

Project Search University of Arizona High School Transition 2018-2019

Application & Program Guide

Application Guide

Application Timeline

Date	Events
September 2017 – November 2017 Due to program closure, tours will not be held October 6 or the week of October 9 .	“Experience Project SEARCH” – group program site tours. Tours can be scheduled on a Tuesday, Wednesday, or Thursday, 9:30 a.m. to 11:30 a.m. or 12:30 p.m. – 2:00 p.m.; to schedule or for more information, contact Daniel Habinek, 520-784-8329 or dhabinek@pimatjted.org . Ideal group sizes are between 6 to 8 individuals. Tours can also be scheduled after winter break.
Tuesday, September 12, 2017	2018-2019 applications available (links to online forms sent via email)
Thursday, November 9, 2017	Application submission deadline
December 4 – 8, 2017	Applicant interviews UA Disability Resource Center (1224 E. Lowell Street)
Thursday, December 21, 2017	Notice of selection whether accepted, wait listed, or declined
Friday, January 12, 2018	Intern contract due for accepted applicants wishing to accept offer
February 2018 – May 2018	Schedule IEP meetings for incoming interns
Thursday, May 10, 2018	Intern meet & greet #1 Santa Rita H.S. (3951 S Pantano Road)
Tuesday, July 17, 2018	Intern kick-off / meet & greet #2 Santa Rita H.S. (3951 S Pantano Road)
Thursday, August 2, 2018	Program start date

Accessing Application Materials

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 include the following:

- In the “to” field, type the address ucedd@email.arizona.edu
- In the “subject” field, type PS Application – University of Arizona
- In the “body” of the e-mail, include the following:
 1. Applicant first and last name, e-mail address, and preferred phone number
 2. Parent or support person first and last name, e-mail address, and preferred phone number
 3. School personnel or community reference first and last name, e-mail address, and 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.

Note the following:

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.

Completed Application Packet

Online application components include:

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

Additional required documentation (attachments) includes:

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

Submission Process

Online Application Components

Intern application and questionnaire can be completed in multiple sessions. There is a “save and return later” function.

Additional Required Document (Attachments)

Options for submitting these documents include the following:

Option	Details
online upload	through the online forms
fax number	520-626-0081 (to verify transmittal, call 520-626-0442)
e-mail address	ucedd@email.arizona.edu
mailing and physical address (for hand delivery)	Project SEARCH, Sonoran UCEDD 1521 East Helen Street Tucson, Arizona 85721

Note that documents may be submitted by the applicant, parent/support person, or school personnel/community reference. **Only one copy of each document is required.** Skip the online form section for uploading documents for those that have 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, applicants will be contacted to schedule his/her interview.

Selection Notification and Acceptance of Offer

Applicants will receive selection notification by Thursday, December 21, 2017. Selected applicants must sign and submit the online *Project SEARCH Intern Contract* and *Project SEARCH Intern and Support Person Agreement* by Friday, January 13, 2018, to secure placement in the program. A link to the documents will accompany notification. Placements not secured by January 13, 2018 will be offered to candidates on a wait list in order of ranking. If space remains after the first selection cycle concludes, applicants who submit application materials after November 9, 2017, may be considered for a second selection cycle to be conducted in spring 2018. Project SEARCH at University of Arizona has a capacity of 16 intern per program year.

For Additional Information and Assistance with Application Process

Laura Schweers, Sonoran UCEDD, Project SEARCH AZ Coordinator: 520-626-0677 or schweers@email.arizona.edu
Lupita Loftus, Sonoran UCEDD, Administrative Assistant: 520-626-0442 or loftusm@email.arizona.edu

Program Guide

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 who 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.

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

Host business is University of Arizona at 1224 E. Lowell Street, Tucson, Arizona.

Program capacity is 16 interns per program year.

Potential rotations include the following departments: Recreation Center – equipment checkout/ customer service and facility management; Flagship Bookstore – merchandising, supplies, warehouse/distribution, and back stock; Maingate Bookstore – merchandising and sales; Dining Services – food production kitchen, Highland Market, FUEL The Modern Eatery, catering department and Bear Down Kitchen; Student Union – event planning and linens/laundry services; University Park Hotel – dining services/food production, human resources/marketing/sales, and maintenance; Park Student Union (possible 18/19)

The daily schedule is uses the following format:

- classroom instruction time is from 8:00 a.m. to 9:00 a.m.
- morning rotation is from 9:00 a.m. to 11:30 p.m.
- lunch is from 11:30 a.m. to 12:00 p.m.
- afternoon rotation is from 12:00 p.m. to 2:00 p.m.
- end of the day reflection is from 2:00 p.m. to 3:00 p.m.

Participant Selection and Eligibility Criteria

To be eligible to participate in Project Search at University of Arizona, 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;
- have a goal to work at least 20 hours per week after program completion;
- have the ability to meet host business clearance requirements;
- commit to 100% attendance;
- be willing to utilize and train for public transportation to access Project Search and future competitive employment (Program does not provide or coordinate transportation.);
- be able to maintain appropriate behavior, hygiene, and social skills in the workplace without immediate supervision (Interns are supported in their rotations by an instructor, job coaches, and mentors; however, the expectation is that support fades as interns gain skills and confidence within a rotation. An individual requiring one-on-one supervision would not be a candidate for this program.);
- be able to communicate effectively (may be other than verbal) and take direction from a supervisor; and

- 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 the training, experience, and skills to necessary to become competitively employed.

Offer of Acceptance Requirements

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

- sign and submit the *Project Search Intern Contract* which also includes *Project Search Intern and Support Person Agreement*, *Intern Photo Consent*, *UA Intern Agreement*, and *UA Intern Data Form* (link 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 – steps include the following:
 - completion of *Pima JTED Application* (includes AZ proof of residency) access at <http://web.pimajted.org/projectsearch/application/pima-county-jted-application>
 - submission of 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 (JTED) and Sonoran UCEDD Contacts

Your Pima JTED contacts are:

- Daniel Habinek, Project SEARCH Instructor, University of Arizona. He can be reached at 520-784-8329 or dhabinek@pimajted.org.
- Juan Rojas, Assistant Principal, Pima JTED. He can be reached at 520-982-6901 or vrojas@pimajted.org.

Your Sonoran UCEDD contact is:

- Laura Schweers, Project Search Arizona Coordinator. She can be reached at 520-626-0677 or schweers@email.arizona.edu.

Partnering Organizations

- University of Arizona
- Pima County Joint Technical Education District (Pima JTED)
- Arizona DES Rehabilitation Services Administration/Vocational Rehabilitation
- UA Sonoran University Center for Excellence in Developmental Disabilities (Sonoran UCEDD)