

# Student Outcomes

Professional and Technical Prep (PTP) is designed to provide diverse groups of student learners with access to Career and Technical Education (CTE) coursework and experiences.

The program has dedicated staff and embedded supports to help with a variety of academic, social-emotional and behavioral needs.

Some students attend this program as part of full day programming with a BOCES 2 primary academic classroom, while others receive their core academics through their home district.

Many students use this program to build foundational skills for future school-based career readiness programs\*, while others use it to prepare for post-secondary placements such as competitive employment, supported employment, trade schools or apprenticeship programs.

*Examples include Work-Based Learning (WBL) or CTE at WEMOCO courses such as Food Services, Buildings and Grounds, or Intro to Construction Trades. Please note these programs have separate application and enrollment processes.*



# Characteristics for Student Success

***To maximize learning in our program, we encourage students to:***

- Bring a positive attitude and a desire to learn skills related to carpentry, food service and many additional career areas.
- Learn, respect and practice safety rules in a variety of work settings.
- Desire to learn about the “behind-the-scenes” components of working in a trade, such as planning, designing, purchasing, budgeting and sales.
- Possess a baseline comfort level working with tools and in woodshop and kitchen settings. (Students need to be comfortable with the following elements: loud noises produced by tools, wearing safety glasses, wearing a hat/hair net, wearing gloves, using power tools and kitchen appliances.)
- Work individually or as part of a team with other students.
- Hold an attention span of at least 15 minutes, as this is essential to learning core concepts including safety rules and expectations.

Referral and enrollment is coordinated through the student's home school district.

## ***Program Supervisor***

David Liesegang

dliesega@monroe2boces.org

(585) 481-1008 (call or text)



[www.monroe2boces.org/CareerReadiness](http://www.monroe2boces.org/CareerReadiness)

Monroe 2-Orleans BOCES

Rochester Tech Park

160 Wallace Way (Bldg. 9) • Rochester, NY 14559

# Professional and Technical Prep



Your Educational Partner of Choice

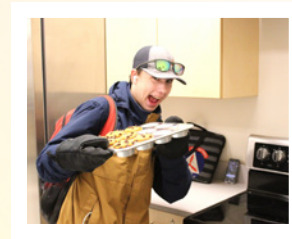
**BOCES 2**



# Course Summary

The Professional and Technical Prep (PTP) program provides students with classroom instruction and project-based learning experiences to explore and develop skills related to a multitude of career fields, while learning transferable skills related to being a working professional. Students participate in two unique Career and Technical Education (CTE) courses that are back-to-back and combine as a half-day program.

**Intro to Carpentry and Skilled Trades** focuses on skills related to woodworking, HVAC, plumbing, and other skilled trades professions. Topics include safety practices, design, drafting, budgeting and customer services.



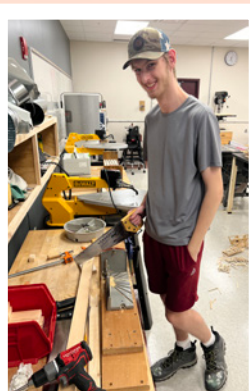
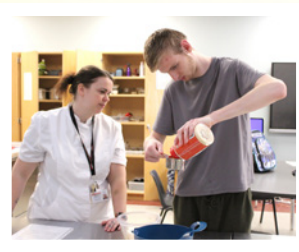
**Intro to Culinary and Business Exploration** focuses on skills related to food service, cooking, baking, advertising and business management.

Both courses have an additional focus on

skills that help promote success in all career fields. For example, teamwork, time management, sleep hygiene, coping skills and interview skills.

Student progress is reviewed with a formal evaluation each quarter. This tool captures universal work-readiness (transferable) skills and trade-specific (technical) skills.

Staff use this assessment to track each student's strengths and skill deficits and to steer full-group and individualized instruction to prepare each student for future school programs and community jobs.



# Fast Facts

## Our Team

Professional and Technical Prep is a 6:1:1 program staffed with the goal of providing students with the resources, tools and supports to access and grow through CTE and Work-Based Learning (WBL) experiences.

Each of PTP's two courses uses a co-teaching model, with a CTE teacher collaborating with a Special Education teacher to develop enriching trade-specific learning experiences, with modifications and supports to facilitate each student's progress and growth.

PTP has embedded related service supports, including Transition, Mental Health, Autism, and Assistive Technology Specialists. Nursing and security are also on-site.

## Schedule

Five half-days per week  
Morning: 7:30 a.m. – 10:15 a.m.  
Afternoon: 11:30 a.m. – 2:00 p.m.

## Sample Daily Schedule

7:30 – 8:45 a.m. in Carpentry course  
8:45 – 10:20 a.m. in Culinary course

### Within each course:

- o Discussion of workplace scenarios
- o Full group instruction
- o Break
- o Hands-on / Project-Based Learning
- o Clean up inventory

## Location

PTP is located at Westview on the BOCES 2 campus on Buffalo Road in Gates, N.Y. Instructional spaces include a classroom, a woodshop, a kitchen and various outdoor spaces.

## Community-Based Learning

Opportunities include field trips to hardware and grocery stores, volunteering at parks, and delivering products created in either course. Students also develop customer service skills by delivering many of the products that they create.

## Academic Credits/WBL Hours

Students can earn 3.0 academic credits and at least 54 Work-Based Learning hours.

# Curriculum Overview

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The curriculum focuses on developing skills to be well-rounded professionals prepared for entry level work in any field of choice. There is a focus on exposure and preparation for specific trades including carpentry and culinary, as well as some additional trades such as business management, marketing, plumbing and agriculture.

## Overarching Themes

(discussed in every instructional unit)

- Safety/ Sanitation
- Tools and Tech
- Career Prep
- Communication
- Self-Management & Advocacy
- Project Planning and Implementation

## Sample Units

- Woodworking
- Drywall and Tiling
- Countertop Appliances
- Food & Culture
- Health and Nutrition
- Gardening and Agriculture

## Sample Ongoing/Recent Projects

- **Daily Budgeting:** Using "Shop Dollars" to rent tools used in the workshop. Students budget their funds and keep an accurate ledger to better understand finances and planning of the trade careers.
- **Movable racks for the BOCES 2 Clothing Closet:** Students learned customer service skills, researched options, drafted and built the racks out of lumber and black piping.
- **Woodshop Products:** (ex. cutting boards, pumpkin lanterns, holiday ornaments) that are sold to students, staff or community members. Students learned customer service, budgeting and operation of a point-of-sale system that accepts cash or credit cards.
- **Holiday Gingerbread Houses:** Students baked gingerbread and icing from scratch, built their houses based on custom-models, and worked as a team to design and choose decorations.
- **Program Support:** Students take a lead on many tasks throughout the building, such as hanging whiteboards in offices, assembling furniture, or baking cookies for staff celebrations.