

- RHAB 4700: Employment Services
- Fall 2025
- Online Course

Instructor Contact

- Dr. James McNeil
- Office Location: Online
- Office hours: By appointment
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Welcome to UNT!

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT's full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

Course Description

Covers basic job development and job placement skills and activities. Includes job analysis, supported employment, transition services and labor market analysis.

Pre-requisites

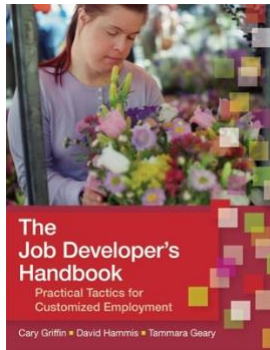
Consent of department.

Course Objectives

Participation in course activities and completion of course requirements will enable the student to demonstrate the following:

1. Develop a comprehensive understanding of the scope and nature of disparities experienced by individuals with disabilities compared to those without disabilities.
2. Analyze and articulate key career development theories and their application.
3. Identify and apply effective strategies to assist individuals with disabilities in obtaining meaningful employment.
4. Utilize vocational evaluations, job analyses, and labor market information to support informed career planning for individuals with disabilities.
5. Understand the principles and practices of supported employment and their role in vocational rehabilitation.
6. Demonstrate the ability to work effectively with clients from diverse backgrounds.

Required Materials



Required: Griffin, C., Hammis, D., & Geary, T. (2007). *The Job Developer's Handbook: Practical Tactics for Customized Employment*. Baltimore, MD: Brookes Publishing.

Recommended: Strauser, D. R. (2021). *Career development, employment, and disability in rehabilitation: From theory to practice*. Springer Publishing Company.

Additional readings will be posted on Canvas.

Abbreviated Teaching Philosophy

I believe that the classroom should be a safe space where students can speak their mind while respect diverse opinions. Students should be able to share their knowledge and experiences so that others can benefit from them.

Course Technology & Skills

Minimum Technology Requirements

- Reliable internet access
- Speakers
- Microphone
- Plug-ins (TBA)
- Microsoft Office Suite
- Navigating the UNT Library

Computer Skills & Digital Literacy

- Using the learning management system (Canvas). [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (<https://clear.unt.edu/supported-technologies/canvas/requirements>)
- Using email with attachments
- Downloading and installing software
- Using spreadsheet programs
- Using presentation and graphics programs

Technical Assistance:

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

UIT Help Desk: UIT Student Help Desk site (<http://www.unt.edu/helpdesk/index.htm>)

Email: helpdesk@unt.edu

Phone: 940-565-2324

In Person: Sage Hall, Room 130

Walk-In Availability: 8am-9pm

Telephone Availability:

- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm
-

Laptop Checkout: 8am-7pm

For additional support, visit Canvas Technical

Help (<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal, or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
- Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”

- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using “text-talk” unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

See these Engagement Guidelines (<https://clear.unt.edu/online-communication-tips>) for more information.

Course Requirements

Assessments

This course is made up of assignments and assessments to assist you in achieving the course learning objectives/outcomes. Each week you will work on various assignments, activities, discussions, readings, research, etc. which will be made available to you by Monday at 8:00 am and close on the Sunday at 11:59 pm. More information regarding each assignment can be found in the assignment tab of this course on the left-hand side bar.

Discussion Forum (15 total 5 points) = 75 points

Students will be active and engaged participants in the discussion forums by analyzing, constructing/creating, and evaluating information presented within the textbook, external readings/resources, student postings, and class activities. Heavy emphasis will be placed on participation related to the week’s topics.

The discussion forums are related to the chapter readings, external resources, and activities. Upon completion or near completion of the assigned readings and activities, you are expected to engage in an ongoing discussion/debate with your learning community peers.

Assessment Method: Rubric

Quiz (15 total 5 points) = 75 points

Four quizzes will be conducted to evaluate your understanding of the assigned readings and related course content. All exams will be completed online through the Canvas exam platform. Each exam will be timed, and grades will be made available to students upon submission.

Assessment Method: Multiple Choice, True/False, and Short Answers

Assessment Method: Rubric

Community Connection Project (25 points) = 25 points

This assignment is designed to help you actively explore and connect with community-based resources that support individuals with disabilities. Understanding these resources is essential for future counselors, as it helps build a network of support systems you can share with your clients.

Identify and explore a **local community resource** that you believe would be valuable to your future clients. Your chosen organization should either:

- Have an employment-focused mission,
- Provide employment-related services, or
- Hire individuals with disabilities

Examples of potential resources include:

- Local branches of national organizations
- Supported employment programs
- Vocational rehabilitation services
- Clubhouses or community centers
- Disability advocacy organizations

Your entry should be between three to five paragraphs in length and include:

- The name and location of the organization
- A brief description of its mission and services
- An explanation of how it supports individuals with disabilities
- How the resource connects to employment and other areas of life that support employability
- A short reflection on how you might use or refer this resource in your future counseling practice

Assessment Method: Rubric

GRADING

LETTER GRADE	% OF TOTAL POINTS	TOTAL POINTS
A	90 – 100%	158 - 175
B	80 – 89%	140 - 157
C	70 – 79%	123 - 139
D	60- 69%	105 - 122
F	Below 60%	Below 105

Course Expectations**Instructor Responsibilities and Feedback**

It is the responsibility of the instructor to provide materials that foster learning for the students enrolled in the course. The instructor will further provide any needed instructions for any course materials and assignments. Additionally, the instructor will send out weekly announcements, grade assignments, and respond to student emails. The instructor will strive to respond to students' emails in a timely manner within a 24-hour period, unless the instructor is sick or traveling. If necessary, the instructor will adjust assignments or grades when warranted by instructor error or technical issue.

When assignments have been graded, an announcement will be sent out and the gradebook will be updated to reflect these changes. It is the student's responsibility to check the grade book on at least a weekly basis. If a student notices that an assignment has been graded that the student submitted, and the gradebook has not changed, please contact the instructor and/or teaching assistant to resolve this issue. Students are encouraged to make contact as soon as possible. If more than one week has elapsed after the gradebook has been updated, the issue may not be resolved. All issues regarding the gradebook are at the discretion of the instructor to approve and make any needed changes.

As a student in this course, you are responsible for

1. The student will access and follow all course instructions found in the weekly/unit content area of the Canvas course.
2. The student will read and/or listen to all online lectures provided in the weekly modules. A link is provided each week to the lecture as well as to a PowerPoint presentation which compliments the lecture.
3. The student will complete the assigned midterm and final 'online' exams by accessing the 'assessment' tool in the Canvas course. A link to the exam is listed in the corresponding weekly module.
4. The student will respond to posted online course discussion questions using the Canvas discussion tool.
5. The student will complete and submit assignments electronically using the Canvas assignment drop box tool/tab.
6. The student will complete an on-going semester project in accordance with the instructions given in this syllabus and the online course.
7. Late Assignments will not be accepted late unless arrangements have been made with the professor and there are circumstances that warrant it.

Policies**Disability Accommodations**

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation.

Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the Office of Disability Access website at <http://www.unt.edu/oda>. You may also contact ODA by phone at (940) 565-4323.

SCHOLARLY EXPECTATIONS

All works submitted for credit must be original works created by the scholar uniquely for the class. It is considered inappropriate and unethical, particularly at the graduate level, to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested by the instructor. Work submitted at the graduate level is expected to demonstrate higher order thinking skills and be of significantly higher quality than work produced at the undergraduate level.

All work submitted by students will be generated by the students themselves, working individually or in groups. Students should not have another person/entity do the writing of any portion of an assignment for them, which includes hiring a person or a company to write assignments and/or using artificial intelligence (AI) tools like ChatGPT. Use of any AI-generated content in this course qualifies as academic dishonesty and violates UNT's standards of academic integrity.

Academic Integrity: <https://deanofstudents.unt.edu/academic-integrity>

ADA Policy

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time; however, ODA notices of reasonable

accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at <http://disability.unt.edu/>. You may also contact them by phone at [940.565.4323](tel:940.565.4323).

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website at <http://www.ecfr.gov/>. The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Course Schedule

Note: All weekly activities and assignments will open Monday at 8:00 am CST and close on Sundays by 11:59 PM CST.

Dates	Reading/Topic	Assignment
W1: 8/18/25 – 8/24/25	Course Introduction; Chapter 1: Introduction to Job Development	Quiz; Discussion Forum
W2: 8/25/25 – 8/31/25	Chapter 2: Discovery: The Foundation of Job Development	Quiz; Discussion Forum
W3: 9/1/25 – 9/7/25	Chapter 3: Job Matching and Analysis: Exploring Worksite Ecology and Seeking Goodness of Fit	Quiz; Discussion Forum
W4: 9/8/25 – 9/14/25	Chapter 4: Person-Centered Job Development Strategy: Finding the Jobs Behind the Jobs	Quiz; Discussion Forum
W5: 9/15/25 – 9/21/25	Chapter 5: Active Employer Councils: Leveraging the Networking Power of Community	Quiz; Discussion Forum
W6: 9/22/25 – 9/28/25	Chapter 6: Resource Ownership: Self-Determined Economic Development	Quiz; Discussion Forum

W7: 9/29/25 – 10/5/25	Chapter 7: Interest Based Negotiation, Problem Solving, and Conflict Management	Quiz; Discussion Forum
W8: 10/8/25 – 10/12/25	Chapter 8: Job Carving: Jobs that Fit an Individual's Ideal Conditions of Employment and Benefit the Workplace	Quiz; Discussion Forum
W9: 10/13/25 – 10/19/25	Chapter 9: Using Social Security Work Incentives	Quiz; Discussion Forum
W10: 10/20/25 – 10/26/25	Chapter 10: Active Families: Support, Partnership, and Roles	Quiz; Discussion Forum
W11: 10/27/25 – 11/2/25	Chapter 11: Organizational Commitment to Customized Employment: The Role of Leadership in Facilitation Careers	Quiz; Discussion Forum
W12: 11/3/25 – 11/9/25	Chapter 14: Computer Assisted Vocational Guidance Systems and Job Matching (Strauser, 2021)	Quiz; Discussion Forum
W13: 11/10/25 – 11/16/25	Chapter 19: Public Vocational Rehabilitation (Strauser, 2021)	Quiz; Discussion Forum
W14: 11/17/24 – 11/23/25	Chapter 20: Private Practice in Vocational Rehabilitation (Strauser, 2021)	Quiz; Discussion Forum
	<i>Thanksgiving Break</i>	

W15: 12/1/25 – 12/7/25	Review and Integration of Skills	Quiz; Discussion Forum
W16: 12/8/25 – 12/12/25	Final Project	Community Connection Project