

Student Name \_\_\_\_\_  
Career Specialist \_\_\_\_\_  
Academic Coach \_\_\_\_\_  
Career Coach \_\_\_\_\_

## UPEP Student Participant Contract Spring 2018 Requirements

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

### BRONZE 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) \_\_\_\_\_

Business Liaison (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 CareerOneStop Career Profiler (Self-Assessment) at [Careerinfonet.org/Skills/](http://Careerinfonet.org/Skills/) with Career Coach and provide results during meeting with Career Specialist by **3/23/18 (25 points)**.

Career Coach (initials/date) \_\_\_\_\_

Career Specialist (initials/date) \_\_\_\_\_

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

Career Coach (initials/date) \_\_\_\_\_

**+**      / **10**  Club Connection (**11:00 – 1:00 on January 24, 2018**). Complete form and submit to Career Specialist (**10 points**).

Career Specialist (initials/date) \_\_\_\_\_

     / **55** = Total Points for Self-Exploration

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## **Career Exploration**

**Required**  Work with Career Coach on researching ONET and CareerOneStop websites.

**\*(Print off information on three different jobs and present to Business Liaison)**

Career Coach (initials/date) \_\_\_\_\_

Business Liaison (initials/date) \_\_\_\_\_

\_\_\_\_\_/ **30**  Print out registration and submit to Business Liaison at JOBS4TN.GOV with Career Coach by **2/9/18 (30 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 Event. **(15 points).**

Career Coach (initials/date) \_\_\_\_\_

\_\_\_\_\_/ **15**  Career Taboo Event **(15 points).**

Career Specialist (initials/date) \_\_\_\_\_

**=** \_\_\_\_/ **85 = Total Points for Career Exploration**

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## **Career Planning and Management**

**Required**  Attend Job Application Workshop

Career Coach (initials/date) \_\_\_\_\_

**Required**  Complete Job Application with Career Coach after attending job application workshop by **4/12/18.**

Career Coach (initials/date) \_\_\_\_\_

**Required**  Discuss and begin to identify employment references with Career Coach.

Career Coach (initials/date) \_\_\_\_\_

**Required**  Attend Communication Workshop

Career Coach (initials/date) \_\_\_\_\_

**Required**  Collaborate with Career Coach on resume utilizing JOBS4TN.GOV.

Career Coach (initials/date) \_\_\_\_\_

**Required**  Attend "It's Summer, What Now" Workshop.

Career Coach (initials/date) \_\_\_\_\_

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\_\_\_\_ / **25**  Attend "So You Think You Wanna Move Out" Workshop. **(25 points)**.  
Career Coach (initials/date) \_\_\_\_\_

\_\_\_\_ / **20**  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) **You must go to the Career Fair to receive these points. (20 points)**.  
Career Specialist (initials/date) \_\_\_\_\_

**+** \_\_\_\_ / **25**  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 **(25 points)**.  
Career Specialist (initials/date) \_\_\_\_\_

**=** \_\_\_\_ / **70** = **Total Points for Career Planning and Management**

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## **Work Based Learning**

**\*YOU CAN PARTICIPATE IN EITHER JOB SHADOWING OR A SITE VISIT BUT NOT BOTH\***

**Required**  Completing UPEP Portfolio with assistance of Career Coach.  
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) \_\_\_\_\_

\_\_\_\_ / **40**  Complete Job Shadow Approval Form and meet with Business Liaison for approval prior to completing job shadowing with employer. Complete signed Job Shadowing Form with employers signature. Submit to Business Liaison by **4/13/18 (30 points)**.

- Submit Job Shadow Approval Form to Business Liaison.  
Business Liaison (initials/date) \_\_\_\_\_
- Submit Job Shadow Approval Form to Business Liaison  
Business Liaison (initials/date) \_\_\_\_\_

\_\_\_\_ / **30**  With Career Coach Assistance and Business Liaison approval, student secures and completes two informational interviews with an individual in your field of study. Must have Informational Interview Approval Form signed and submitted to Business Liaison prior to informational interview. Complete Informational Interview Form during the informational interview with the employer and submit to Business Liaison. **(30 points)**.

- Submit Informational Interview Approval Form to Business Liaison by **3/23/18**  
Business Liaison (initials/date) \_\_\_\_\_
- Submit Informational Interview Form to Business Liaison by **4/13/18**

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Career Coach \_\_\_\_\_  
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  
Business Liaison (initials/date) \_\_\_\_\_
  - Submit Site Visit Form to Business Liaison  
Business Liaison (initials/date) \_\_\_\_\_

**= / 105 = Total Points for Work Based Learning**

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### **Bonus Points**

\_\_\_\_\_/□ \_\_\_\_\_

\_\_\_\_\_/□ \_\_\_\_\_

### **Add up your points:**

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\_\_\_\_\_ **Self Exploration**  
\_\_\_\_\_ **Career Exploration**  
\_\_\_\_\_ **Career Planning and Management**  
\_\_\_\_\_ **Work Based Learning**  
**+ \_\_\_\_\_ Bonus Points**  
**= \_\_\_\_\_ 315 Total Points**

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

Student Name \_\_\_\_\_  
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Career Coach \_\_\_\_\_

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 \_\_\_\_\_