

Application Timeline	2017	"Experience Project SEARCH" – Site Tours 2018/2019 Applications Available Applications Due Applicant Interviews (<i>dates subject to change</i>) Notice of Selection	✚ September – November Tuesday, September 12 Thursday, November 9 December 4 – 8 Thursday, December 21
	2018	Intern Contract Due (Acceptance Offer) Schedule IEPs for Incoming Interns Intern "Meet & Greet #1" Intern "Kick-Off, Meet & Greet #2" Program Start Date	Friday, January 12 February – May ✚ Thursday, May 10 ✚ Tuesday, July 17 Thursday, August 2

✚ Group tours can be scheduled on a Tuesday, Wednesday, or Thursday, 9:30am–11:30am or 12:30pm–2:00pm. Contact Daniel Habinek (520-784-8329/dhabinек@pimajted.org) to schedule or for more information. Ideal group sizes are between 6–8 individuals. Tours can also be scheduled after winter break. Note: Tours are not available during the week of October 9, 2017.

✚ Both meetings are mandatory for incoming interns. Meeting location is Santa Rita High School – 3951 South Pantano Road, Tucson.

ONLINE APPLICATION and SUBMISSION | AVAILABLE on TUESDAY, SEPTEMBER 12, 2017

Program application forms (intern application, school personnel questionnaire, and parent/guardian/support person questionnaire) are accessed and submitted online. To receive these materials, applicants must submit a request via e-mail to ucedd@email.arizona.edu. The e-mail message should follow the template below:

To...
Subject:

[body of e-mail]

applicant:
first and last name
e-mail address
preferred phone number

parent/support person:
first and last name
e-mail address
preferred phone number

school personnel/community reference:
first and last name
e-mail address
preferred phone number



Upon receipt of e-mail request, an e-mail message with a unique link to the appropriate form will be sent to the applicant, parent/support person, and school personnel/community reference.

E-mail Address Requirement: Applicants and those contributing questionnaires on behalf of an applicant must have an e-mail address. E-mail accounts can be established free-of-charge through e-mail service providers such as *gmail*, *yahoo*, and *outlook*. In addition to application components, all program communications will be conducted through e-mail.

APPLICATION GUIDE — *continued*

2018/2019 University of Arizona (HST Program)

Completed Application Packet

Online Application Components

- Intern Application
- Parent/Guardian/Support Person Questionnaire
- School Personnel/Community Reference Questionnaire
(A member of the community may complete if appropriate.)

Online components allow for multiple sessions using the “SAVE AND RETURN LATER” function.

Additional Required Documents (Attachments)

- Immunization Record
- Birth Certificate
- School Transcript (most recent)
- Individualized Education Plan (IEP)
- Multidisciplinary Evaluation Team Report (MET)
- Individualized Plan for Employment (IPE/VR Plan) – as available



Submission Process

Options for submitting these documents include the following:

online upload *	through the online application and/or questionnaires
fax number	520-626-0081 (call 520-626-0442 for fax verification)
e-mail address	ucedd@email.arizona.edu
mailing/physical address	1521 E. Helen Street, Tucson, 85719

*All three online forms provide the option to upload documents. **Only one copy of each document is required.** Skip the online uploading feature for any document that has already been submitted or will be submitted by someone else.

Submission Deadline

To be considered during the first selection cycle for the 2018/2019 program year – and to receive selection notification before winter break – ALL application components must be submitted no later than **Thursday, November 9, 2017**. Applicant interviews will occur during the week of **December 4, 2017** at University of Arizona Disability Resource Center located at 1224 E. Lowell Street.

Post Submission

Upon submission of ALL program application requirements, the applicant will be contacted by Mr. Habinek or other program staff to schedule his/her interview.

Selection Notification & Offer of Acceptance

Applicants will receive selection notification by **Thursday, December 21, 2017** by email. Selected applicants must sign and submit the online *Project SEARCH Intern Contract/Project SEARCH Intern Support Person Agreement* by **Friday, January 13, 2018** to secure placement in the program. A link to the document will accompany notification. Placements not secured by this date will be offered to candidates on a wait list in order of selection rank.

If space remains after the first cycle concludes, applicants submitting application materials after November 9, 2017 may be considered for a second selection cycle conducted in spring 2018. Project SEARCH at UA has a capacity of 16 interns per program year.

For Assistance

Laura Schweers
Project SEARCH AZ Coordinator, Sonoran UCEDD
schweers@email.arizona.edu/520-626-0677

Lupita Loftus
Administrative Assistant, Sonoran UCEDD
loftusm@email.arizona.edu/520-626-0442

About the Program

Project SEARCH at University of Arizona is an unpaid internship program that trains high school students from Pima County who have a significant disability and are committed to seeking competitive employment in the community. This nine-month school-to-work program model features total immersion in a business setting through a series of three rotations (10-12 weeks) in various departments within a host business. It also includes instructional time for reinforcement of employment skills and career exploration opportunities — all while providing on-site job coaching and accommodations design, as needed, to support the goal of independence.

Students participate in the program through the **Pima County Joint Technology Education District (Pima JTED)** and are dually enrolled with Pima JTED and their home district during the program year.

- Host Business: University of Arizona
1224 E. Lowell Street, Tucson, Arizona 85721
- Program Capacity: 16 interns
- Potential Rotations: Recreation Center – *Equipment Checkout; Customer Service; Facility Management*
 Bookstores (Flagship) – *Merchandising; Supplies; Warehouse/Distribution; Backstock*
 Maingate Bookstore – *Merchandising and Sales*
 Dining Services – *Food Production Kitchen ; Highland Market; FUEL; The Modern Eatery; Catering Department; Bear Down Kitchen*
 Student Union – *Event Planning; Linens/Laundry Services*
 Human Resources
 Arizona Public Media
 University Park Hotel – *Dining Services/Food Production; Human Resources/Marketing/Sales; Maintenance*
 Park Student Union



- Daily Schedule:

8:00am – 9:00am	Employability Skills Class
9:00am – 11:30am	Internship Rotation
11:30am – 12:00pm	Lunch
12:00pm – 2:00pm	Internship Rotation
2:00pm – 3:00pm	Academics/Wrap Up & Review

Participant Selection/Eligibility Criteria

A prospective intern must:

Be a high school student from Pima County who has an Individualized Education Plan (IEP), is between 18 to 21 years of age, is nearing high school graduation, and agrees to exit educationally relevant related services.

Have a strong desire and commitment to work competitively at the end of the program.

Commit to 100% attendance.

Have a goal to work at least 20 hours per week after program completion.

Have the ability to meet host business clearance requirements.

Be willing to utilize and train for public transportation to access Project SEARCH and future competitive employment.

Program does not provide transportation; incoming interns agree to exit transportation services provided by their home district.

PROGRAM GUIDE — *continued*

2018/2019 University of Arizona (HST Program)

Participant Selection/Eligibility Criteria (continued)

Be able to maintain appropriate behavior, hygiene, and social skills in the workplace without immediate supervision.

Interns are supported in their rotations by instructors, job coaches, and mentors. However, the expectation is that support fades as interns gain skills and confidence within a rotation. A young adult requiring one-on-one support would not be a candidate for this program.

Be able to communicate effectively (may be other than verbal) and take direction from a supervisor.

Have a significant barrier to competitive employment.

This program serves individuals with a range of abilities. Selection is not based on an education label or diagnosis. Rather, the selection committee endeavors to develop a cohort that is diverse in its abilities and other traits such as ethnicity, gender, cultural background, and the like.

The goal of this process is to select applicants who are likely to be successful in the program at the end of which they will have training, experience, and skills necessary to become competitively employed.

Offer of Acceptance Requirements

If selected, candidates are required to comply with the following upon acceptance:

Sign and submit *Project Search Intern Contract/Project Search Intern and Support Person Agreement* (links to online documents are included with notice of selection)

Work with the Individualized Education Plan (IEP) team to revise his/her IEP for the 2018/2019 school year

Enroll with home district for the 2018/2019 school year

Enroll with Pima JTED for the 2018/2019 school year – requirements:

Pima JTED Application (includes AZ Proof of Residency)

<http://web.pimajted.org/projectsearch/application/pima-county-jted-application>

Submit current Individualized Education Plan (IEP) and Course Transcript

Contact Kara Matthews for questions related to JTED enrollment: 520-352-5833 or kmatthews@pimajted.org.



Additional Information

Cat Card – Interns are responsible for a \$25.00 fee to receive their UA Cat Card. A Cat Card is required as proof of being an associate on the University of Arizona campus and provides access to various campus facilities and events. In addition to the fee, interns must provide a government or state issued photo identification card (e.g., driver's license, state ID card, or passport) when applying for a Cat Card; program staff assist interns with this process upon completion of registration during the initial program week (orientation).

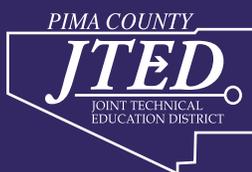
Classroom – Interns begin their day with classroom instruction in the Project SEARCH classroom (Disability Resource Center, B116) located on the street level of Highland Commons, UA Campus (1224 W. Lowell Street). After rotations conclude at 2:00p.m., interns return to UA Disability Resource Center for reflection with the instructor.

Pima County Joint Technical Education District

Daniel Habinek
Project SEARCH UA Instructor
dhabinek@pimajted.org/520-784-8329

Juan Rojas
Assistant Principal
jrojas@jted.org/520-982-6901

Partners



THE UNIVERSITY OF ARIZONA
COLLEGE OF MEDICINE TUCSON

Sonoran Center for
Excellence in Disabilities