

Welcome to Pre-ETS with The Arc Northwest Mississippi

The Arc Northwest Mississippi is a non-profit for individuals with intellectual and developmental disabilities and their families. We create events and programs that help the people we serve live their best lives and connect to services in the community.

CLASS DESCRIPTION

Pre-ETS (Pre-Employment Transition Services) are Job Readiness Classes that focus on 5 content areas:

Job Exploration Counseling

What kind of jobs are out there? What kind of job is best for you? How do you find jobs?

Workplace Readiness Training

Resumes, interviews, budgets, relationships, effective communication, coping skills, and time management are a few of the topics covered.

Work-Bases Learning Experience

What is it really like to work? Practice working in a supported environment.

Instruction in Self-Advocacy Training

Learn how and when to talk about your disability and feel comfortable asking for help.

Counseling on Post-Secondary Training

Is college an option for you? Learn about training and schooling opportunities after High School.

Classes will meet one hour weekly in our office or on our Zoom Platform. You do not have to have login for Zoom to participate in virtual classes.

In-Person and Virtual Class Expectations

Show up or login to class on time. Active and regular class participation is expected. We are excited to have you on your pathway to enter the working world. We want you to be prepared so we need to work with you weekly to build your skill set.

Devices:

Students can use their computer, tablet, or a smartphone to participate in our classes. If you are participating in-person, The Arc NWMS will supply all the devices needed for class.

Virtual Only

Cameras:

Students are expected to have their cameras on during class unless the signal strength of the internet makes it necessary to turn off the camera. We want to have some face-to-face interaction with every student each week. Employers would expect cameras to be on for

virtual meetings. These classes are to help students practice the skills necessary to meet high expectations. Students should choose to sit in a well lit area near the wireless router to help with internet strength. Please remind everyone in the house that the camera is on to ensure that no one gets caught on camera that is not a part of class.

Microphones:

Microphones should be muted at all times unless you are speaking. All students will be called on to speak during class.

CLASS PROSCEDURES

A text reminder will be sent on the day of class to remind students that it is their class day. The text reminder can go directly to the student, to the parent, or both. If a student is not able to attend/log into class that day, they/you can reply to the text letting us know.

Please arrive or log into class 5 minutes early. This will allow time for the students to talk with their teachers and peers.

Students will sign a Provision Form that verifies attendance for the class. If you are attending class in-person, the form will be signed right after class.

If you are attending class virtually, the day after class, student will receive an email from The Arc Northwest Mississippi. The email is labeled "Rebecca Treadway via DocuSign". Rebecca is the Executive Director of The Arc NWMS, and the account is in her name. This email can be sent directly to the student or to the parent's email address. Clicking through this DocuSign emails verifies the student's participation in class and this need to be completed within 24 hours of the form being sent.

Parents and Students may communicate with The Arc Northwest Mississippi by texting or calling 901-907-9038 or emails amanda@thearcnwms.org if you have any questions about guidelines for virtual or in-person participation.