

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 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**

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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) \_\_\_\_\_
- \_\_\_\_\_/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**
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## 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) \_\_\_\_\_

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**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**

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### **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 intern completion form by **4/27/18 (50 points)**.  
Business Liaison Meeting (initials/Date) \_\_\_\_\_  
Internship Completion Form \_\_\_\_\_  
Business Liaison (initials/date) \_\_\_\_\_

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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  
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**

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### **Bonus Points**

\_\_\_\_\_/□ \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_/□ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**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 \_\_\_\_\_