

# DIGITAL MEDIA → GUARANTEED EDUCATION → SUMMER EMPLOYMENT = COLLEGE SCHOLARSHIP \$\$\$



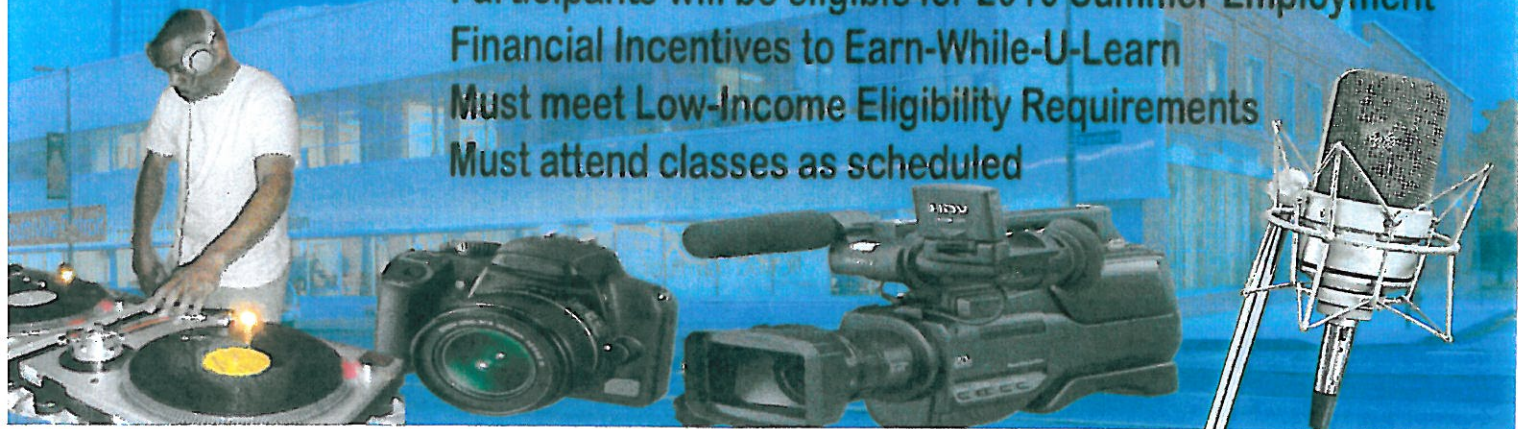
**Register Now! Classes are filling fast!**

Monday & Wednesday 4 pm - 7 pm  
2 hrs on Thursday & 1 hr on Saturday  
Youth In-School 14-18 years of age

**Contact MR. SHERMAN  
@ 313-309-1300  
for more details**

- Graphic Design**
- Radio DJ Training**
- Photography**
- Music Technology**
- Website Design**
- Broadcast Journalism**
- Video Production**

Participants will be eligible for 2010 Summer Employment  
Financial Incentives to Earn-While-U-Learn  
Must meet Low-Income Eligibility Requirements  
Must attend classes as scheduled





## **DIGITAL MEDIA EDUCATION TRAINING-DMET**

7375 Woodward Avenue; Suite 2100

Detroit, Michigan 48202

313-309-1300

### **Workforce Development-Year-Round Youth Digital Media Arts & Technology –DMAT Curriculums Digital Media Education Training-DMET**

**Core Areas:** Digital Video Production  
Media Journalism Production/Radio-Television  
Visual Design  
Digital Music Technology

Students enrolled in the Year Round Program will begin their learning experience through our Digital Media Educational Training Program (DMET). Students participating in this program will learn about the media industry and the numerous job opportunities that are available should they decide to pursue the profession. The program curriculums are specifically designed to provide students with an opportunity to experience more than one aspect of the media industry. The goal is to increase their option and to increase their interest.

Students who enroll in the program will participate in a 20-week rotating program. Each course is design for 5-weeks of hands-on instruction 2-days a week for 3-hours. After completion of their 5-week course, they will rotate into their next media class for 5-weeks. After 20-weeks of multimedia learning, students will have produced various media projects they have created, developed and designed. These projects will also include the creation of a digital technology resume reel/portfolio. Students who have demonstrated interest and ability will opportunities to gain valuable work experience on specialized media projects with either advanced media students or professionals in the media industry.

While enrolled in the DMET program students will also be required to participate in the following year-long program activities such as leadership, life skills development classes, service learning, education enrichment, career development and work readiness programs. The program curriculums are specific to addressing core subject areas for positive youth development. Support services will be extended throughout the year with follow-up support services after program completion by the assigned case manager.



## DIGITAL MEDIA EDUCATION TRAINING-DMET

7375 Woodward Avenue; Suite 2100

Detroit, Michigan 48202

313-309-1300

### Class/Instruction

### Session Time

#### Digital Media Education Training

- **Monday/Wednesday**

**4:00pm-7:00pm**

#### Leadership/Life Skill Development

- **Thursday**

**5:00pm-7:00pm**

#### Saturday Academy

- **Saturday**

**11:00pm-5:00pm**

Lab sessions will include education remediation, college preparation and soft employability learning skills. Instruction will be provided through the **AZTEC LEARNING SYSTEM- LEARNING ESSENTIALS AND READY FOR WORK MODULES**. Each program is individualized and specific developmentally to the student.

### Test of Adult Basic Education-TABE Test

- Given to every student prior to enrollment into the program. This is a requirement of Detroit Workforce Development. The **TABE Test** will assess both **Reading** and **Math** of each student. A **pre-post TABE** will be administered to track student academic progress.

### Evaluation Areas:

- Digital Media Training, LifeSkills and Education



## DIGITAL MEDIA EDUCATION TRAINING-DMET

7375 Woodward Avenue; Suite 2100

Detroit, Michigan 48202

313-309-1300

### **ATTENTION:**

In order to be eligible for the YouthVille Detroit Workforce Development Program-DWDD, all required documents must be included with the application. If a packet is incomplete you will not be eligible to participate. Every item including taking the **TABE Assessment Test** is required by the DWDD. There are no exceptions. All students must also be **Detroit resident** in order to be eligible.

Complete packages should be left with **Mr. Sherman**, our Workforce Development Specialist at YouthVille Detroit **(313) 309-1300**. Once your application is reviewed, **(you/parent/guardian)** will be notified of when class sessions will begin as well as the next TABE Testing date.

Participating students **14-18** who demonstrate they are committed to the program will receive incentives for their participation. Cash incentives will be provided to those students who attend 80% of their class sessions including DMET, Leadership/LifeSkills sessions, Education Support and Ready for Work Employability training. Participants who are **18** years old will also be eligible to receive a **scholarship** through **Workforce Development** to attend college for media.

Cash incentives will be specific to receiving good grades in **core subject areas: Math, English, Science and Social Studies**. *(Please see attachment for details)* Participating youth will also be guaranteed summer youth employment with DWDD if they participate in the Year Round Youth Program.

Participants will be required to sign-in and out each day they participate. That would require each student to scan in **(i.d. provided)** as well as sign-in to each class-**(time sheet)**. This is how student participation is tracked and reported.

### **Zero Tolerance: Non-Compliance will result in program termination.**

- Verbal or Physical Threats
- Disruptive Behavior or Fighting
- Theft, Profanity, Sexually Explicit Language
- No Adult Site Surfing on the Internet
- No Kissing or Sexually Suggestive Behavior.
- Disrespectful behavior toward staff or peers
- Adhere to dress code **(see attached)**

**DIGITAL MEDIA EDUCATION TRAINING  
INCENTIVE SCHEDULE  
2009-10 PROGRAM YEAR**

Cash incentives will be provided following each card marking (up to four (4) card markings---November, January, April, and June), as follows:

- \$25            Participants who maintain a 2.5 to 2.9 GPA in core subjects\* for card marking (November, January, April and/or June).
- \$50            Participants who maintain a 3.0 or above GPA in core subjects for card marking (November, January, April and/or June).
- \$100          **BONUS**, in addition to regular cash incentive (\$50) for the card marking, if a cumulative GPA of 3.8 is achieved in core subjects by the final card marking (June 2010).

\*    Core subjects include: English, Math, Science, Social Studies.

\*\*    THE MAXIMUM INCENTIVE A PARTICIPANT MAY RECEIVE IS \$300

**\*\*\* A COPY OF EACH PARTICIPANT REPORT CARD WILL BE MAINTAINED IN EACH PARTICIPANT FILE PER CARD MARKING. A COPY OF THE INCENTIVE CHECK MUST BE ATTACHED TO THE REPORT CARD IN THE FILE. THE PARTICIPANT WILL SIGN A CHECK RELEASE STATEMENT FOR ALL INCENTIVE PAYMENTS RECEIVED.**



## YouthVille Detroit Dress Code

Female	Male
<b>Shorts and Skirts</b> shall be no more than 4" above the knee	No Hats No Pajamas No Symbols of Drugs
No Bare Mid-driffs	No "Du"-Rags
Nothing Strapless No Halter Tops	No Tank undershirts ("Wife Beaters")
No Spaghetti Straps No Pajamas No Symbols of Drugs	No Sagging (Must wear pants on waist with a belt)
No Halter Tops	No Bare Tanks
No Cut-up Jeans	Must wear a shirt while in the building
No low rise jeans or shorts	No Jerseys without undershirt
No provocative or inappropriate language on clothing	No provocative or inappropriate language on clothing



Workforce Development Year-Round Youth Program,  
In School 14-18

### Digital Media Education Training Referral Form

*Please Print Clearly*

Date of Referral: \_\_\_\_\_

Name of Referral: \_\_\_\_\_  
Last First Middle Initial

Address: \_\_\_\_\_  
Street City State Zip

Phone # \_\_\_\_\_ Gender:  M  F Date of Birth: \_\_\_\_\_

Education: (1) High School: \_\_\_\_\_  
Name / Location Graduate?

(2) Middle School: \_\_\_\_\_  
Name / Location Graduate?

Organization: \_\_\_\_\_

Referred By: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Reason For Referral: *(to be completed by staff person only)*  
*Please check the appropriate barrier(s) that apply for this referral*

- Limited English Language Proficiency
- Foster Child
- Runaway Youth
- Pregnant or Parenting Youth
- Behind a Grade Level
- Single Parent
- Homeless
- Offender
- Youth Needs Special Assistance
- Other Barrier (Please explain)

\_\_\_\_\_  
\_\_\_\_\_

# DWDD PARTICIPANT SELF-ASSESSMENT (PSA)

(To be completed by participant)

Last Name		First Name		MI	Date of Birth	Social Security Number	
Address				Phone ( )		Message Phone ( )	
City			County		State		Zip Code
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Race/Ethnicity <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Other			Marital Status <input type="checkbox"/> M <input type="checkbox"/> S <input type="checkbox"/> W <input type="checkbox"/> D		
Alternate Contact Person		Alternate Contact Number ( )			Selective Service Yes No N/A		
Citizenship United States Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No      Are you eligible to work in the US: <input type="checkbox"/> Yes <input type="checkbox"/> No							

**Family income received in the last six months?** \_\_\_\_\_  
 Please list yourself and all family members within your household and the income received by each. Include ALL income.

Name	Age	Relationship to Applicant	Source of Income	Income Received in the Last Six Months
		Self		

\*\*\*\*\*

What do you hope to gain from the WIA program? \_\_\_\_\_

What occupation(s) are you most interested in? \_\_\_\_\_  
 I have no preference.

In order to go to work, do you need help in any of the following areas?

- |   |   |
|---|---|
| <input type="checkbox"/> Access to the Resource Center resources<br><input type="checkbox"/> Career planning or counseling<br><input type="checkbox"/> Job seeking assistance (resume, interviewing)<br><input type="checkbox"/> Education/vocational school information<br><input type="checkbox"/> Assessment of job skill levels, interests & aptitudes<br><input type="checkbox"/> Health/mental health issues/conditions<br><input type="checkbox"/> Job skills training<br><input type="checkbox"/> Computer skills training<br><input type="checkbox"/> Substance Abuse<br><input type="checkbox"/> Birth certificate<br><input type="checkbox"/> Driver license | <input type="checkbox"/> Job referrals<br><input type="checkbox"/> Career information<br><input type="checkbox"/> Transportation<br><input type="checkbox"/> Tuition assistance<br><input type="checkbox"/> Housing<br><input type="checkbox"/> Child Care<br><input type="checkbox"/> High school or GED<br><input type="checkbox"/> Basic educational skills<br><input type="checkbox"/> Veteran Services<br><input type="checkbox"/> Family issues<br><input type="checkbox"/> Other _____ |
|---|---|

Other skills (list): \_\_\_\_\_  
 Computer skills (list): \_\_\_\_\_  
 Languages you speak: \_\_\_\_\_ Languages you write: \_\_\_\_\_

\*\*\*\*\*

Further education and training: Currently in school? Y  N       Did you complete? Y  N

- Highest grade completed \_\_\_\_\_  Last date attended \_\_\_\_\_
- High school graduate (date) \_\_\_\_\_  GED (date) \_\_\_\_\_
- Vocational training (date, certificate) \_\_\_\_\_
- College/University (degree, date) \_\_\_\_\_
- Other (list) \_\_\_\_\_



\*\*\*\*\*  
The Detroit One Stop Career Service Center offers employment and referral services for people with disabilities. Are you interested in discussing these services Y  N   
\*\*\*\*\*

**Family Information:**

\*Are you pregnant and/or parenting? Y  N  Ages of children: \_\_\_\_\_

Family member have a medical problem requiring your care or assistance? Y  N

Do you have a valid driver's license? Y  N  \*Are you in foster care or homeless? Y  N

Do you currently receive assistance with the following:

- child care                       transportation                       financial assistance (for example, school costs)  
 room & board                       other assistance to help you work (list) \_\_\_\_\_

From what agencies, if any? \_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*  
Convicted of a felony? Y  N  Misdemeanor? Y  N  Year convicted: \_\_\_\_\_

\*Original Charge: \_\_\_\_\_ \*Conviction charge: \_\_\_\_\_

Has sentence been completed? Y  N

Currently on probation/parole? Y  N  Do you have a history of drug or alcohol abuse? Y  N   
.....

Work history: List all jobs (paid or volunteer) you have held in the last 5 years starting with your current or most recent job. Use the back of this page if necessary.

Company: \_\_\_\_\_ Phone#: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Dates of employment: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Hours per week: \_\_\_\_\_  
Wages: \$ \_\_\_\_\_ per \_\_\_\_\_ Job Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Phone#: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Dates of employment: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Hours per week: \_\_\_\_\_  
Wages: \$ \_\_\_\_\_ per \_\_\_\_\_ Job Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Phone#: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Dates of employment: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Hours per week: \_\_\_\_\_  
Wages: \$ \_\_\_\_\_ per \_\_\_\_\_ Job Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

\*\*\*\*\*  
I hereby attest that the information provided above is true to the best of knowledge

Signature \_\_\_\_\_ Date \_\_\_\_\_

**DETROIT WORKFORCE DEVELOPMENT DEPARTMENT  
ONE-STOP CAREER SERVICE CENTERS**

**455 W. FORT STREET – DOWNTOWN**  
**707 W. MILWAUKEE STREET – NEW CENTER**  
**9301 MICHIGAN AVENUE – SOUTHWEST**  
**5555 CONNER STREET – EAST**

**PHONE: (313) 962-9675**  
**PHONE: (313) 873-7321**  
**PHONE: (313) 846-2240**  
**PHONE: (313) 579-4925**

**Documents required for certification in WIA/NWLB Programs:  
Please bring one item from each category to the nearest  
One-Stop Career Service Center.**

**Social Security**

**Any one of these documents is acceptable:**

- Social Security Card
- Pay Check Stub (Listing Social Security Number in Entirety.)
- W-2 Form
- SSI or SSDI Statement (Listing Social Security Number in Entirety.)

**Proof of Age**

**Any one of these documents is acceptable:**

- Birth Certificate
- Driver's License
- State Identification
- Official Government ID
- Selective Service Card (with Birth Date)

**Residency**

**Any one of these documents is acceptable:**

- Driver's License/State ID
- Utility Bill (with Name and Address)
- Rent Receipts (with Name and Address)
- Recent Mail (within 30 Days; not Program Related)

**Citizenship/Alien Status**

**Any one of these documents is acceptable:**

- Birth Certificate (Self or Child)
- DD214 (with Birthplace)
- Marriage License
- Alien Registration Card (I-94)
- Naturalization Certificate
- Resident Alien Card
- Passport
- Official School Records (with Birthplace)

**Family Income**

**Any one of these documents is acceptable:**

- Pay Check Stubs (Last 6 Months)
- Public Assistance Records
- Veteran Administration Award Letter
- Social Security Award Letter
- Friend of the Court Documentation
- Registrant Statement
- Self-Employment Documentation

**Selective Service Registration**

**\* All men born after 1960 must register.**

**Any one of these documents is acceptable:**

- Letter of Acknowledgement
- Proof of Registration
- Telephone /Web Verification
- DD214 (Honorable Discharge Only)

**Dislocated Worker**

- Layoff Notice
- Notice of Termination
- Unemployment – Proof of Payments
- Unemployment Determination Letter

**Other**

- High School Diploma / GED
- College Transcripts
- Resume

# WIA Participant Management Information Guide

## CHAPTER 2, Appendix B – Income Levels for Low Income Status

The Department of Labor & Economic Growth has determined that when a Michigan Works! Agency (MWA) includes areas covered by more than one LLSIL, the higher LLSIL amount shall be used for the whole MWA. The following tables provide metropolitan and non-metropolitan family income levels. **NOTE:** For a particular family size, the figure provided is either 70 percent of LLSIL, or the poverty level, whichever is the greater of the two figures.

<b>Table 1: Poverty Levels for Non-Metropolitan Areas</b>	
Family Size	Poverty Income Level 70 Percent of LLSIL Non-metropolitan
1	10,830 (poverty)
2	14,570 (poverty)
3	18,310 (poverty)
4	22,272
5	26,288
6	30,742
For each additional member over 6 add:	4,454

<b>Table 2: Poverty Levels for Metropolitan Areas</b>	
Family Size	Poverty Income Level 70 Percent of LLSIL Metropolitan
1	10,830 (poverty)
2	14,570 (poverty)
3	18,824
4	23,239
5	27,422
6	32,075
For each additional member over 6 add:	4,653