

May 16, 2016

<b>DIRECTIVE:</b>	<b>JOB CORPS INFORMATION NOTICE NO. 15-37</b>
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**TO:** ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL OFFICE STAFF  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

**FROM:** LENITA JACOBS-SIMMONS  
National Director  
Office of Job Corps

**SUBJECT:** Civics Learning and Civic Engagement

1. **Purpose.** To provide information and resources to elevate civics learning and civic engagement among Job Corps students.

2. **Background.** Job Corps envisions a nationwide commitment for preparing all students for successful citizenship as employed, informed, engaged, and responsible members of our society. Well-rounded curricula that support civics learning and engagement – to include government, the electoral and democratic process, voting rights, and informed citizenship – have long been recognized as an important foundation of representative government.

Job Corps seeks to expand and promote civics learning and civic engagement among all Job Corps students. Students should have an understanding of information and resources that support their rights and responsibilities as citizens and voters.

3. **Resources.** Many excellent resources and materials are available online, at no cost, that aim to integrate civics learning into teaching and educational programming. The attached list contains Web sites and organizations that offer resources, and are geared toward youth.

Job Corps centers are encouraged to seek out additional resources, as appropriate, to support their efforts for civics learning and engagement.

4. **Action.** Centers are required to review their programming to ensure that it includes information and opportunities for students to learn foundations of civics and civic engagement.

Centers are invited to share with the National Office of Job Corps examples of best practices for including civics learning. Please send best practices, including name of center, description of practice(s), and staff point-of-contact information to [kyle.andrea@dol.gov](mailto:kyle.andrea@dol.gov). Best practices will be reviewed by the Job Corps National Director, and may be highlighted in national communications.

Center Directors should ensure this Information Notice and attachment are distributed to all appropriate staff.

5. Expiration Date. Until superseded.
6. Inquiries. Inquiries may be directed to [kyle.andrea@dol.gov](mailto:kyle.andrea@dol.gov).

Attachment