

# DeKalb Virtual Career Academy

## 2021 Intern Manual



**CEO Michael L. Thurmond**  
**Chief Executive Officer, DeKalb County GA**



# DeKalb Virtual Career Academy

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The DeKalb summer employment strategy known as “DeKalb Works”, was the vision of CEO Michael Thurmond and began in 2017. With the support of the Board of Commissioners, this innovative program has provided a hands-on work experience opportunity for over 1,950 DeKalb youth.

DeKalb CEO's 2021 Summer Youth Employment Program promises to be another success! In response to the COVID-19 health and economic crisis, the 2021 DeKalb Summer Youth Employment Program will again transform into the DeKalb Virtual Career Academy. This unique experience is powered by DeKalb County Government, DeKalb County School District, Georgia Piedmont Technical College, WorkSource DeKalb and other public and private partners who are committed to creating this opportunity to “Earn while you Learn”.

The virtual curriculum will offer academic enrichment courses, life skills and job readiness training in a structured virtual learning environment. Additionally, motivational speakers will engage, educate, and inspire participating youth.

The primary mission of the DeKalb Summer Youth Employment Program remains unchanged; however, the program continues to be delivered via a virtual platform in response to the continuing health threats posed by the COVID-19 pandemic. The program, which runs from June 7<sup>th</sup> to July 9<sup>th</sup>, will provide career development, education enrichment and summer income for 850 youth, ages 14 to 24.

Participating youth will earn \$9.00 per hour during their enrollment in the virtual training academy, benefiting many DeKalb County youth and their families. Upon successful completion of the subsidized training, interns will be recognized for their achievements, including a credential for some course offerings.

At the conclusion of the summer session, interns will virtually showcase their newly acquired skills and expertise at a cumulating celebration.

We look forward to a positive, beneficial, and fun-filled summer learning experience.

Thank you for your cooperation and commitment to excel in the DeKalb Virtual Career Academy!

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## 2021 Intern Manual

The WorkSource DeKalb staff and partners want to ensure your success as an Intern in this program. This manual has been developed to assist Interns in understanding the goals and objectives of the Summer Youth Career Academy. Although the information contained herein will be explained to you, it is strongly urged that you thoroughly read this manual. Additionally, you will be assigned a Career Advisor who will be available to answer questions or discuss any concerns you have.

The Administrative Office and contacts for WorkSource DeKalb are listed below:

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# DeKalb Virtual Career Academy 2021 Intern Manual

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# DeKalb Virtual Career Academy

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### I. Introduction

Congratulations! You have been accepted into the second class of the **2021 DeKalb Virtual Career Academy (DCVA)**. DeKalb County is committed to enhancing educational and career development opportunities for our youth and younger adults. DVCA's innovative curriculum will provide you with the opportunity to attain important life skills while earning a paycheck. Certain guidelines have been established during your participation in the online training program. DVCA aims to provide youth an exposure to a work environment through online training, academic enrichment, and enhancement of life and career development skills.

The DeKalb Virtual Career Academy has been designed with the following goals and objectives in mind:

#### A. Goals and Objectives

1. Provide a virtual work experience for youth.
2. Acquaint youth with the work environment in such a way as to enhance and stimulate their attitudes toward employment responsibilities.
3. Provide youth the opportunity to explore potential career fields and to develop marketable skills through online work training.
4. Provide youth an opportunity to earn educational credits and/or credentials.
5. Encourage youth to continue their education in high school or college and supplementary or alternative school programs by familiarizing them with the educational requirements of a variety of jobs.
6. Provide youth financial support through online work training and academic enrichment.
7. Enhance the basic educational skills of youth through the provision of academic enrichment classes.
8. Assist youth in acquiring basic work competencies and discipline, e.g. punctuality and reliability regarding attendance; responding to supervision and direction; cooperating with others in team efforts; and delivering quality work products and services.

#### B. Program Design

The primary focus of the DeKalb Virtual Career Academy (DVCA) will be to provide a positive, productive summer experience for DeKalb's youth, close achievement gaps and offer counseling and support to youth and their parents. The Academy will also afford Interns the opportunity to "*Earn while you Learn.*"

Additionally, youth will have access to weekly career and academic coaching sessions.

#### C. Placement Process

WorkSource DeKalb will assign youth based upon information on the application and input

from DeKalb County High Schools and Georgia Piedmont Technical College. Your age, career interest, and educational history were taken into consideration when assigning you to a course. Your willingness to fully participate is a critical component to successful completion of the online training.

If you have a question regarding your tasks, please remember to **ASK QUESTIONS!** Always, do your job well and use this experience as a building block for future training and employment. Most importantly, remember that training in the DeKalb Virtual Career Academy is an opportunity to enhance your academics and sharpen your life and career skills. The attitude you have toward your online work training is most important. Having a successful work experience begins with you. **You can make it happen. You are the key!**

#### **D. Counseling**

Each intern has an assigned career advisor. Your career advisor will counsel you during your online training and help you with any problems you may have. Your career advisor is available to support your participation in the online training program, provide constructive feedback, and assist you in any manner necessary so that you can successfully complete the program. The career advisor will work with you and your instructor to help during the training. **Get to know your career advisor – we care about you!**

#### **E. Online Training**

DVCA's curriculum will resemble the experience students receive in a traditional classroom setting. Interns will enroll in core courses designed for their cohort. Course offerings will be based on the academic needs and interest of the individual intern. DeKalb County School District's VERGE, an established virtual platform, the district's educational platform, and other assessment tools will track student participation and educational gains to provide statistical analysis of student growth and achievement. Georgia Piedmont Technical College's Blackboard, another established virtual platform, and other assessment tools will track intern participation and education gains to provide statistical analysis of intern growth and achievement.

Certified DCSD teachers and Certified GPTC instructors will focus on academic enrichment/career training and WorkSource DeKalb professionals will provide life skills/job readiness training. In addition, the program will recruit motivational speakers from the public and private sectors to engage, educate and inspire participating youth.

The virtual curriculum also includes a credentialing component. Interns who complete the academic and job readiness track will also select career training and work readiness offerings during the training period.

The DVCA Program offers a combination of career exploration workshops, life skills training, and academic enrichment.

## **II. DVCA Virtual Components**

### **A. Academic Enrichment**

1. Address specific learning needs of DeKalb's students.

2. Provide targeted educational support in the basic skills area of reading, writing and mathematics.
3. Review educational competencies missed, or not as thoroughly reviewed, as a result of the interrupted school year.

#### **B. Academic Counseling and Support**

1. Provide virtual one-on-one guidance sessions with DCSD students and parents to discuss academic needs, challenges, successes and wellness sessions.
2. Plan an educational strategy and provide educational advisement for the student's 2021-2022 school year.
3. Provide coaching, support and referral, as needed, for youth and their families struggling with issues which may inhibit the student's educational success, for example, discipline issues such as anger management, unruly behavior, difficulties in complying with codes of ethics and standards of conduct.

#### **C. Career Preparation Training**

1. Work Readiness and Life Skills Training
2. Interviewing Skills
3. Resume Development and Writing
4. Career Planning/Pathway Options
5. Dress for Success
6. Leadership/Professional Development
7. Entrepreneurship
8. Financial Literacy

#### **D. Credentialing Training Component**

1. Provide industry-specific virtual training with a credentialing component. This will strengthen student occupational skill sets and enhance future employment opportunities. Course offerings include:

##### IN-SCHOOL YOUTH OPTIONS

- Introduction to Business Technology (Microsoft)
- Introduction to Digital Technology
- Introduction to Healthcare Science

##### OUT-OF-SCHOOL YOUTH OPTIONS

- Entrepreneurship
- Project Management

#### **E. GED/ Remedial Prep**

1. Aid out-of-school youth and other interns in need of GED or basic remedial assistance.

#### **F. Motivational and Empowerment Support**

1. Engage motivational speakers and experts to enhance the learning experience for participating youth.
2. The focus of the speaker's bureau is to engage, inspire and energize students

- throughout the learning process.
3. The Academy will utilize music, art, dance, and other forms of art to incentivize participating youth.

### III. Program Rules and Expectations

All Interns are expected to follow the expectations and rules of the program and observe the policies and procedures of the DeKalb Virtual Career Academy.

- A. Interaction/Engagement:** DeKalb Virtual Career Academy interns are expected to complete tasks in a timely manner. We ask that you maintain professionalism and respect while interacting and engaging in the DVCA. If for some reason you decide to withdraw from the DeKalb Virtual Career Academy, we ask that you contact your career advisor and provide an advanced notice if possible.
- B. Reporting Technical Issues:** Using technology such as a computer, internet, websites, etc. will be needed to successfully participate. In the event of technical difficulties, no matter how minor it may seem, please report the issues to your career advisor immediately. Most importantly, you are asked to follow the protocol to address any computer/program relay needs.
- C. Hours of Participation:** Interns will be allowed to participate in online courses and activity daily from the hours of 8:30 a.m. and 2:00 p.m. Hours of work training are usually 3-4 hours per day, with a maximum of 20 hours per week, unless enhanced credit hours are earned. Exceptions or schedule variations should be coordinated with your career advisor.
- D. Verification of Attendance:** You are expected to log-in and participate on the virtual platform, VERGE or Blackboard, as scheduled unless prior arrangements have been made. The VERGE or Blackboard platform will track your hours of participation daily and weekly. Your instructor is available to assist and support you during the training. Your instructor will also report positive events as well as report any absences or missed assignments. Your career advisor will review your participation. In addition, your career advisor will follow-up with you to provide support and address any concerns regarding your participation based on the VERGE or Blackboard summary report.
- E. Tardy/Absences:** You should email your career advisor prior to the start of your regular scheduled time if you will be late or absent. **Reporting on time is expected.**
- F. Absenteeism:** Excessive absenteeism will require intervention from your career advisor. In the event you must be absent, it is your responsibility to email and call your career advisor and advise that you are unable to attend online training that day. All emails and calls should be made prior to the start of the training workday.

You may be allowed to “make-up” lost time if you are tardy or absent from online training for cause or other negotiated circumstances.

## IV. Your Rights

By signing the Media and Release of Information forms you have agreed to allow DeKalb County referred to as “the County” the irrevocable right to utilize your actual or likeness of your image or voice for WorkSource DeKalb (WSD) approved photographs, videos, publications, internet, news and social media and web pages for special projects or publicly. Thank you for your cooperation!

### A. Grievance Procedures and Civil Rights

If you feel you have been treated unfairly, or have a grievance, first discuss the situation with your career advisor. Most problems can be solved in this manner. If the problem is not solved, you may request a further review of your grievance to be completed by the program administrator or his/her designee. In accordance with the Civil Rights Act, no one participating in the program will be discriminated against because of race, creed, sex, age, color, disability, national origin, religious or political affiliations. If you feel that you have been discriminated against, please notify your career advisor, or the program administrator. **WSD Contact:** Mr. Robert Davis, Deputy Director 404-687-3437/  
[Rddavis1@dekalbcountyga.gov](mailto:Rddavis1@dekalbcountyga.gov)

### B. Disciplinary Actions for Cause: Violations of any of the program standards may result in disciplinary or corrective action. Examples of violations are as follows:

1. **Insubordination-** Failure to login daily to the VERGE/Blackboard systems to participate in the online training and failure to respond the career advisor regarding your lack of participation.
2. **Unlawful Substance-** The possession, use of, or the sale of drugs, alcohol, inhalants, or pills while logged into the virtual environment and actively participating in the DVCA.
3. **Inappropriate Conduct-** Inappropriate presentation of self, violation of or the refusal to comply with the expectations and rules of DVCA, such as actions which threaten the safety, health, or respect of others while logged into the virtual environment.
4. **Punctuality-** Habitual tardiness, excessive absenteeism, or unauthorized absences.
5. **Possession of a Weapon(s) -** The possession of a weapon(s) while actively logged into the virtual environment and actively participating in the DVCA is prohibited. Such weapons are guns, knives, chucks, knuckles, razors etc...
6. **Training Performance-** It is important to do your best, be prompt, and effectively execute task.
7. **Inappropriate Usage of Computers-** Interns are expected to use the internet responsibly and productively. Activities include research and educational tasks that may be found via the internet that would help a youth intern effectively complete online training assignments. The use of pornographic material is prohibited. The use of social media is also prohibited unless the worksite has given permission for the usage of social media.

### C. Review and Consideration of Disciplinary Action: If an intern violates a program standard, the issue will be discussed with the intern and their assigned career advisor, and

when applicable, the instructor involved, will try to solve the problem. If no solution can be reached, a formal report will be submitted in writing for review by the DVCA Administrators. The intern will be given the opportunity to respond and be heard regarding the disciplinary actions and a recommended resolution will be determined and presented to the intern.

**D. Sexual Harassment:** DeKalb County is committed to a work environment in which all employees are treated with respect and dignity. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment may include a range of subtle and not so subtle advances and may involve individuals of the same or different gender.

Examples of Sexual harassment are:

1. Unwanted Sexual Advances
2. Sexual jokes
3. Verbal abuse of a sexual nature
4. Conversation about a person's body
5. Conversation about sex
6. Leering
7. Touching
8. Catcalling
9. Obscene gestures
10. Objects or pictures of a sexual nature **(including sending email or text)**

If you feel that you are a victim of sexual harassment, report it to your career advisor at WSD immediately. **ALL COMPLAINTS WILL BE INVESTIGATED.**

If you are found to be guilty of sexual harassment, you could be subject to reassignment, suspension without pay, or **TERMINATION.**

**Sexual harassment will not be tolerated!**

## **V. Wages and Benefits**

All intern's checks will be issued to the intern via direct deposit or DeKalb County ADP WISE Pay Card only. The intern will earn wages of \$9.00 for up to 20 hours per week for five (5) weeks, except as otherwise approved.

**Interns will receive a \$100 signing incentive for attending orientation.**

Hours of online work training are usually 3-4 hours per day, with a maximum of 20 hours per week, unless enhanced credit hours are earned. **WSD encourages you to have a checking or savings account so your pay can be direct deposited into your account. If you lose your DeKalb County ADP WISE Pay Card or do not receive your paycheck via direct deposit, please immediately notify your career advisor.**

**\*\*NOTE: Payroll deadlines and/or pay dates may change, depending on the DeKalb County holiday schedule. You will be informed of any changes. \*\***

**Payroll Schedule for the DeKalb Virtual Career Academy**

- June 11, 2021 (Orientation Training Incentive Payment)
- June 18, 2021
- July 2, 2021
- July 16, 2021
- July 30, 2021 (Celebration Incentive)

**All youth participating in DVCA, will receive compensation biweekly in alignment with the DeKalb County Payroll 2021 calendar.**

If you have any questions about your pay, or the pay procedure, ask your career advisor. You will not work on holidays and will not be paid for these days. **There will be no exceptions**

**Social Security (FICA): Social Security** payments will be deducted from your check. If you file exempt, no Federal or Georgia State tax will be deducted from your wages. The portion of social security you are required to pay will be deducted from your check as required by law.

**Unemployment Benefits:** This initiative is subsidized employment. Therefore, if you have questions related to unemployment, you should consult the Georgia Department of Labor for additional information and possible benefits.

**Credit Enhancers:** Students who elect to participate in additional training such as credit enhancers may receive added financial compensation up to but not more than \$100.00 per intern. Credit Enhancers will normally be scheduled on Fridays but may be arranged the Friday before the start of the next week. Such courses or activities will be identified and approved as such.

- -

## VI. Tips For Success

- A. **Virtual Computer Etiquette-** Please make sure that you are dressed in business casual attire and your background environment is visually appropriate while actively participating and logged in to the virtual training environment.
- B. **Timeliness** - Being on time means being logged into your assigned course and performing your duties on time. If you know you are going to be late, let your career advisor know. If you have to be absent, let your career advisor know as soon as possible. For example: A doctor's appointment, going to court, or any family emergency. Remember, tardiness is not acceptable work behavior as it demonstrates disrespect and a lack of professionalism, which could lead to disciplinary action or possibly termination in a future employment setting.
- C. **Practice "Netiquette"** - in discussion board postings and emails. Be polite and respectful. Use good grammar and correct spelling. Do not write in all caps (it feels like you are shouting) and sign your name.
- D. **Listen and ask questions-** Be sure that you know what your tasks are and how to do them correctly. While you are being trained and given instructions, listen carefully and ask all necessary questions. Do not be afraid to say, "I don't understand", "Show me how to complete the task". **Remember this is a training program.**
- E. **Manage your time wisely** - Keep up with your tasks and online assessments (as applicable) and manage your time well. The online assessments allow us to access your knowledge and comprehension of the material presented.
- F. **Resolve problems-** If you are having any type of problem, talk to your instructor and/or career advisor. We realize this is a difficult time in the world and in your life. Disappointment and change are challenging, so we encourage you to ask for help and talk with someone, if needed. We want to help you and we are invested in your future!!!
- G. **Do your best-** Always do your best. Develop pride in doing a good job as it will reflect in your work!! We want you to enjoy this summer learning experience – relax and have fun!
- H. **Make wise choices-** You will be faced with many challenges and decisions. How well you make good decisions determines how you succeed in life.

## VII. ATTACHMENTS

### What's Next?

#### When does training start?

- ✓ Training Classes Start on **Monday, June 7, 2021**
- ✓ Training Sessions:
  - Monday through Thursday - 8:30 AM –2:00 PM
  - Fridays – Youth receive academic coaching, personal counseling, complete activities and/or credit enhancers

#### How do I access the training?

- ✓ 8:30 AM – 8:55AM - Log into the DeKalb County School District learning management system (VERGE/Blackboard platform)
- ✓ If you are a DeKalb County Student – Use your existing DeKalb School user ID and password
- ✓ If you are not a DeKalb County Student – You will receive an email notification from the DeKalb County School District detailing sign-in instructions for you to access the VERGE platform.
  - ✓ Need to include log on instructions for Blackboard

If you are an Out-of-School Intern – You will receive an email notification from Georgia Piedmont Technical College detailing sign-in instructions for you to access the Blackboard platform.

#### How do I know what training classes I will be in?

- ✓ You can view the VERGE for In-School Youth (8<sup>th</sup>- Rising 12<sup>th</sup> grade) and Blackboard system for Out-of-School Interns (Graduating Seniors/College/Not enrolled in Postsecondary/GED) to see your personalized training schedule.

#### A sample schedule is noted below:

8:55 AM – 9:00:10 AM – Sign-In to VERGE  
9:00 AM - 9:10 AM –Motivational Vitamin  
9:10 AM – 10:00 AM – Career Development Empowerment Sessions (CDES)  
10:00 AM – 10:45 AM – Academic Enrichment  
10:45 AM – 11:00 AM – Stretch Break  
11:00 AM –2:00 PM Career Technical & Agricultural Education

Our summer program is designed with youth in mind! We always appreciate your suggestions or feedback on how to improve the program for next year. If you have an idea, please write it down and submit it to your career advisor. We are looking forward to working with you and we wish you great success! If there is anything you need help with- **SPEAK UP!!!** We are listening and are here to help you.

Thank you for participating!

## A. Resource Directory

DeKalb Virtual Career Academy				
WSD Staff Contact Information				
Last Name	First Name	Position	Email Address and Contact Number	Specific Grade Level(s) or Content Area
Brown	Karson	Career Advisor	<a href="mailto:kabrown@dekalbcountyga.gov">kabrown@dekalbcountyga.gov</a> (470) 542-3881	8th grade
Brown	Karson	Career Advisor	<a href="mailto:kabrown@dekalbcountyga.gov">kabrown@dekalbcountyga.gov</a> (470) 542-3881	9th grade
McMillan	Iyanna	Career Advisor	<a href="mailto:lbmcmillan@dekalbcounty.com">lbmcmillan@dekalbcounty.com</a> 470-393-2321	10th grade
Handy	Imani	Career Advisor	<a href="mailto:ilhandy@dekalbcountyga.gov">ilhandy@dekalbcountyga.gov</a> (470) 877-9834	11th grade
Smith	Patricia	Career Advisor	<a href="mailto:psmith@dekalbcountyga.gov">ppsmith@dekalbcountyga.gov</a> 470-877-3522	12th grade
Owens	Angela	Employment & Training Analyst	<a href="mailto:Asowens1@dekalbcountyga.gov">Asowens1@dekalbcountyga.gov</a> 404.687.3911	12th grade
High	Cydney	Employment & Training Analyst	<a href="mailto:chigh@dekalbcountyga.gov">chigh@dekalbcountyga.gov</a> 404.687.3813	College Student/GED
Venable	Dr. Desjane	Workforce Development Manager	<a href="mailto:Dvenable@dekalbcountyga.gov">Dvenable@dekalbcountyga.gov</a> 404.687.3806	College Student/GED
Brown	Lakita	Accountant	<a href="mailto:Lrbrown@dekalbcountyga.gov">Lrbrown@dekalbcountyga.gov</a> 404.687.3407	Finance
Fernandez	Lara	Sr. Account Technician	<a href="mailto:lafernandez@dekalbcounty.gov">lafernandez@dekalbcounty.gov</a> 404.687.3408	Finance
Hewitt	Seretta	Administrative Assistant	<a href="mailto:sthewitt@dekalbcountyga.gov">sthewitt@dekalbcountyga.gov</a> 404.687.7176	Finance

**\*If you have any questions or need assistance, please call the WorkSource DeKalb Help Desk at 404-687-3400\***

## DeKalb Virtual Career Academy

### Career Facilitator Staff Contact Information

**Need to update this!**

Last Name	First Name	Position	Telephone Number	Email Address
Burton	Patricia	Career Facilitator	706-284-8220	<a href="mailto:Triciaga81@yahoo.com">Triciaga81@yahoo.com</a>
Des-Champs Turner	Tia	Career Facilitator	704-281-1349	<a href="mailto:tia@iconsultsolutions.net">tia@iconsultsolutions.net</a>
Green-Ellis	Jarvis	Career Facilitator	443-985-6873	<a href="mailto:jordanspeaks@jordangreenellis.com">jordanspeaks@jordangreenellis.com</a>
Hall	Natasha	Career Facilitator	762-822-0217	<a href="mailto:natasha@ideanairebrands.com">natasha@ideanairebrands.com</a>
Harris	Ciara	Career Facilitator	404-543-6171	<a href="mailto:Harrisciara080@gmail.com">Harrisciara080@gmail.com</a>
Henderson	JR	Career Facilitator	404-357-2701	<a href="mailto:jrhenderson@newsouthsmo.com">jrhenderson@newsouthsmo.com</a>
Martinez	Ludmilla	Career Facilitator	704-762-5311	<a href="mailto:Millamartinez316@yahoo.com">Millamartinez316@yahoo.com</a>
Perry	Joseph	Career Facilitator	913-257-7775	<a href="mailto:Jperry1221@gmail.com">Jperry1221@gmail.com</a>

### DeKalb County Human Resources Training Team

Last Name	First Name	Position	Telephone Number	Email Address
Ransom	Benita	HR Director	470-542-9505	<a href="mailto:bcransom@dekalbcountyga.gov">bcransom@dekalbcountyga.gov</a>
Niles	Fabienne	ED Manager	770-355-3394	<a href="mailto:faniles@dekalbcountyga.gov">faniles@dekalbcountyga.gov</a>
Swan	Ashley	ED Specialist	334-235-7295	<a href="mailto:abswan@dekalbcountyga.gov">abswan@dekalbcountyga.gov</a>
Mack	Jami	Trainer	404-337-8613	<a href="mailto:jamack@dekalbcountyga.gov">jamack@dekalbcountyga.gov</a>

<b>DCSD Program Administrator</b>				
Tashina	White		<a href="mailto:tashina_g_white@dekalbschoolsga.org">tashina_g_white@dekalbschoolsga.org</a>	DCSD Program Administrator
<b>ACADEMIC ENRICHMENT TEACHERS (Personal Finance)</b>				
Bibb	Kristen	AE Teacher	<a href="mailto:kristen_bibb@dekalbschoolsga.org">kristen_bibb@dekalbschoolsga.org</a>	USA Test Prep (Finance)
Williams- Pittman	LaCresha	AE Teacher	<a href="mailto:Lacresha_williams-pittman@dekalbschoolsga.org">Lacresha_williams-pittman@dekalbschoolsga.org</a>	USA Test Prep (Finance)
Sturdivant	Keyonna	AE Teacher	<a href="mailto:keyonna_sturdivant@dekalbschoolsga.org">keyonna_sturdivant@dekalbschoolsga.org</a>	USA Test Prep (Finance)
Grate	Karen	AE Teacher	<a href="mailto:karen_grate@dekalbschoolsga.org">karen_grate@dekalbschoolsga.org</a>	USA Test Prep (Finance)
Momin	Dolatbanu	AE Teacher	<a href="mailto:dolatbanu_momin@dekalbschoolsga.org">dolatbanu_momin@dekalbschoolsga.org</a>	USA Test Prep (Finance)
Smith	Oreathia	AE Teacher	<a href="mailto:oreathia_smith@dekalbschoolsga.org">oreathia_smith@dekalbschoolsga.org</a>	USA Test Prep (Finance)
Gryne	Karen	AE Teacher	<a href="mailto:karen_gryne@dekalbschoolsga.org">karen_gryne@dekalbschoolsga.org</a>	USA Test Prep (Finance)

Paden	Jonathan	AE Teacher	<a href="mailto:jonathan_paden@dekalbschoolsga.org">jonathan_paden@dekalbschoolsga.org</a>	USA Test Prep (Finance)
McKinney	Chelsea	AE Teacher	<a href="mailto:chelsea_mckinney@dekalbschoolsga.org">chelsea_mckinney@dekalbschoolsga.org</a>	USA Test Prep (Finance)
Taylor	Nicole	AE Teacher	<a href="mailto:nicole_m_taylor@dekalbschoolsga.org">nicole_m_taylor@dekalbschoolsga.org</a>	USA Test Prep (Finance)
Raval	Hetal	AE Teacher	<a href="mailto:hatal_m_raval@dekalbschoolsga.org">hatal_m_raval@dekalbschoolsga.org</a>	USA Test Prep (Finance)
<b>CTAE TEACHERS</b>				
Francois	Andrienne	CTAE Teacher	<a href="mailto:adrienne_francois@dekalbschoolsga.org">adrienne_francois@dekalbschoolsga.org</a>	Introduction to Digital Technology
Harvey	Alicia	CTAE Teacher	<a href="mailto:alicia_harvey@dekalbschoolsga.org">alicia_harvey@dekalbschoolsga.org</a>	Introduction to Digital Technology
Wall	Kisha	CTAE Teacher	<a href="mailto:kisha_wall@dekalbschoolsga.org">kisha_wall@dekalbschoolsga.org</a>	Introduction to Digital Technology
Glover	Vershondra	CTAE Teacher	<a href="mailto:vershondra_glover@dekalbschoolsga.org">vershondra_glover@dekalbschoolsga.org</a>	Introduction to Digital Technology
Bess	Kizzy	CTAE Teacher	<a href="mailto:kizzy_bess@dekalbschoolsga.org">kizzy_bess@dekalbschoolsga.org</a>	Introduction to Digital Technology

Beebe	Natalie	CTAE Teacher	<a href="mailto:natalie_beebe@dekalbschoolsga.org">natalie_beebe@dekalbschoolsga.org</a>	Introduction to Business and Technology
Hesse	Marian	CTAE Teacher	<a href="mailto:marian_hesse@dekalbschoolsga.org">marian_hesse@dekalbschoolsga.org</a>	Introduction to Business and Technology
Taggart	Sherri	CTAE Teacher	<a href="mailto:sherri_1_taggart@dekalbschoolsga.org">sherri_1_taggart@dekalbschoolsga.org</a>	Introduction to Business and Technology
Jeffries	Shirron	CTAE Teacher	<a href="mailto:shirron_jeffries@dekalbschoolsga.org">shirron_jeffries@dekalbschoolsga.org</a>	Introduction to Business and Technology
McCrary	Natosha	CTAE Teacher	<a href="mailto:natosha_mccrary@dekalbschoolsga.org">natosha_mccrary@dekalbschoolsga.org</a>	Introduction to Business and Technology
Rainey	Tennille	CTAE Teacher	<a href="mailto:tennille_rainey@dekalbschoolsga.org">tennille_rainey@dekalbschoolsga.org</a>	Introduction to Healthcare Science
Gray	Nicholous	CTAE Teacher	<a href="mailto:nicholous_gray@dekalbschoolsga.org">nicholous_gray@dekalbschoolsga.org</a>	Introduction to Healthcare Science
Strozier	Trinesia	CTAE Teacher	<a href="mailto:trinesia_strozier@dekalbschoolsga.org">trinesia_strozier@dekalbschoolsga.org</a>	Introduction to Healthcare Science
Wagner	Alisa	CTAE Teacher	<a href="mailto:alisa_m_wagner@dekalbschoolsga.org">alisa_m_wagner@dekalbschoolsga.org</a>	Introduction to Healthcare Science

Minter-Cummings	Tawanna	CTAE Teacher	<a href="mailto:tawanna_minter@dekalbschoolsga.org">tawanna_minter@dekalbschoolsga.org</a>	Introduction to Healthcare Science
<b>COUNSELORS</b>				
Bush	Rosalyn	DCSD Councilor	<a href="mailto:rosalyn_bush@dekalbschoolsga.org">rosalyn_bush@dekalbschoolsga.org</a>	Councilor
Ellington	Anika	DCSD Councilor	<a href="mailto:anika_ellington@dekalbschoolsga.org">anika_ellington@dekalbschoolsga.org</a>	Councilor
<b>GPTC INSTRUCTORS</b>				
Dr.	Saecilia	Jackson	<a href="mailto:jacksonsa@gptc.edu">jacksonsa@gptc.edu</a>	Project Management/ Entrepreneurship
	Tashundia	Dabney	<a href="mailto:dabneyt@gptc.edu">dabneyt@gptc.edu</a>	Project Management/ Entrepreneurship
	Bonnie	Heath	<a href="mailto:heathb@gptc.edu">heathb@gptc.edu</a>	Microsoft
Dr.	Janita	Patrick	<a href="mailto:janitampatrick@gmail.com">janitampatrick@gmail.com</a>	Microsoft
	Chasidy	Parks	<a href="mailto:parksc@gptc.edu">parksc@gptc.edu</a>	Adult Education

## **B. Technical Support**

**Verge Virtual Platform Support:** You may view additional resources or submit a ticket via the DCSD Virtual Learning Support Website:

**[www.dekalbschoolsga.org/virtual-learning-support](http://www.dekalbschoolsga.org/virtual-learning-support) or contact the DCSD IT Support Center at **678-676-1188**.**

DeKalb County IT

- Lakita Brown: [Lrbrown@dekalbcountyga.gov](mailto:Lrbrown@dekalbcountyga.gov), 404-687-3409 (Create Login and Passwords Resets for Dekalb County Issued Devices)
- Donnie Cantly: [DACantly@dekalbcountyga.gov](mailto:DACantly@dekalbcountyga.gov), 470-345-0653 (Create Login, Passwords Resets for Dekalb County Issued Devices)

# VERGE QUICK REFERENCE SHEET



## Navigating VERGE

### Quick Reference Sheet



#### Navigate to the website

<https://dekalb.itslearning.com/>



DCSD Students will log in with their district account, as usual.

All other DCVA Scholars will click "Log in with itslearning".

#### Logging into VERGE

Enter your Username and Password



For DCVA Scholars who are **not** DCSD students, enter your username and password in this section.

Username is your email address. Your password will be the one that you set using the email.

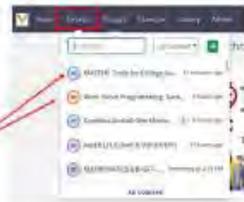
For all other DCVA Scholars who are currently DCSD students, you will log in using the account you created for VERGE.

#### Access your Courses

Click Courses.

Locate your two courses.

- > Tools for College Success
- > CTAE Path Course



#### Course Overview Page



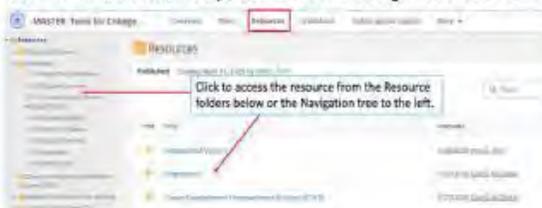
Plans: Displays lessons according to dates.

Announcements: News and messages from the course instructor.

Tasks: DCVA Scholars will see a list of tasks to complete.

#### Course Resource Tab

Your assignments can be found in the Resources section of the course. Resources can be placed in Folders to organize the content.



Click to access the resource from the Resource folders below or the Navigation tree to the left.

#### Messaging Feature

The messaging feature is where participants will communicate with their instructor in the course.



To start a message, click on the message bubble, then click New.

Type the instructor's name.

Type the message.

Click Send.

You may view additional resources or submit a ticket via the DCSD Virtual Learning Support

Website: [www.dekalbschoolsga.org/virtual-learning-support](http://www.dekalbschoolsga.org/virtual-learning-support)

- or -

contact the IT Support Center at **678-676-1188**



### In-School Youth VERGE Course Information

Course Names	CUs	Course Numbers/Standards/Certification	Description	Participant Enrollment
*Tools for College Success I (Academic Enrichment Personal Financial Literacy)	1.0	35.06700	USA Testprep will be utilized as the main platform for the academic enrichment portion of the program. Students will receive reading, mathematics, or writing support. Students will take a diagnostic test for their identified course (Personal Financial Literacy) and receive weekly self-paced lessons based upon their greatest opportunities for growth within the course.	All Participants
*Introduction to Digital Technology	1.0	11.41500  Standards Link <a href="https://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Documents/Introduction-to-Digital-Technology.pdf">https://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Documents/Introduction-to-Digital-Technology.pdf</a>  Certification - Microsoft (MOS) Certiport	This course is designed for students to understand, communicate, and adapt to a digital world as it impacts their personal life, society, and the business world. Exposure to foundational knowledge in hardware, software, programming, web design, IT support, and networks are all taught in a computer lab with hands-on activities and project-focused tasks.	Scheduled according to preference and availability
*Introduction to Business & Technology	1.0	07.44130  Standards Link <a href="https://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Documents/Introduction-to-Business-Technology.pdf">https://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Documents/Introduction-to-Business-Technology.pdf</a>  Certification - Microsoft (MOS), Certiport	The course is designed to provide an overview of the business and technology skills required for today's business environment. Knowledge of business principles, the impact of financial decisions, and technology proficiencies demanded by businesses combine to establish the elements of this course. Emphasis is placed on developing proficient fundamental computer skills required for all career pathways.	Scheduled according to preference and availability
*Introduction to Healthcare Science	1.0	25.52100  Standards Link <a href="https://www.gadoe.org/Curriculum-Instruction-and-">https://www.gadoe.org/Curriculum-Instruction-and-</a>	This course will enable students to receive initial exposure to the many Healthcare Science careers as well as employability, communication, and technology skills necessary in the	Scheduled according to preference and availability

		<a href="#">Assessment/CTAE/Documents/Introduction-to-Health-Science.pdf</a>  Certification - National Health Science Assessment, Precision Exams	healthcare industry. The concepts of human growth and development, interaction with patients and family members, health, wellness, and preventative care are evaluated, as well as the legal, ethical responsibilities of today's healthcare provider	
Educating with Heart Social Emotional Learning Modules (Counseling Support)		Module 1: SEL 5 core competencies - overview Module 2: Self-awareness: Identifying feelings Module 3: Self-management: Stress management Module 4: Self-management: Self-control and motivation Module 5: Responsible decision-making: Safe & ethical decisions with consideration of self/other's wellbeing Module 6: Social awareness: Empathy Module 7: Social awareness: Respect Module 8: Relationship skills: Communicating clearly and conflict resolution Module 9: Relationship skills: Seeking and offering help	Counselors will provide virtual, one-to-one guidance sessions and advisement on Fridays or another scheduled date as requested by the student and family. Also, counselors will provide social emotional learning support for students based on the CASEL framework.	Participants

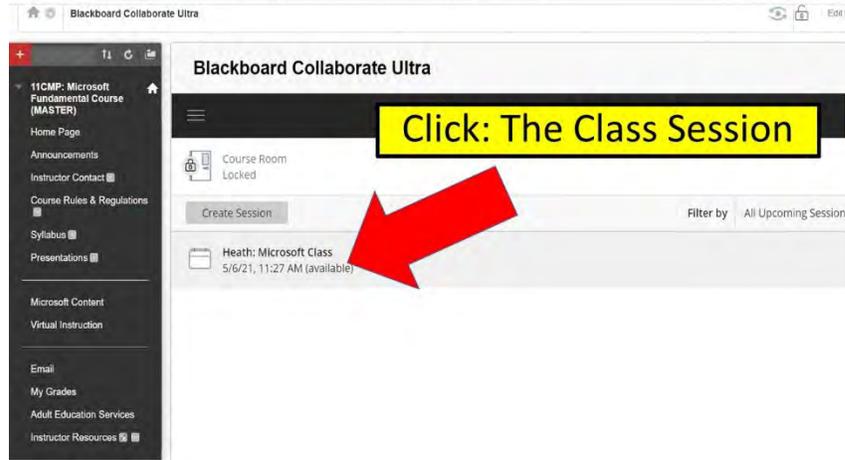
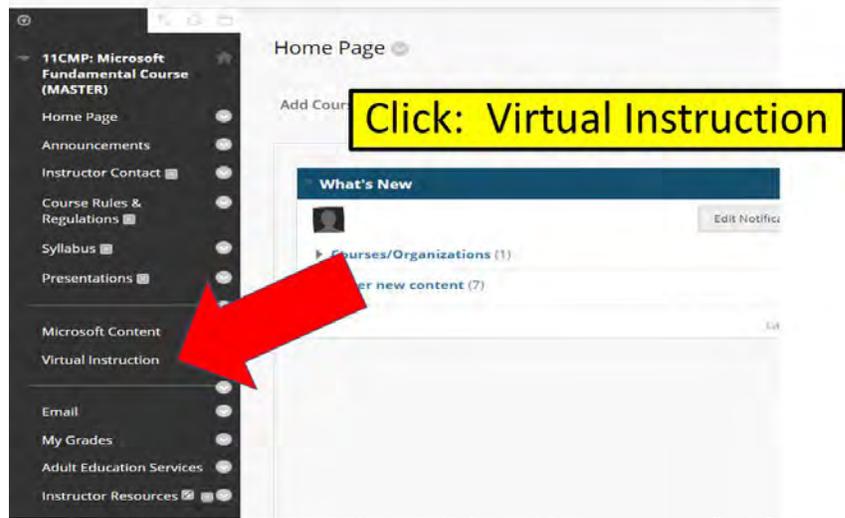
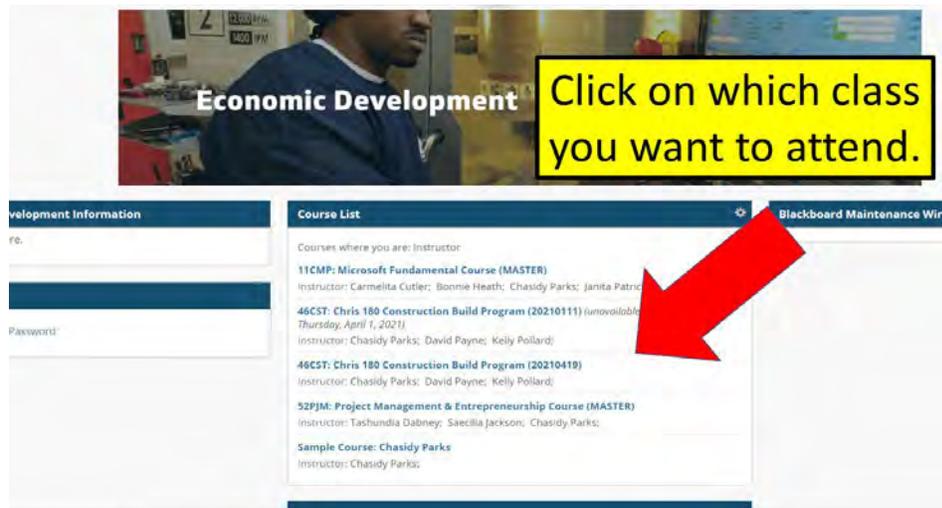
**\*Carnegie Unit Course** – The grade earned in each course will be placed on the student’s transcript and calculated in the student’s grade point average. If the student earns 70% or above, the student will be awarded 1.0 Carnegie unit for the Tools for College Success course and 1.0 Carnegie unit for the Career, Technical, and Agricultural Education course. These courses satisfy graduation requirements.

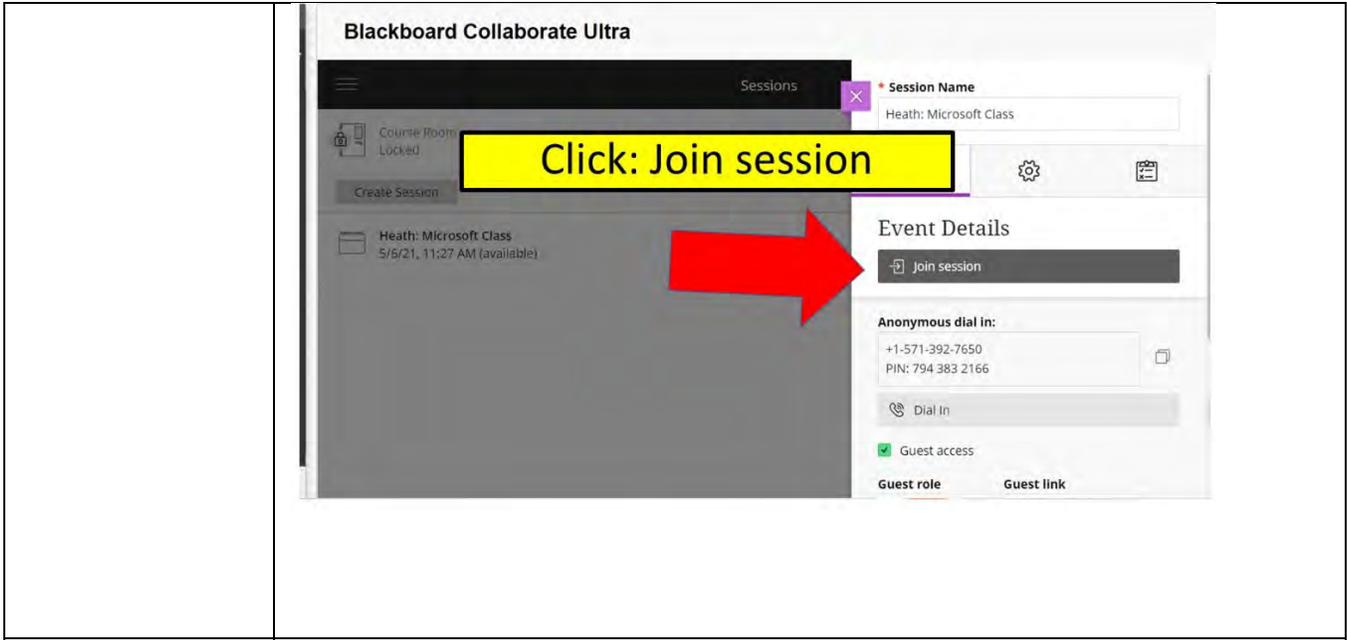
**Blackboard Support**

**Georgia Piedmont Technical College  
Technical Support Contact Information:**

How to access GPTC Blackboard?	<a href="https://tcs.g.blackboard.com/">https://tcs.g.blackboard.com/</a>
Which internet browser should I use for Blackboard?	Chrome or Firefox are the recommended browser.
Are you having trouble logging in to Blackboard?	Email: <a href="mailto:dvca2021@gptc.edu">dvca2021@gptc.edu</a>
Did you forget your Blackboard password?	<p><b>Click: Forgot Your Password</b></p>  <p>The screenshot shows the Blackboard login interface. At the top, the Blackboard logo is visible. Below it are two input fields labeled 'USERNAME' and 'PASSWORD'. A 'Login' button is positioned below the password field. To the right of the password field is a link that says 'Forgot Your Password?'. A red arrow points from a yellow callout box to this link. The callout box contains the text 'Click: Forgot Your Password'. At the bottom of the login form, there is a dropdown menu labeled 'Sign in with third-party account'.</p>

# How to Join My Class session?





Do you still have more questions or need more support with Blackboard?

Email: [dvca2021@gptc.edu](mailto:dvca2021@gptc.edu)