

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!**

**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**

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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) _____

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

+ ____ / **30** Participate in P30 Challenge **(30 points)**.
Career Coach (initials/date) _____

= ____ / **105** = **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. 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) _____

Student Name _____
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Career Coach _____

_____/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

_____/ _____

_____/ _____

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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 _____