UPEP Student Participant Contract
Spring 2018 Requirements

****NOTE**** You will lose 10 points if this contract is lost!

**SILVER PLUS / GOLD LEVEL**
**REQUIRED OF ALL STUDENTS**

**Required** □ ***UPEP Informational Event***

**Self-Exploration**

**Required** □ Demonstrate completion of accommodation plan through AIM Software with Career Specialist by **2/9/18**.
Career Specialist (initials/Date) ____________________________________________

**Required** □ Meet with Career Specialist as determined by specialist, or at minimum, after every progress report (3 times per semester).
Career Specialist Initials (initials/date) ______________________________________
Career Specialist Initials (initials/date) ______________________________________
Career Specialist Initials (initials/date) ______________________________________

□ / 25 □ Complete requirements for Peer-to-Peer Mentoring. **(25 points)**.
Career Coach (initials/date) ________________________________________________

□ / 20 □ Complete Knoxville Disability Friendly City Survey at with Career Coach by **4/20/18** **(20 points)**.
Career Coach (initials/date) ________________________________________________

□ / 15 □ Event: Barriers What They Are and What to do About Them (from NCWD Resources) **(15 points)**.
Career Specialist (initials/Date) ____________________________________________

+ / 10 □ Attend Club Connection **(11:00 – 1:00 on January 24, 2018)**, complete form and submit to Career Specialist. **(10 points)**.
Career Specialist (initials/date) ____________________________________________

= / 70 = Total Points for Self-Exploration
Career Exploration

Required □ Complete JOBS4TN.GOV with Career Coach
  Registration
  Career Coach (initials/date) ________________________________
  Resume
  Career Coach (initials/date) ________________________________

  ____ / 10 □ Work with Career Coach on researching ONET and CareerOneStop website by 3/23/18 (10 points).
  *(Print off information on three different jobs and present to Business Liaison)
  Business Liaison (initials/Date) ______________________________

  ____ / 25 □ Work with a Career Coach to complete Career Family Tree by 4/18/18 (25 points).
  Career Coach (initials/Date) ________________________________

  ____ / 15 □ Career Jenga Event (15 points).
  Career Coach (initials/Date) ________________________________

  + ____ / 15 □ Career Taboo Event (15 points).
  Career Coach (initials/Date) ________________________________

= ____ / 65 = Total Points for Career Exploration

Career Planning and Management

Required □ “Draw Your Dreams Into Reality” Ted Talk.
  Career Coach (initials/Date) ________________________________

Required □ Job Search Techniques Workshop.
  Career Coach (initials/Date) ________________________________

Required □ Preparing for Change: From College Student to Career Professional Workshop.
  Career Coach (initials/Date) ________________________________

Required □ Update/Complete the following:
  1) Resume
  Career Coach (initials/Date) ________________________________
  2) Cover Letter
  Career Coach (initials/Date) ________________________________
  3) References
  Career Coach (initials/Date) ________________________________
On the day of the Career Fair prior to attendance, meet with Career Specialist for approval of attire. Business casual attire a MUST. Refer to UPEP portfolio for business casual handout (Attire must be approved by Career Specialist prior to attendance.) (20 points).

Career Specialist (initials/date) ______________________________________________

Attend Career Fair. Obtain business cards from five different employers and have each sign Career Fair Form; submit business cards and forms to Career Specialist (20 points).

Career Specialist (initials/date) ______________________________________________________

Prepare P30 with Career Coach (10 points).

Career Coach (initials/date) ______________________________________________________

Attend “So You Think You Wanna Move Out” Workshop. (25 points).

Career Coach (initials/date) _________________________________________________________

Participate in P30 Challenge (30 points).

Career Coach (initials/date) ______________________________________________________

Complete UPEP Portfolio with assistance of Career Coach by 4/27/18

Career Coach (initials/date) _________________
Career Specialist (initials/Date) _________________

Complete 8 hours of community service (either 8 hours of required Tennessee Promise Community Service, volunteer work, or other community service). Complete Community Service Confirmation Form and submit to Career Specialist by 4/27/18 (15 points).

Career Specialist (initials/date) ______________________________________________________

Complete Internship. Must meet with Business Liaison prior to internship. Turn in intern completion form submitted by 4/27/18 (50 points).

Business Liaison Meeting (initials/Date) ______________________________________________________

Internship Completion Form

Business Liaison (initials/date) ______________________________________________________
/20 □ Submit Site Visit Approval Form for approval signed by Business Liaison. Upon approval, complete site visit and have Site Visit form completed by employer. Submit to Business Liaison by 4/13/18. (20 points).
Submit Site Visit Approval Form to Business Liaison by 3/23/18
Business Liaison (initials/date) _____________________________________________
Submit Site Visit Form to Business Liaison by 04/13/18
Business Liaison (initials/Date) _____________________________________________

+ / 50 □ Seek out employer mentor in field of study. Have necessary form signed by mentor. This is an employer, NOT a Professor or family member. Submit Employer Mentor Approval Form to Business Liaison for approval prior to meeting with Employer Mentor. Meet with Employer Mentor on THREE separate occasions, have it signed and return to Business Liaison. (50 points).
Submit Employer Mentor Approval Form to Business Liaison
Business Liaison (initials/date) _____________________________________________
Submit Employer Mentor Form to Business Liaison
Business Liaison (initials/Date) _____________________________________________

= / 135 = Total Points for Work Based Learning

Bonus Points

______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
Add up your points:

_____ Self Exploration
_____ Career Exploration
_____ Career Planning and Management
_____ Work Based Learning
+ _____ Bonus Points

= ____ /375 = Total Points

100 OR ABOVE = TOTAL POINTS REQUIRED TO QUALIFY FOR UPEP SCHOLARSHIP AND BOOK STIPEND

I, _____________________________ understand that I must complete the necessary requirements as listed above, as well as earn a minimum of 100 points in order to qualify for the UPEP Persistence Scholarship or the UPEP Book Stipend.

Student signature _____________________________