UPEP Student Participant Contract
Spring 2018 Requirements

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

SILVER LEVEL

REQUIRED OF ALL STUDENTS

Required □***UPEP Informational Event***

Self-Exploration

Required □ Demonstrate completion of Accommodation Plan through AIM software with Career Specialist by February 9, 2018.
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) ________________________________________________

/ 20 □ Complete Knoxville Disability Friendly City Survey with Career Coach by 4/20/18 (20 points).
Career Coach (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) __________________________________________________________________

/ 15 □ Event: Barriers...What They Are and What to do About Them (from NCWD Resources) (15 points).
Career Coach (initials/date) __________________________________________________________________

= / 45 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) ______________________________

/15 ☐ Career Taboo (15 points).
Career Coach (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 (15 points).
Career Coach (initials/date) ________________________________

+ /65 = Total Points for Career Exploration

Career Planning and Management

Required

☐ Attend Interview Workshop.
Career Coach (initials/date) ________________________________

Required

☐ Draw Your Dreams into Reality Ted Talk Workshop.
Career Coach (initials/date) ________________________________

Required

☐ Attend Business and Professional Communication 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) ________________________________
Required □ Attend “It’s Summer, What Now?” Workshop
Career Coach (initials/date) ____________________________________________

□ / 20 □ On the day of the Career Fair (April 11, 2017, 9:30 -11:30) 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) ____________________________________________

□ / 20 □ 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) ____________________________________________

□ / 10 □ Prepare P30 with Career Coach (10 points).
Career Coach (initials/date) ____________________________________________

□ / 25 □ Participate in P30 Challenge (25 points).
Career Coach (initials/date) ____________________________________________

+□/25 □ Attend “How to Get a Job” Workshop (25 points).
Career Coach (initials/date) ____________________________________________

= / 100 Total Points for Career Planning and Management

Work Based Learning

Required □ Complete UPEP Portfolio with assistance of Career Coach by 4/27/18
Career Coach (initials/date) ____________________________________________
Career Specialist (initials/date) ____________________________________________

□/ 15 □ 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) ____________________________________________

□/ 50 □ Complete Internship. You must meet with Business Liaison prior to internship. Submit internship completion form by 4/27/18 (50 points).
Business Liaison Meeting (initials/Date) ____________________________________
Internship Completion Form
Business Liaison (initials/date) ____________________________________________
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
  Business Liaison (initials/date) ____________________________
- Submit Site Visit Form to Business Liaison
  Business Liaison (initials/Date) ____________________________

+ 50 Seek out employer mentor in field of study and have necessary form signed by mentor. (50 points).

- Submit Employer Mentor Approval Form to Business Liaison by 3/23/18.
  Business Liaison (initials/date) ____________________________
- Submit Employer Mentor Form to Business Liaison by 4/13/18.
  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

= ____/410 = 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 _________________________________________________________________