

December 13, 2016

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 16-20
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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: Spanish Versions of *Great Expectations* Videos – Supporting Positive Behavior and the Job Corps Student Conduct Policy During Admissions and Pre-Enrollment

1. Purpose. To notify the Job Corps community of new Spanish-language versions of three videos about student conduct for use during the application and pre-enrollment phase.
2. Background. The Workforce Investment and Opportunity Act and Job Corps' updated student-conduct policy identified a need for applicants to know what to expect from, and while in, the program. To support that effort, a video series entitled *Great Expectations* will share messages that emphasize being safe and secure, knowing the rules, and staying focused on career goals. The videos feature Job Corps students, and address common questions related to living and training on-center.

The Job Corps National Director introduced the *Great Expectations* video series in her August 2016 national newsletter.

3. Action. Outreach and Admissions staff members shall incorporate the three-part series into the application and pre-enrollment processes. Spanish versions of the videos are available for Spanish-speaking applicants. The videos are available via the following links, and staff members must show the videos in the order below.

- Video 1: Introduction:
<https://www.youtube.com/watch?v=cQdE0eJQp80&feature=youtu.be>. Show this video during the initial meeting with a potential student or during general information sessions about Job Corps (group setting).

- Video 2: Following determination of eligibility:
<https://www.youtube.com/watch?v=6S9Lg26KIIM&feature=youtu.be>. Show this video once an applicant has successfully completed the eligibility determination process. It may also be shown in a group setting.
- Video 3: Recap:
<https://www.youtube.com/watch?v=xQH1WGHZ1wI&feature=youtu.be>. Show this video during pre-enrollment and immediately before arrival on center. May also be shown in a group setting.

The English and Spanish versions of the videos can be downloaded from the [Job Corps Materials Marketplace](#). DVDs containing the videos will soon be available for order.

4. Expiration. Until superseded.

5. Inquiries. All inquiries should be directed to Andrea Kyle Bobrik at Kyle.Andrea@dol.gov. Feedback on the videos may be directed to jcmarketplace@mpf.com.