

December 3, 2003

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 03-19
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TO: ALL JOB COPRS NATIONAL OFFICE SENIOR STAFF
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FROM: RICHARD C. TRIGG
National Director
Office of Job Corps

SUBJECT: Supplementary GED Curriculum Materials in Language Arts Reading,
Language Arts Writing, and Math

1. Purpose. To provide information on the distribution of new printed and CD-ROM versions of GED curriculum materials prepared as supplementary materials for the GED 2002 test series curricula currently being used by centers. The supplemental materials are intended to be additional resources for centers and are not required. The materials may also be used to supplement curricula in high school classrooms.

2. Background. The GED supplementary materials are designed to help Job Corps students keep pace with higher academic standards required in the workplace and in the public school system. A group of six Job Corps centers piloted the materials over the past 3 years – San Diego, Sacramento, Earle C. Clements, Edison, Penobscot, and Inland Empire. The centers tested the materials and provided input on the curricula.

3. Resources and Training Available. Two sets of four GED 2002 supplementary courses will be distributed to the academic managers of all Job Corps centers during the week of December 1, 2003. Each set will include:

- a course for the GED Language Arts, Reading Exam;
- a course for the GED Language Arts, Writing Part I (Essay) Exam;
- a mini course for GED language Arts, Writing Part II (Conventions) Exam; and,
- a course for the GED Mathematics Exam.

While these materials were designed to help students prepare for the GED tests, they can also be useful in high school classrooms. The mathematics lessons cover much of the content and concepts of high school level mathematics. The reading and writing materials are more focused on the GED examinations, but use instructional strategies drawn from readers and writers workshops that can be easily used with other materials.

All of the course materials are organized around a common lesson structure with an opening mini-lesson, work period, and closing period. The lessons contain notes to instructors explaining the content and offering suggestions on how to teach the materials. In addition, there is an introductory document with each packet of curriculum materials that gives general guidance to instructors on the unique features of the curriculum and instructional approaches. The materials also contain recommendations for teachers on how to modify the lessons to fit their classrooms, including information on how to select particular lessons if they are not able to teach the full set.

The curriculum addresses the GED 2002 test series requirements and has been adapted for Job Corps students. It is streamlined to accommodate the short periods of time that Job Corps students are in the academic program and modularized to accommodate the changing classroom population.

For those instructors who are not familiar with the instructional and classroom management strategies described in the GED courses, and would like information on training or technical assistance, they can contact Lynne Fry of the National Office of Job Corps by e-mail at fry.lynne@dol.gov or, by phone at 202-693-3101. The national office is interested in instructors' feedback on the usefulness and accessibility of the curriculum, as well as suggestions for improving it. Comments and suggestions for improving the materials should also be directed to Ms. Fry. Training in selected portions of the curriculum will also be available during conferences in the Philadelphia, Atlanta, and San Francisco/Seattle regions in the spring of 2004.

4. Action. Upon receipt of the two sets of the four preparatory courses and a CD-ROM, the academic managers should distribute the materials to the appropriate GED and high school instructors.

5. Expiration Date. June 30, 2004.

6. Inquiries. Direct inquiries to John Chowning at 202-693-3102, or e-mail to chowning.john@dol.gov; or Lynne Fry at 202-693-3101, or e-mail to fry.lynne@dol.gov.