

# Project Search High School Transition 2019-2020 Application & Program Guide

Programs:

Banner University Medical Center – South Campus  
University of Arizona

Application Timeline	Events
<b>2018</b>	
September 2018 – November 2018  <i>Tours are not available during the week of October 8, 2018.</i>	<p><b>“Experience Project SEARCH”</b> – 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:</p> <p>BUMC South Campus - Ann Bertelsen, 520-209-1722/<a href="mailto:abertelsen@pimajted.org">abertelsen@pimajted.org</a> University of Arizona - Dan Habinek, <a href="tel:520-784-8329">520-784-8329</a>/<a href="mailto:dhabinek@pimajted.org">dhabinek@pimajted.org</a></p> <p>Ideal group sizes are between 6-8 individuals. Tours can also be scheduled after winter break.</p>
Monday, September 24, 2018	2018-2019 applications available (links to online forms sent via email)
Thursday, November 16, 2018	Application submission deadline
December 3 – 7, 2018 <i>(dates subject to change)</i>	Applicant interviews
Thursday, December 20, 2018	Notice of selection whether accepted, wait listed, or declined
<b>2019</b>	
Friday, January 11, 2019	Intern Contract Due (Acceptance Offer)
February 2019 – May 2019	Schedule IEP meetings for incoming interns
Thursday, May 9, 2019	* Intern meet & greet #1
Tuesday, July 16, 2019	* Intern kick-off / meet & greet #2
Thursday, August 1, 2019	Program start date

\* Both meetings are mandatory for incoming interns. Meeting location and details will be provided upon acceptance into a program.

## 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](mailto:ucedd@email.arizona.edu). The e-mail message should include the following:

- In the “to” field, type the address [ucedd@email.arizona.edu](mailto:ucedd@email.arizona.edu)
- In the “subject” field, type **PS Application – High School Transition Programs**
- 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 instructions, 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	<a href="mailto:ucedd@email.arizona.edu">ucedd@email.arizona.edu</a>
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 2019/2020 program year – and to receive selection notification before winter break – ALL application components must be submitted no later than **Thursday, November 16, 2018.**

Applicant interviews will occur during the week of **December 3-7, 2018.**

### Post Submission

Upon submission of all program application requirements, the applicant will be contacted by program staff to schedule his/her interview.

### Selection Notification and Acceptance of Offer

Applicants will receive selection notification by **Thursday, December 20, 2018.** Selected applicants must sign and submit the online *Project SEARCH Intern Contract* and *Project SEARCH Intern and Support Person Agreement* by **Friday, January 11, 2019** to secure placement in the program. A link to the documents will accompany notification. Placements not secured by this date 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 16, 2018, may be considered for a second selection cycle to be conducted in spring 2019.

### **For Additional Information and Assistance with Application Process**

Laura Schweers, Sonoran UCEDD, Project SEARCH AZ Coordinator: 520-626-0677 or [schweers@email.arizona.edu](mailto:schweers@email.arizona.edu)

Lupita Loftus, Sonoran UCEDD, Administrative Assistant: 520-626-0442 or [loftusm@email.arizona.edu](mailto:loftusm@email.arizona.edu)

## **Program Guide**

### **About the Program**

Project SEARCH 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, 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 Businesses:

Banner UMC – South Campus, 2800 E. Ajo Way, Tucson

University of Arizona, 1224 E. Lowell Street, Tucson

#### Program Size – Number of Interns:

Cohort size for the Banner UMC South Campus program is 12 interns.

Cohort size for the UA Program is 16 interns.

Daily Schedule:	8:00am-9:00am	Employability Skill Class
	9:00am-11:30am	Internship Rotation
	11:30am-12:00pm	Lunch
	12:00-2:00pm	Internship Rotation
	2:00-3:00 pm	Academic/Wrap Up & Review

### **Potential rotations - Banner University Medical Center – South Campus**

*Patient Care Specialist: Medical Surgical Unit; Sports Medicine Clinic; Emergency Department Administration; Endoscopy; Rehabilitation Services*

*Technician: Sterile Processing; Facilities Maintenance; Medical Surgical Unit*

*Associate/Assistant: Patient Transport; Gift Shop; Nutritional Services; Environmental Services*

### **Potential rotations – University of Arizona Campus**

*Recreation Center: Equipment Checkout; Customer Service; Facility Management*

*Bookstores: Merchandising and Sales; Warehouse/Distribution; Backstock*

*Dining Services: Food Production Kitchen; Highland Market; FUEL; The Modern Eatery; Bear Down Kitchen*

*Student Unions: Event Planning; Linens/Laundry Services*

*Tucson Marriott University Park: Dining Services/Food Production; Human Resources/Marketing/Sales*

*McKale Center | Human Resources | Arizona Public Media | Facilities Maintenance*

## Participant Selection and Eligibility Criteria

To be eligible to participate in a Project SEARCH high school transition program, 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 (note, 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, skills trainers, 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 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/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 2019/2020 school year;
  - enroll with home district for the 2019/2020 school year;
  - enroll with Pima JTED for the 2019/2020 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](mailto:kmatthews@pimajted.org))

## Additional Requirements (Program Specific)

Banner UMC South Campus Program ONLY:

Prior to program start date, incoming interns must sign and submit *Banner Health Confidentiality Agreement* and *Banner Health Screening Form* (program will provide documents during Meet and Greet in May 2019) AND provide the following documentation:

- TB Screening: a negative TB test or a TB questionnaire plus negative chest x-ray within the last twelve months.
- Measles, Mumps, and Rubella: evidence of immunity is required in the form of two documented MMR vaccinations or antibody titers (positive IgG) for measles, mumps, and rubella.
- Chicken Pox: evidence of immunity is required in the form of two documented Varivax (varicella) vaccinations, one Zostavax (shingles) vaccination, or antibody titer (positive IgG) for varicella.
- Influenza: evidence of annual vaccination.

#### University of Arizona Program ONLY:

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).

#### **Pima County Joint Technical Education District (JTED) and Sonoran UCEDD Contacts**

Your Pima JTED contacts are:

- Ann Bertelsen, Project SEARCH Instructor, Banner UMC South. She can be reached at 520-477-2705 or [abertelsen@pimajted.org](mailto:abertelsen@pimajted.org).
- Dan Habinek, Project SEARCH Instructor, University of Arizona. He can be reached at 520-784-8329 or [dhabinnek@pimajted.org](mailto:dhabinnek@pimajted.org).
- Jennifer Atteberry-Pierpont, Principal, Pima JTED. She can be reached at 520-352-5833 or [jatteberry@pimajted.org](mailto:jatteberry@pimajted.org).

Your Sonoran UCEDD contacts are:

- Lupita Loftus, Administrative Assistant. She can be reached at 520-626-0442 or [loftusm@email.arizona.edu](mailto:loftusm@email.arizona.edu).
- Laura Schweers, Project Search Arizona Coordinator. She can be reached at 520-626-0677 or [schweers@email.arizona.edu](mailto:schweers@email.arizona.edu).