** - This module offers the foundational steps to develop your work readiness skills, such as work ethic and leadership. It also jumps into the critical steps of writing a good resume, cover letter and filling out an application.
- Find A Job (Module 3)** - The Find A Job module helps you set your job search in motion. A job search includes the way you find out, apply, and interview for employment. The module also has a special section on networking skills to locate employment opportunities.
- Know Your Rights (Module 4)** - As a person with a disability, it is critical you understand your rights and responsibilities under the Americans with Disabilities Act (ADA), which is a civil rights law aimed at protecting you from discrimination.
- Use Technology (Module 5)** - This module is an introduction to Assistive Technology (AT). AT may be a critical component to being successful in your employment goals.
- Conclusion of the Course** - This section will conclude your course and give you ideas and motivation to keep working on your career dreams.

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## Take the Course Tab, continued

**PUNCH-IN!** Welcome My Profile **Take the Course** Video Library Explore Careers About Us Manage

YOUR SELF-DIRECTED EMPLOYMENT ASSISTANT

All Groups My Groups + Add Adrienne Kleinman Sign Out Inbox Friends - Invite Settings

### All Groups (4)

Sort by: Most Active

- Exploration/Test Class**  
14 members  
Latest Activity: on Friday  
This is an exploration/test class for those interested in offering the moderated Punch-in employment course to their students.  
The...
- District 196**  
13 members  
Latest Activity: 3 hours ago  
The purpose of this course is to prepare you possible opportunities during and after high school in order to gain work or volunteer experience to...
- Kimberly Area School**  
17 members  
Latest Activity: Mar 9  
This course is sponsored by the Kimberly Area School District through Great Lakes ADA. The purpose of this course is to prepare you possible...
- University of Wisconsin Whitewater**  
11 members  
Latest Activity: Mar 12  
This course is sponsored by the Center for Students with Disabilities through Great Lakes ADA. The intention of this course is to prepare...

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## Video Library Tab

**PUNCH-IN!**  
your self-directed employment assistant

Home About Us Network

Expert Videos →  
Digital Tips →

You are here: Home > Digital Tips

Search

### Ask Good Questions

At the end of an interview, it is very important to ask at least one question. This simple action shows that you have been actively listening and are engaged in the conversation.

Video Categories: Alan and Digital Tips.

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## Video Library Tab: Expert Videos

### Use Assistive Technology

Janet Peters, Project Coordinator with the Great Lakes ADA Center, discusses basic information you should know about Assistive Technology and how it can be helpful in gaining and keeping employment.

Video Categories: Expert Video and Use AT.

### Know Your Rights

Peter Berg, ADA Technical Assistance Coordinator for the Great Lakes ADA Center, talks about the Americans with Disabilities Act (ADA) and what you need to know about the ADA in the job searching process.

Video Categories: Expert Video.

### Get Prepared

Anysha Gilliam, Talent Acquisition Manager at Opportunity Partners, discusses how to be prepared for a job search, including coverletters, resumes, and practice interviews.

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## Video Library Tab: Digital Tips

**Ask Good Questions**



At the end of an interview, it is very important to ask at least one question. This simple action shows that you have been actively listening and are engaged in the conversation.

Video Categories: Alan and Digital Tips.

[Transcript](#)

**Know where the interview is (for accessibility)**



It is important to make sure the location of your interview is in an accessible location, and that you know exactly how to get there. Also, it is a good idea to plan ahead and know how long it will take for you to get to your interview so you are on time.

Video Categories: Anel, Digital Tips, and Disability Focus.

[Transcript](#)

**Be wary of Job Scams**

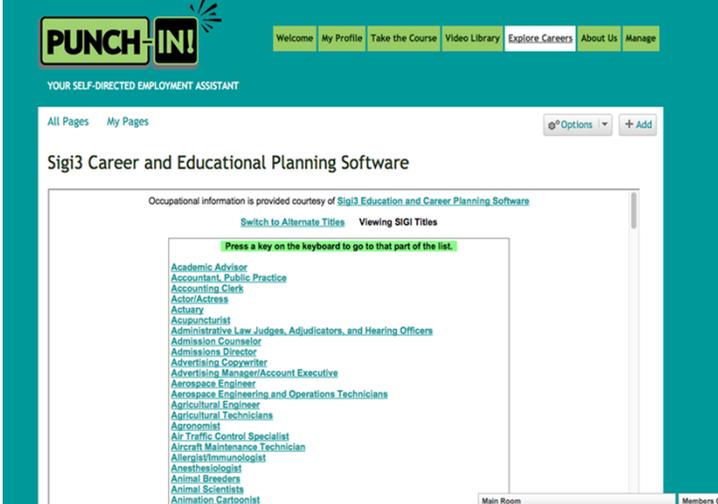


It is a good idea to do research on companies that are offering jobs that sound too wonderful to be true. More often than not, those companies are offering job scams.

Video Categories: Cameron and Digital Tips.

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## Explore Careers Tab



**PUNCH-IN!** Welcome My Profile Take the Course Video Library **Explore Careers** About Us Manage

YOUR SELF-DIRECTED EMPLOYMENT ASSISTANT

All Pages My Pages Options Add

### Sig3 Career and Educational Planning Software

Occupational information is provided courtesy of Sig3 Education and Career Planning Software

[Switch to Alternate Titles](#) [Viewing SIGI Titles](#)

**Press a key on the keyboard to go to that part of the list.**

- Academic Advisor
- Accountant, Public Practice
- Accounting Clerk
- Actor/Actress
- Actuary
- Acupuncturist
- Administrative Law Judges, Adjudicators, and Hearing Officers
- Admission Counselor
- Admissions Director
- Advertising Copywriter
- Advertising Manager/Account Executive
- Aerospace Engineer
- Aerospace Engineering and Operations Technicians
- Agricultural Engineer
- Agricultural Technicians
- Agronomist
- Air Traffic Control Specialist
- Aircraft Maintenance Technician
- Allergist/Immunologist
- Anesthesiologist
- Animal Breeders
- Animal Scientists
- Animation, Cartoonist

Main Room Members C

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## Explore Careers Tab, *continued*

The screenshot shows the PUNCH-IN! website interface. At the top, there is a navigation menu with links: Welcome, My Profile, Take the Course, Video Library, Explore Careers, About Us, and Manage. Below the menu, the text reads "YOUR SELF-DIRECTED EMPLOYMENT ASSISTANT". The main content area is titled "Sigi3 Career and Educational Planning Software". On the left, there is a sidebar with a "Topics - click to view" list containing: Definition, Work Activities, Work Settings, Education, Course Examples, Specific Training, Experience, Personal Qualities, Special Factors, Values, Interests, Personality, Skills Required, Income, Outlook, Where Employed, Job Security, Advancement, Majors, Job Titles, and Find out More. The main content area is titled "Occupational Information" and features a "Done" button. The occupation listed is "Actor/Actress". The "Definition of Occupation" text reads: "Performing artist who portrays characters in plays, musicals, films, commercials, TV and radio programs to entertain or inform an audience. Expresses character and emotions through voice, body motion, gestures and facial expression. Interprets a writer's script to entertain, inform or instruct an audience. May also coach, train or, with much acting experience, direct other actors. May teach in college/university, drama school or workshops." A small image of a group of actors is shown to the right. A note at the bottom states: "NOTE: 'Actor' is becoming standard usage for men and women."

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## About Us Tab

The screenshot shows the "About Us" page of the PUNCH-IN! website. At the top, there is a navigation menu with links: Home, About Us, and Network. Below the menu, the text reads "your self-directed employment assistant". The main content area features a large image of three people standing on a beach. Below the image, there are three buttons: "Join the Success Network =>", "Learn more about us =>", and "Contact Us =>". Below the buttons, there is a "Contact Us" form with fields for Name (Required), Email (Required), Telephone, Subject, and Message (Required). To the right of the form, there is a "About Punch-in" section with text: "Punch-in is a project of the Great Lakes ADA Center. Great Lakes ADA Center's mission is to increase awareness and knowledge with the ultimate goal of achieving voluntary compliance with the Americans with Disabilities Act. The Great Lakes ADA Center is a member of the ADA National Network which is comprised of 10 regional centers funded by the National Institute on Disability and Rehabilitation Research (NIDRR), a division of the U.S. Department of Education." Below this text, there is a "Featured Collaborator" section with a logo and text: "Office of Career Services at the University of Illinois empowers students in their career".

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## Taking A Closer Look

Welcome My Profile Take the Course Video Library Explore Careers About Us Manage

Edit Adrienne Kleinman

Sign Out

Inbox

Friends - Invite

Settings

Members Edit

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## Taking A Closer Look: Inbox

PUNCH-IN!

Welcome My Profile Take the Course Video Library Explore Careers About Us Manage

YOUR SELF-DIRECTED EMPLOYMENT ASSISTANT

Messages

Inbox Sent Archive +Compose

Select All, None, Read, Unread Actions...

AJ Bocchini Mar 11 Practice Script for an Introduction to My Disability  
I have had previous experience working in different settings. However, during m...

Jeremiah Swisher Feb 28 Script  
I guess you are idling. However feel free to give me a ring. But...

Jeremiah Swisher Feb 28 Script  
Saturday and Sunday, or Monday would be fine. I think after the interview...

Jeremiah Swisher Feb 25 Script  
This topic at least helped to create some sparks. The last time I really...

Jeremiah Swisher Feb 18 Script  
Each governing system has a different system. Some systems are easier than othe...

Jeremiah Swisher Feb 17 Script  
When disclosing my disability, I'd don't prefer to bring it up right away durin...

Sakajha Smiley Feb 12 SOCIAL WORKER FACTS  
Hi, I do not know my punch in I.D. I have been using my student I.D number...

Adrienne Kleinman

Sign Out

Inbox

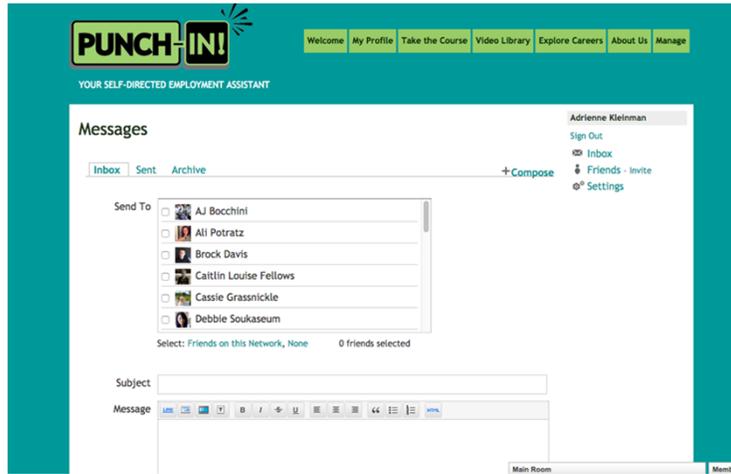
Friends - Invite

Settings

Main Room Members On

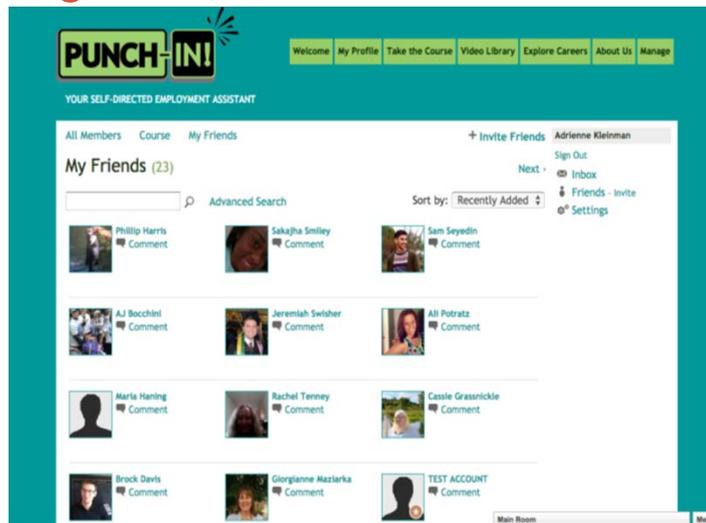
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## Taking A Closer Look: Composing A Message



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## Taking A Closer Look: Friends



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## Taking A Closer Look: My Settings

**PUNCH-IN!** Welcome My Profile Take the Course Video Library Explore Careers About Us Manage

YOUR SELF-DIRECTED EMPLOYMENT ASSISTANT

### My Settings

- Profile
- Privacy
- Email
- My Page
- Connections

**Photo**  
Edit current photo...  
Upload a new photo (GIF, JPG or PNG; limit 10MB)  
Choose File No file chosen

**Profile**  
Email Address adrienne.l.kleinman@gmail.com Change  
Password ..... Change  
Full Name Adrienne Kleinman  
Birthdate September 4 1986  
Display my birthday and age  
Gender  Male  Female  Don't Display  
Country United States  
Zip Code 55405  
Only your city will be displayed, not your zip code.

Adrienne Kleinman  
Sign Out  
Inbox  
Friends - Invite  
Settings

Main Room Members Online

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## Taking A Closer Look: Chat

photo...  
photo (GIF, JPG or PNG; limit 10MB)  
No file chosen

adrienne.l.kleinman@gmail.com Change  
Change

Adrienne Kleinman  
September 4 1986  
Display my birthday and age  
Male  Don't Display  
United States  
55405  
Only your city will be displayed, not your zip code.

Friends - Invite  
Settings

Main Room Members Online (1)

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## Taking A Closer Look: Chat, *continued*

√G; limit 10MB)

Change

6  
  
  
Main Room

Members Online (1)

 Adrienne Kleinman

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## Signing Out

Adrienne Kleinman Sign Out Search Punch-in

Profile Take the Course Video Library Explore Careers About Us Manage

Adrienne Kleinman

Signing A New Webinar

by Punch-In, a project of the Great Lakes ADA receive the logon information....

ikes ADA Center on April 6, 2015 at 3:10pm

Veterinarian

Sign Out

Inbox

Friends - Invite

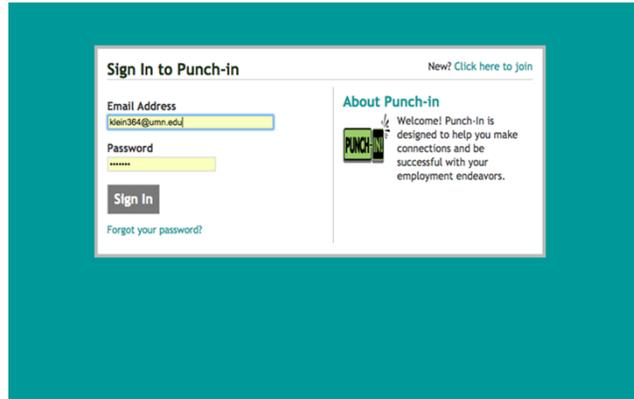
Settings

Members



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## Congratulations!!!



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# PUNCH-IN COURSE OVERVIEW

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Presented by Marnie O'Brien

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## Punch-In Employment Course

**PUNCH-IN!** Welcome My Profile Take the Course Video Library Explore Careers About Us Manage

YOUR SELF-DIRECTED EMPLOYMENT ASSISTANT

Welcome! Punch-In is designed to help you make connections and be successful with your employment endeavors.

**Events** Edit

**Cardinal Staffing Hiring Event**  
April 17, 2015 from 2pm to 4pm - OhioMeansJobs Erie County  
This hiring event sponsored by Cardinal Staffing is a wonderful opportunity to land a new job as there are many positions available! Must have 2 forms of ID to apply for the open positions. Check out...  
Organized by OhioMeansJobs.com | Type: hiring, event

**On-site Hiring Event - Brooklyn Park WorkForce**

**Blog Posts** Edit

**Punch-In is Sponsoring A New Webinar**  
This webinar is sponsored by Punch-In, a project of the Great Lakes ADA Center. You must RSVP to receive the logon information...  
Continue  
Posted by Janet - Great Lakes ADA Center on April 6, 2015 at 3:10pm

**Career Profile: Veterinarian**  
This month marks the beginning of another four month series of a specific blog topic. My fellow Punch-In friends, welcome to our new series: Career Profiles. Each month I will be choosing a career to highlight from a...  
Continue  
Posted by Adrienne Kleinman on April 4, 2015 at 4:11am

**Time: Once You've Lost It, You Can Never Get It Back**  
Lately, I've been hearing about some pretty extreme techniques to manage time; and it makes sense, as we humans tend to make a big

**Marnie O'Brien**  
Sign Out  
Inbox  
Friends - Invite  
Settings

**Members** Edit

+ Invite More View All

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## Overview

**PUNCH-IN!** Welcome My Profile Take the Course Video Library Explore Careers About Us Manage

YOUR SELF-DIRECTED EMPLOYMENT ASSISTANT

All Groups My Groups + Add Marnie O'Brien

Sign Out  
Inbox  
Friends - Invite  
Settings

All Groups (4)

Sort by: Most Active

**Exploration/Test Class**  
14 members  
Latest Activity: on Friday  
This is an exploration/test class for those interested in offering the moderated Punch-in employment course to their students. The...

**District 196**  
13 members  
Latest Activity: 22 hours ago  
The purpose of this course is to prepare you possible opportunities during and after high school in order to gain work or volunteer experience to...

**Kimberly Area School**  
17 members  
Latest Activity: Mar 9  
This course is sponsored by the Kimberly Area School District through Great Lakes ADA. The purpose of this course is to prepare you possible...

**University of Wisconsin Whitewater**  
11 members  
Latest Activity: Mar 12  
This course is sponsored by the Center for Students with Disabilities through Great Lakes ADA. The intention of this course is to prepare...

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## Overview, continued

**PUNCH-IN!** Welcome My Profile Take the Course Video Library Explore Careers About Us manage

YOUR SELF-DIRECTED EMPLOYMENT ASSISTANT

All Groups My Groups Options Invite Janet - Great Lakes ADA Center

**University of Wisconsin Whitewater**  
Created by Janet - Great Lakes ADA Center  
View Groups

Information

 This course is sponsored by the Center for Students with Disabilities through Great Lakes ADA. The intention of this course is to prepare you for internship and employment opportunities during college and after. Getting work and/or volunteer experience is a very important step to securing employment after graduation. Please participate fully in the discussions and lesson modules. Completion of this course is the first step in CSD Work Program participation. The course runs January 26, 2015 through March 13, 2015

Members: 11  
Latest Activity: 3 hours ago

Send Message to Group

Members (11)

Stop Following New Members

Members Online (2)

Janet - Great Lakes ADA Center  
Jeremiah Swisher

Use Technology Edit Invite More View All

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## Overview, continued 2

Course Conclusion Edit

**Module 5 March 9 - March 13, 2015**

Take the Next Steps

 This is the final section, the **Conclusion**, in the Punch-In Employment course. Congratulations on making it through the course.

**Conclusion Learning Objectives**

1. Students will summarize what they have learned in the Punch-In Employment course.
2. Students will write what their next steps in their employment endeavors will be.

Watch

- Rachael's Story, What's disability to me? Sponsored by the World Health Organization



**Read and Explore**

- How to Stay Motivated When Looking for A Job <http://success-network.punch-in.org/page/conclusion-article>

**Do**

- Share your thoughts and suggestions about the course with the course moderator.
- Write three things you plan to do within the next month to advance your job

Syllabus  
Course Tip Sheet  
Video Tutorial  
Introduction  
Module 1  
Module 2  
Module 3  
Module 4  
Conclusion

+ Add a Page View All

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## Before You Begin

### Syllabus



This course is sponsored by the Center for Students with Disabilities through Great Lakes ADA. The intention of this course is to prepare you for internship and employment opportunities during college and after. Getting work and/or volunteer experience is a very important step to securing employment after graduation. Please participate fully in the discussions and lesson modules. Completion of this course is the first step in CSD Work Program participation. The course runs January 26, 2015 through March 13, 2015.

#### Course Dates

Introduction to the Course January 26, 2015 - February 1, 2015  
 Discover Yourself Module 1 February 2, 2015 - February 8, 2015  
 Getting Prepared Module 2 February 9, 2015 - February 15, 2015  
 Find A Job Module 3 February 16, 2015 - February 22, 2015  
 Know Your Rights Module 4 February 23, 2015 - March 1, 2015  
 Use Technology Module 5 March 2, 2015 - March 8, 2015  
 Conclusion of the Course March 9, 2015 - March 13, 2015

#### Course Expectations

By completing the course agreement form you are expected to do the following in this course:

- Complete all module assignments and activities within the timeframe required.
- Be honest and kind with your comments on the Punch-in website.
- And Keep the information From the Punch-in site private within site.

#### Course Description and Links

Introduction to the Course

## Introduction

### Welcome to the Punch-In Course



The Punch-In Employment Course is online and moderated by experts in the field. The course is designed to give you information to start your career search and a social network of mentors, peers, and people to support you in the process. This Introduction section is an opportunity to learn how to use our social network and introduce yourself to your classmates.

#### Introduction Learning Objectives

1. Students will develop technical skills needed to participate in the Punch-In online course.
2. Students will post and reply to the discussion entry for the Introduction section.

#### Watch

- Janet Peters, Project Coordinator at Great Lakes ADA Center, will demonstrate the technical features of the Punch-In Course.



#### Read and Explore

- How To Use the Punch-In Site (friend, posting, Record Video). <http://success-network.punch-in.org/page/course-tip-sheet>

#### Do

- Write or record a video introducing yourself and post it in the Discussion below labeled Introduction to the Punch-In Course.
- Add a picture or avatar to your profile page.
- Add your course moderator as a friend.

## Discussion Forum

### Discussion Forum



#### Conclusion

Write three things you plan to do within the next month to advance your job search.

[Continue](#)

Started by Janet - Great Lakes ADA Center Mar 9.



#### Module 5 Use Technology

Research Assistive Technology from the Module 5 Resources list. Write about at least one technology that was new to you or that you found interesting.

[Continue](#)

Started by Janet - Great Lakes ADA Center Mar 2.



#### Module 4 Discussion 4 Replies

List three examples of potentially illegal interview questions under the ADA.

[Continue](#)

Started by Janet - Great Lakes ADA Center. Last reply by Marnie O'Brien Mar 2.



#### Module 3 Discussion 8 Replies

Google yourself, share what you find, including others with the same name, share what you find here.

[Continue](#)

Started by Janet - Great Lakes ADA Center. Last reply by Marnie O'Brien Mar 2.



#### Module 2 Getting Prepared Discussion 7 Replies

Post your resume to the Discussion here. Check back often, the course moderators will post feedback in the comments.

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## Discover Yourself Module

[Explore your values, interests and personality for career success!](#)



The Discover Yourself module is designed for students who are beginning to prepare for a job search. Right now you may think looking for work will be a difficult or frightening prospect, especially in today's economic times. However, by using the tools and information we've provided on this website (along with the help of family, school, counselors, and other support networks), you'll be able to turn your job search into an adventure! The very first step, of course, is determining what kind of job you want. You may already have given this considerable thought when you chose your field of study, or you may want to further discover your interests, values, and abilities. We recommend taking time for extra self-exploration because it is instrumental in matching you to a job in which you have the greatest potential for success.

#### Module 1 Learning Objectives

1. Students will develop a statement to define and articulate career goals, including their values and personal qualities.
2. Students will research the occupational information, such as wages, skills required, and outlook of potential careers with the Punch-In employment tools.

#### Watch

- Jennie Meuwissen, Manager of Youth Transition Services at Opportunity Partners, talks about the importance of knowing your values and personality in the job search.



- Kevin O'Connell, founder of the Niche Movement, discusses cultivating your unique self to network and find a job you love.

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## Getting Prepared Module

Create, organize, plan and practice for job success.



The Get Prepared module will help you to learn about some of the skills involved in finding and keeping a job. It is worth your time to learn about work readiness skills, as these skills are the foundation you will need to succeed as an employee in the working world. Many students want to "jump right in" and start looking for a job, but doing a thoughtful and thorough inventory is critical to a successful job search. The foundational steps of thinking about work readiness skills, such as your work ethic or leadership skills, will also help you to write a great resume and cover letter and be ready for that important interview. Thoroughly explore all the sections of this module. The work done here will help you in every phase of the

process, including being successful at a job once you've accepted it.

### Module 2 Learning Objectives

1. Students will study desirable conduct in the workplace and contrast with problematic behaviors.
2. Students will create a resume and cover letter that accentuates their best assets.

### Watch

- Anysha Gilliam, Manager of Youth Transition Services at Opportunity Partners, talks about the importance of knowing your values and personality in the job search.



- Katherine A. Battee-Freeman, Associate Director for Career Development at University of Illinois Chicago, discusses what you need to get prepared for your job search.

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## Find A Job Module

Use your resources to network and find a job



The Find A Job module helps you set your job search in motion. A job search includes the way you discover, apply, and interview for employment. It may seem daunting, but it is important to be proactive and positive about your job search. One key is to use the supports you have for your job search, which includes networking with family and friends, as well as taking advantage of any opportunities you may have through school. The career services department and disability services office at your school have many resources to help students through career exploration and provide connections to local employers.

Take advantage of all of your options! This module will help you develop your networks, practice your strategy, and locate those jobs. It also contains special considerations for students with disabilities, including transportation, health care, benefits, and accessible housing.

### Module 3 Learning Objectives

1. Students will identify networking opportunities within their circle of peers, family, and neighborhood.
2. Students will explore job postings on electronic career sites.
3. Students will learn about whether to disclose a disability in the workplace setting.

### Watch

- Dan Meyers, Job Developer at Opportunity Partners, talks about disability considerations that may impact your job search.



- Marnie O'Brien, Founder and Director of PC Coaches, discusses online networking and the tools that are available to assist you in finding that perfect job.

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## Know Your Rights Module

### Introduction to the Americans with Disabilities Act and what it means for you



The Know Your Rights module is an introduction to your protections under the Americans with Disabilities Act (ADA). The ADA is a federal civil-rights statute protecting the rights of people with disabilities. It affects access to employment, state and local government programs and services, access to places of public accommodation such as businesses, transportation, and non-profit service providers, as well as telecommunications. Since you are in the process of searching for a job, be aware that the ADA prohibits discrimination in all employment practices, including job application procedures, hiring, firing, advancement, compensation, training, tenure, layoff, leave, fringe benefits, and all other employment-related activities. This module will explore who qualifies as a person with a disability under the ADA and how to request an accommodation to help you be successful on the job. However, you must still be qualified for the position and be able to perform the essential functions of the job.

#### Module 4 Learning Objectives

1. Students will create a presentation outlining the basic aspects of the Americans with Disabilities Act (ADA) law.
2. Students will create a list of interview questions about disability that are illegal to ask under the ADA.

#### Watch

- Peter Berg is the ADA Technical Assistance Coordinator for the Great Lakes ADA Center. He talks rights and responsibilities under the ADA.



- Cindy Tarshish, ADA Specialist, discusses details of the ADA and the types of interview questions that are allowed, and not

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## Use Technology Module

### Technology may be a key to your successful employment



The Use A.T. module is your opportunity to consider how assistive technology may help you in employment. Assistive technology (A.T.) is specialized equipment that enables people who have a disability, or who are experiencing difficulty using standard equipment, to continue to improve their functioning capabilities. Through the use of this assistive technology, many people can be successful in their employment goals. The assistive technology in the work place can range from a simple pointing device to a sophisticated screen reading program. You may already be using A.T. in college, and if so, it is important to think about whether or not you need that A.T. as a reasonable accommodation for future employment. Even if you have never used A.T., you may want to learn more about it as it could be beneficial to your future success.

#### Module Learning Objectives

1. Students will know the different types of Assistive Technology available and be able to identify appropriate Assistive Technology for their potential work environment.
2. Students will explore funding resources for Assistive Technology and contact a vendor to receive funding information.

#### Watch

- Janet Peters is the Project Coordinator of Assistive and Educational Technology for the Great Lakes ADA Center. She talks rights and responsibilities under the ADA.



- Jennie Delisi, AT Specialist with STAR, discusses A.T. options in the workplace.

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## Module 5 AT Activity Response

1726665 - March 3rd, 2015

### Self Awareness

**Goal:** I am aware of the various factors of my disability and am knowledgeable about my needed accommodations.

**Your Response: (5)**  
I have an accurate and clear sense of my goals, abilities, and needed assistive technology and I know how to request and/or acquire it.

**Explanation on Self Awareness:**  
\_\_\_\_\_

### Disclosure of Disability

**Goal:** I understand that under applicable federal and state laws, I must disclose information about my disability in order to acquire necessary accommodations.

**Your Response: (5)**  
I know how disclosure relates to assistive technology needs, and I act on that knowledge and provide appropriate level of disability disclosure.

**Explanation on Disclosure of Disability:**  
\_\_\_\_\_

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## Final Module: Next Steps

### Take the Next Steps



This is the final section, the **Conclusion**, in the Punch-in Employment course. Congratulations on making it through the course.

#### Conclusion Learning Objectives

1. Students will summarize what they have learned in the Punch-in Employment course.
2. Students will write what their next steps in their employment endeavors will be.

### Watch

- Rachael's Story, What's disability to me? Sponsored by the World Health Organization



### Read and Explore

- How to Stay Motivated When Looking for A Job <http://success-network.punch-in.org/page/conclusion-article>

Do

### Pages (9)

- Syllabus
- Course Tip Sheet
- Video Tutorial
- Introduction
- Module 1
- Module 2
- Module 3
- Module 4
- Module 5

+ Add a Page View All

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## Participate in the Pilot

- Student Groups from 5 – 20 participants
  - Post Secondary Students
  - Transition Program Students
  - High School Students
  - AT Centers with Clients/Students
- Free of Charge
- Online Moderator to Provide Guidance and Feedback
- Participation in Special Punch-In Events and Webinars

Interested? Contact Janet Peters [jpete@uic.edu](mailto:jpete@uic.edu)  
(312) 413-5931 – Direct Line

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# Questions?

**You May Type and Submit questions in the Chat  
Area Text Box or press Control-M and enter text in  
the Chat Area**

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# THANK YOU FOR YOUR ATTENTION

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Janet Peters

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**The next scheduled session is:**

***“Cognitive Innovations to promote independence  
in the home and in the Community”***

**May 19, 2015**

Register at: [www.ada-audio.org](http://www.ada-audio.org) or call 877-232-1990 V/TTY

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**Thank you for participating in today's  
ADA-Audio Conference Session**

You will receive an email following the session  
with a link to the on-line evaluation

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