

Onondaga Pathways to Careers Community of Practice



2

Roll Call

- **Erie Community College**
- Gateway Technical College
- LaGuardia Community College-CUNY
- Long Beach City College
- Minneapolis Community and Technical College
- **Onondaga Community College**
- **Pellissippi State Community College**
- Richland Community College
- Rockland Community College
- Sacramento City College
- San Diego Community College District
- Schenectady County Community College
- **Burton Blatt Institute**
- Georgia Vocational Rehabilitation Agency - able
- **Idaho Department of Labor**
- Kentucky VR
- MN Career & College Readiness Collaborative
- **National Disability Institute's (NDI)**
- **Nebraska VR**
- **New York State Dept. of Labor**
- **Southeast ADA Center**
- The Institute for Educational Leadership
- **U.S. Department of Labor - ODEP**
- Virginia Department for the Blind and Vision Impaired
- **Virginia Department for Aging and Rehabilitative Services**

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Agenda

- Welcome and Introductions
- Presentation from Pellissippi State Community College
- Discussion: Setting Goals for Work-Based Learning and Employment
- Discussion: Tracking Program Participants and Outcomes
- In-Person Meeting: Update
- Next Meeting: Volunteers

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Pellissippi State Community College

Universal Pathways to Employment Project



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Pellissippi State Community College

- Located in Knoxville, TN
- Founded in 1974
- Largest community college in Tennessee
- Annual enrollment of 10,244 students as of Fall 2016
- Five campuses located in Knox and Blount counties
- Twenty-eight Associate of Applied Science degrees

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What is UPEP (Universal Pathways to Employment Project)?

- UPEP is a program funded by a grant from the U.S. Department of Labor, Office of Disability Employment Policy
- The UPEP program expands the College's capacity to deliver integrated education and career training to students with disabilities. UPEP supports students with disabilities and helps them in obtaining an Associate of Applied Science (AAS) degree and internship placement opportunities.
- The UPEP program provides participants with academic and career coaching, interviewing and job search training, soft skills training, job shadowing and internship placement assistance and persistence scholarships.

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Eligibility for UPEP

- Be in an Associate of Applied Science Program at PSCC
- Have a documented disability
- Be between the ages 14 to 24



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Who Are Our UPEP Students?

- The top four majors our students are enrolled in are Video Production Technology, Networking and Communication Systems, Early Childhood Education, and Communication Graphics Technology
- 75% of our students are required to take remedial (co-requisite) classes upon entering PSCC
- 42% UPEP students receive federal financial aid
- 64% UPEP students receive TN Promise funds

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What Is Tennessee Promise?

- Tennessee Promise is a program focused on increasing the number of students that attend college in our state.
- It provides students a last-dollar scholarship, meaning the scholarship will cover the cost of tuition and mandatory fees not covered by the Pell grant.
- Students may use the scholarship at any of the state's 13 community colleges, 27 colleges of applied technology, or other eligible institutions offering an associate degree program.
- To qualify students must have just graduated high school, attend mandatory TN Promise meetings, complete and submit eight hours of community service per semester and maintain a 2.0 GPA at their respective institution.

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Services UPEP Provides



- Academic Coaching
- Career Coaching
- Peer-to-Peer Mentoring
- Job Shadowing Opportunities
- Internships
- Interview and Soft Skills Training
- Job Search Training
- Persistence Scholarships
- Book Stipends

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Current UPEP Program Requirements

- Students are required to sign a UPEP Participant Contract each semester
- UPEP students are placed in contract levels: Bronze, Silver, Silver Plus and Gold, according to their progress towards their degree.
- Students must complete all requirements of the contract, as well as earn 100 points, in order to be eligible for a scholarship and/or book stipend

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Bronze Level Students

- Bronze level students are first year students. Their contracts will focus on career exploration, job shadowing, site-visits, self-advocacy, study skills, organizational skills, time management skills
- Workshops and activities are geared toward these skills
- Each student is required to meet certain basic requirements, as well as to earn a total of 100 points participating in their choice of a variety of workshops and other activities.

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Silver, Silver Plus and Gold Level Students

- Silver and Silver Plus level students are students in their second year or third year and gold students are in their final semester. These students will focus on career planning and management and work-based learning (which includes informational interviews, site visits, internships, etc.)
- Workshops are geared toward soft skills, job readiness, employment search and financial literacy
- Each student is required to meet certain basic requirements, as well as to earn a total of 100 points participating in their choice of a variety of workshops and other activities.

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UPEP's Three Tiered Approach To Helping Students

1. Each student is assigned to one of our two Career Specialist upon enrolling in UPEP. Career Specialists serve in a similar capacity as case managers for our students.
2. Each student is assigned an Academic Coach which will help them focus on their academic success.
3. Each student is assigned a Career Coach which will help them with their job readiness, soft skills and career goals.

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UPEP Career Specialists

- Serve as the students primary point of contact
- Complete the UPEP intake form with students when they first join the program
- Check in with their students on a regular bases and help them with any problems they might encounter
- Monitor student progress
- Help students with academic advising

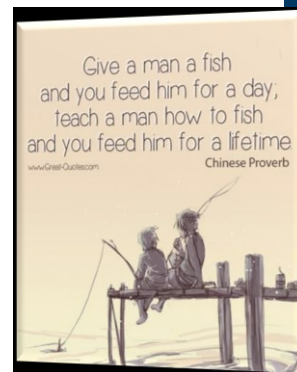
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UPEP Academic Coaches

UPEP Academic Coaches focus on:

- Study skills and strategies
- Organizational skills
- Time management skills
- Learning styles
- Test taking strategies
- Self-advocacy skills
- Use of assistive technology
- Coaching in Math and English subject matter



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UPEP Career Coaches

UPEP Career Coaches focus on:

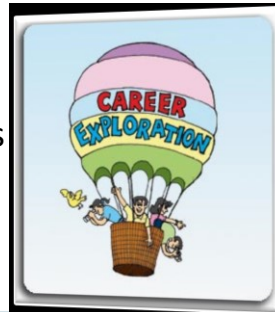
- Career exploration
- Career planning and management
- Work-Based learning

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Career Exploration

- COPES, CAPS and COPS Career Assessments by Edits. The assessment includes an interest profile, ability assessment and work values assessment
- Research career fields within degree area
- Job shadowing opportunities
- Site-visit opportunities
- Informational interviews

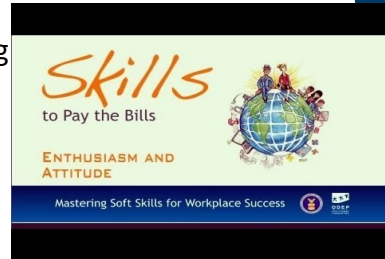


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Career Planning and Management

- Workshops
- Preparing and learning to give elevator speeches (P30 Challenge)
- Training in preparing and completing job applications, resumes, cover letters and references
- Mock interviews
- Preparing for the Workforce Recruitment Program
- Soft-skills training



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Work-Based Learning

- Community service
- Informational interviews
- Job shadowing
- Site visits
- Employer mentors
- Internships in their field of study

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Examples of Workshops

- Self-advocacy
- Dressing for Success
- Teamwork
- Financial Literacy
- Workforce Recruitment Program
- Problem Solving and Critical Thinking
- Job Search Techniques
- Business and Professional Communication
- Managing Health Insurance Benefits
- Networking/Social Media
- Profile in 30
- Targeted Resumes
- Interviewing Skills
- Disability Disclosure

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Employer and Community Engagement

- The UPEP Business Liaison continually contacts local employers to find job shadowing and internship opportunities for UPEP students
- The UPEP Business Liaison is a member of the Mayor's Council on Disability Issues and the Chair of the Knoxville Area Employment Consortium
- The UPEP Community Liaison meets with local high school students, parents and teachers to discuss the UPEP Program and presents workshops on how to provide a smooth transition from high school to college for students with disabilities

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Employer and Community Engagement (cont.)

- The UPEP Community Liaison partners with local organizations such as Support and Training for Exceptional Parents (STEP) and local area school districts to provide Post Secondary Transition Fairs for students with disabilities and their parents
- UPEP partners with local area organizations and internal PSCC departments to provide a yearly community resource fair for all Pellissippi students at each of the five campuses

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Changes to the UPEP Program Over Time

- Originally did not have UPEP student contracts but added them to increase student accountability and ownership of their UPEP experience
- Worked with Edits to create a fully accessible online career assessment that would provide a more comprehensive view of students aptitude and abilities
- Created a new student and parent orientation that emphasizes the need for students to take advantage of the opportunities UPEP provided (Job shadowing, internships, etc.)

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Changes to the UPEP Program Over Time (cont.)

- Created a UPEP Summer Academy to help incoming students become more college ready before their first semester at PSCC
- Staff have found the need to partner with other organizations (such as Project Search, BEST, REDI, Youth Transitions Culinary Program, etc.) that provide pathways to employment for those students who do not have the capacity for college level work

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Questions?

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Discussion:

Setting Goals for Work-Based Learning and Employment

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Discussion:

Tracking Program Participants and Outcomes

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Update:

Moving In-Person Meeting to After Spring

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New Members & Resources Are Welcome!

- Please send Meera (madya@syr.edu) recommendations for additional members, especially students and employers.
- Please connect us to any people we should be including in the project.
- Please send us (or point Meera in the direction of) any resources you have or know about that you think we should use.

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Next Meeting: Date & Topic

- Our meeting schedule will be every month, the last Thursday of the month, from 12:00-1:30 EST.
 - So, our next meeting is February 22nd, 2017, Noon EST
- Presentation volunteers?

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