Postsecondary Program Employment Practices for Individuals with Intellectual Disabilities

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NCDCDT Conference
May 4, 2012

Objectives

- Understand supported employment practices in a postsecondary setting.
- Evaluate work experiences based on procedures used in the UP program.
- Understand ways to monitor and manage daily work performance.

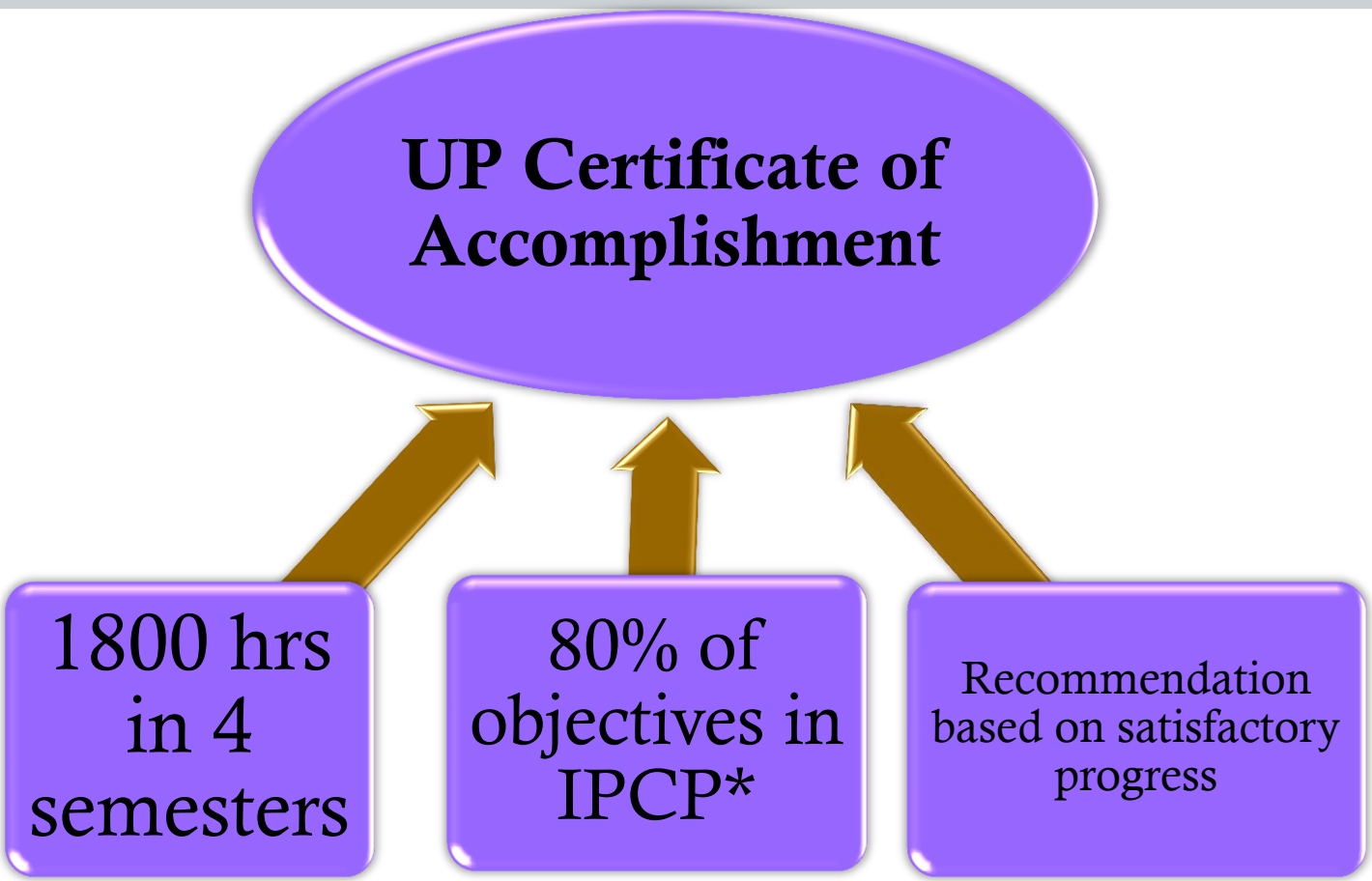
What is the UP Program?

- The University Participant (UP) Program is a two year, inclusive program for college-aged individuals with intellectual disabilities.
- Operated as a pilot program from 2007 to 2010; 2 participants completed the program by 2010.
- Expanded to 4 participants in 2010, 4 additional in 2011 for a total of 8 participants.
- Funded as a model demonstration site in 2010 by U.S. Department of Education.

Five UP Program Components

Participants must pay current university fees for auditing courses

UP Certificate Requirements



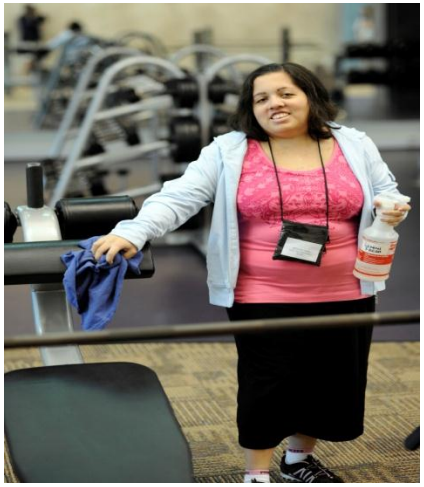
*Individual Plan for College Participation (IPCP)

Organized Yet Individualized

1/30/12	1/31/12	2/1/12	2/2/12	2/3/12	2/4/12	2/5/12
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
9:05-9:55 am **HEALTH CLASS IN REID 117** Hannah Kiziah 828-502-XXXX 	9:30-10:45 am **CRIMINAL JUSTICE CLASS IN BARDO ARTS CENTER 130** Hilari Griffin 828-305-XXXX 	9:05-9:55 am **HEALTH CLASS IN REID 117** Hannah Kiziah 828-502-XXXX 	9:30-10:45 am **CRIMINAL JUSTICE CLASS IN BARDO ARTS CENTER 130** Hilari Griffin 828-305-XXXX 	9:00-11:00 am **WORK IN LIBRARY/ CIRCULATION** Chloe Mutz 919-457-XXXX 		9:30 – 10:00 pm **EVENING ROUTINE**
10:00-11:00 am **HOMEWORK** Natalie Cannon 828-808-XXXX 	10:45-11:15 am **TRAVEL TO LIBRARY** A'Kasha Johnson 704-918-XXXX 	10:00-11:00 am **HOMEWORK** Hannah Kiziah 828-502-XXXX 	10:45-11:15 am **TRAVEL TO LIBRARY** Stephanieanne Smith 828-553-XXXX 	11:00am-12:15 pm **HOMEWORK** Destiny Jordan 910-571-XXXX 		10:00 pm – 7:45 am **SLEEP** Haley Gower 704-648-XXXX
11:00-11:15 am **TRAVEL TO KILLIAN 108** Destiny Jordan 910-571-XXXX 	11:15am-1:30 pm **WORK IN LIBRARY/ CIRCULATION** A'Kasha Johnson 704-918-XXXX 	11:00-11:15 am **TRAVEL TO KILLIAN 108** Destiny Jordan 910-571-XXXX 	11:15am-1:30 pm **WORK IN LIBRARY/ CIRCULATION** Stephanieanne Smith 828-553-XXXX 	**TURN IN SCHEDULE/ WEIGH IN** 		10:00 pm – 7:45 am **SLEEP** Haley Gower 704-648-XXXX
11:15am-12:05 pm **CAREER CLASS KILLAN 108** Destiny Jordan 910-571-XXXX 	1:30-1:45 pm **TRAVEL TO LUNCH** Faith Corbitt 904-708-XXXX 	11:15am-12:05 pm **CAREER CLASS KILLAN 108** Destiny Jordan 910-571-XXXX 	1:30-1:45 pm **TRAVEL TO LUNCH** Faith Corbitt 904-708-XXXX 	12:15-12:30 pm **TRAVEL TO LUNCH** Brittany Crain 828-289-XXXX 		10:00 pm – 7:45 am **SLEEP** Haley Gower 704-648-XXXX

Setting Up Internships

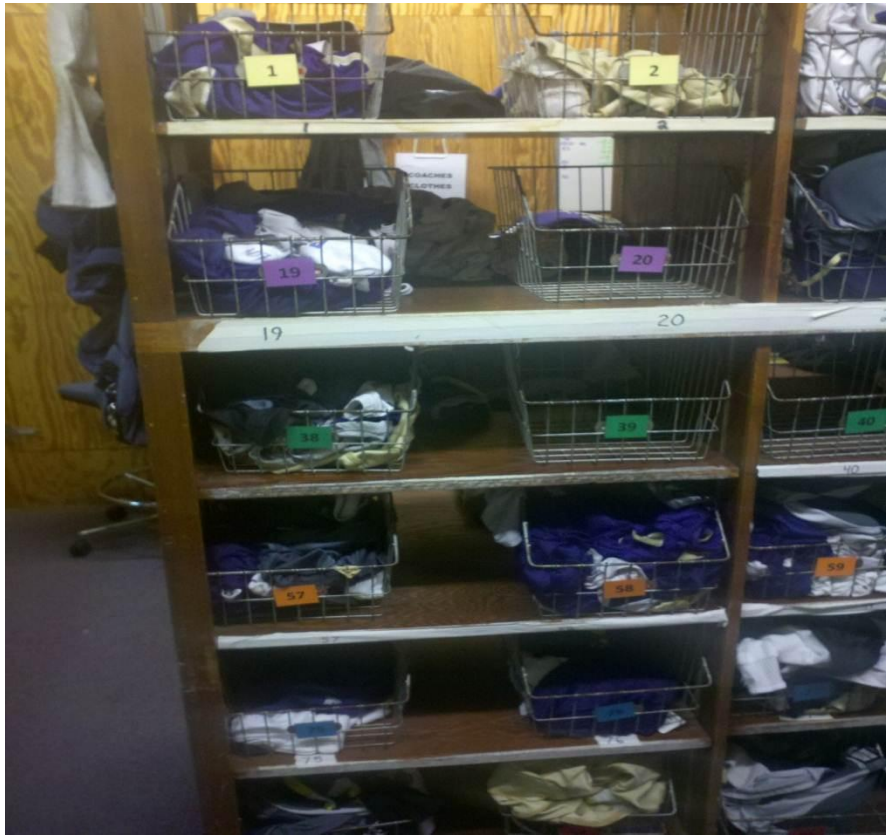
- Network with on campus employers
- Explain the purpose and explore mutual benefits
- Think outside the box!!!
- Provide employer with MOU and allow them to receive approval before continuing



Information Provided in Memorandum of Understanding (MOU)

Employers Agree To…	**UP Program Agrees To…**
•Provide 10 of work per week	•Ensure support of participant
•Provide evaluative feedback about participant performance	•Work with employer to provide on the job training
•Make reasonable accommodations for participants needs	•Guarantee participant will fulfill job responsibilities to the best of his or her ability.

Supports and Accommodations



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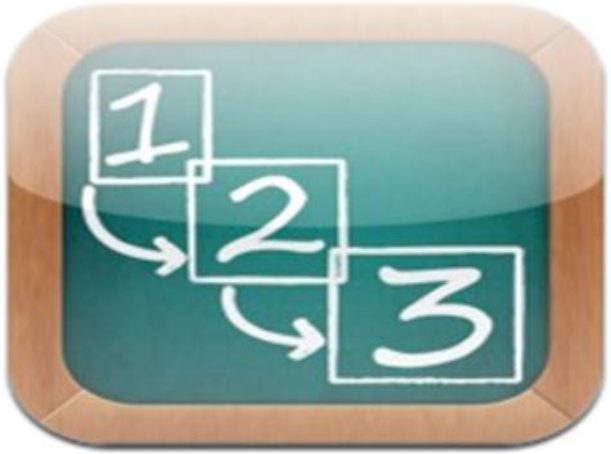
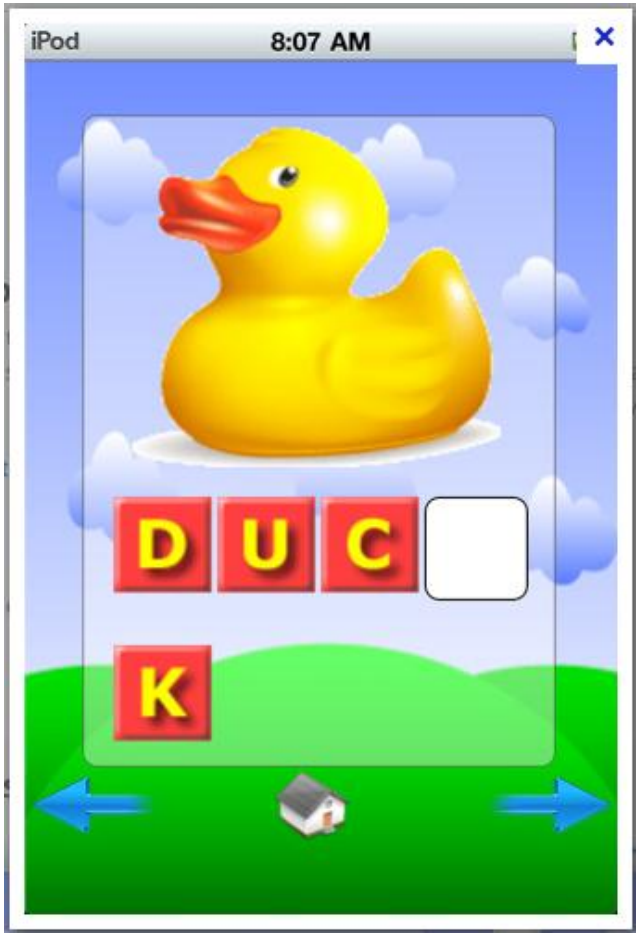
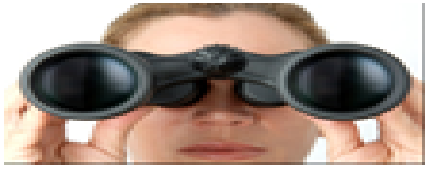
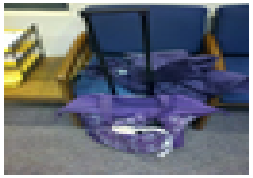


The iPad in the Daycare



Working in the Daycare

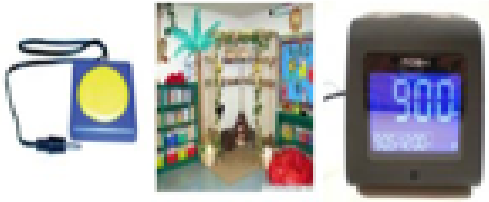
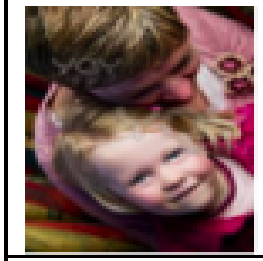
Anna Joyner Goals	Monday	Tuesday	Wednesday	Thursday	Friday
I looked for things that needed to be done and did them without being told. 	Circle One: Yes No Support Initials:	Circle One: Yes No Support Initials:	Circle One: Yes No Support Initials:	Circle One: Yes No Support Initials:	Circle One: Yes No Support Initials:
I tried a task before asking for help.	Circle One: Yes No Support Initials:	Circle One: Yes No Support Initials:	Circle One: Yes No Support Initials:	Circle One: Yes No Support Initials:	Circle One: Yes No Support Initials:
I helped 3 different kids today.	Circle One: Yes No Support Initials:	Circle One: Yes No Support Initials:	Circle One: Yes No Support Initials:	Circle One: Yes No Support Initials:	Circle One: Yes No Support Initials:
I asked the kids what they wanted or needed before making suggestions.	Circle One: Yes No Support Initials:	Circle One: Yes No Support Initials:	Circle One: Yes No Support Initials:	Circle One: Yes No Support Initials:	Circle One: Yes No Support Initials:
I left my phone in my book bag until work was over. 	Circle One: Yes No Support Initials:	Circle One: Yes No Support Initials:	Circle One: Yes No Support Initials:	Circle One: Yes No Support Initials:	Circle One: Yes No Support Initials:

Working at the Daycare

Working with children

Helping assist with activities

Reading books

Elizabeth Work Goals	Monday	Tuesday	Wednesday	Thursday	Friday
I offered to help teachers.	Circle One: Yes No Support Initials:	Circle One: Yes No Support Initials:	Circle One: Yes No Support Initials:	Circle One: Yes No Support Initials:	Circle One: Yes No Support Initials:
I switched classrooms after one hour. 	Circle One: Yes No Support Initials:	Circle One: Yes No Support Initials:	Circle One: Yes No Support Initials:	Circle One: Yes No Support Initials:	Circle One: Yes No Support Initials:
I worked one on one with at least 4 different children. 	Circle One: Yes No Support Initials:	Circle One: Yes No Support Initials:	Circle One: Yes No Support Initials:	Circle One: Yes No Support Initials:	Circle One: Yes No Support Initials:
I told the teachers about concerns I had.	Circle One: Yes No Support Initials:	Circle One: Yes No Support Initials:	Circle One: Yes No Support Initials:	Circle One: Yes No Support Initials:	Circle One: Yes No Support Initials:

Evaluating Performance

- Participants use self-monitoring systems, recording progress on personalized work goals
- Supports follow up with participants and document approval
- Employers complete work evaluations midway through and at the end of each internship

Final On Campus Employment Internship Evaluation for UP Program (Spring 2011)

Please complete the following evaluation about the UP Participant who completed a work internship with you this semester and return it to kkelley@email.wcu.edu.

UP Participant:

Your Name:

Internship activity:

Work Related Behavior	Superior	Above Average	Average	Below Average	Needs Improvement
Attendance and punctuality					
Hygiene and grooming					
Communication skills					
Relations with supervisor and co-workers					
Motivation to work and learn					
Ability to accept and follow directions					
Attention to task and quality of performance					
Production speed or production quantity					
Problem solving skills					
Enthusiasm on the job					
Self-confidence in ability to learn.					

Please feel free to offer any comments you wish about the UP program and this particular participant.

Collaborative Partnerships

- Athletics Department
- Campus Recreation Center
- Catamount Clothing and Gifts Store
- Cullowhee Kids Preschool at Cullowhee United Methodist Church
- EnTOURage
- Facilities Management
- Greenhouse
- Hunter Library
- Kneedler Child Development Center
- Residential Living
- School of Teaching and Learning (severe disabilities grant)
- Student Mail Services

Employer Comments

This is a wonderful program to support. It provides skills that help develop the participants individual need to be more self sufficient and encourages involvement in the community.

- Student Mail Services Supervisor

Employer Comments

[Participant] has been an absolute pleasure. She has grown tremendously during the time she has spent here. We have learned so much and hope that she has gained some knowledge about the Early Childhood field.

- Daycare Center Supervisor

Module 7 – The Job Application

In this module you will learn about the information you will need in order to complete a job application, the types of job applications that are out there, and practice filing out two types of applications.

Before you start please look in the printed resources folder located in the Camp 152 closet for an application packet. All of the printed resources you will need for this module are included in the packet. The online application portion of this module will be the only item you have to fill out and turn in online.

1. First you will need to visit http://www.do2learn.com/JobTIPS/GettingAJob/ApplicationForms/PlanningAhead/ApplicationWorksheet.html as this webpage will help you fill out the "Application Worksheet" in your application packet. Please read over the information on this page so that you will better understand what to put on your "Application Worksheet". Due to the fact that this worksheet is not available to fill out electronically you will need to fill it out by hand. Remember to write small as you do not have a lot of room to write in. Your supports will be able to help you with spelling and grammar. To help you determine what business you will be applying to you have been assigned a job to apply for based on previous modules and career interests. You can find this list in the work resources tab on blackboard under career development. It will be in the additional resources folder. This assignment will be used throughout the remaining modules.

   ***These job assignments are for learning purposes only and are not based on any actual job openings. ***

2. After you have filled out your "Application Worksheet", you need to go through the "Application Checklist". Make sure that you know or have access to all of the items on the checklist before you begin filling out the Application. This will help you get organized and allow you to fill out the application faster.
   Please do not use real Social Security Numbers, please make them up for now. For example you can use 555-55-1234. Thanks.

3. You should now have all of the information need to fill out your job application. Start out with the paper application in your packet. Fill out the job application based on your job assignment. If you do know something, such as what you earned at your previous job, please leave that part blank for now. When you turn in your application make a note of all area left blank and I get that information to you as quickly as possible.

4. Next, go http://www.stratford.lib.ct.us/job/practiceapplication.html where you will find a practice online application. It is set up like most online applications so this will give you a taste of what it will be like to fill out an application online. If you do not see a job position that fits your job assignment you may choose a different position for now, but most of you will be able to find a similar position. Please do not apply for the modeling position. Also, do not use a real phone number, social security number or email. This is very personal information and you do not have to use it on this practice application! You can use noone@noone.net for an email, 555-1234 for a phone number, and 555-55-1234 for a Social Security Number. When you are finished please answer the following questions on the answer sheet provided in your packet:
   a. Was the online application easier or harder than the paper application?
   b. What position did you choose to apply to at the end of the application?
   c. What type of schedule sis you choose to work?
   d. When did you say you could start?

Career Development

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JobTIPS

- JobTIPS Home

Determining Interests
- Overview
- Social Skills Assessments
- What's Your Scene?
- Interests Quiz
- Environmental Demands
- Job Descriptions

Finding a Job
- Overview
- Networking
- Internet & Newspapers
- Job Fairs
- Door-to-Door Search

Getting a Job
- Overview
- Resumes & Cover Letters
- References
- Application Forms
- Interviews
- Disclosure of Your Diagnosis

Keeping a Job
- Overview
- Personal Appearance
- Supervisor Interactions
- Co-Worker Interactions
- Customer Service
- Coping Strategies
- Job Responsibilities
- Workplace Bullying & Harassment

Other Job Topics
- Overview
- Leaving a Job
- Employment Terms
- Your Legal Rights

Getting a Job

Application Forms

Application Formats - Requesting Applications In Person

When you are looking for a job application, you might need to go into the place of business (a store, office, etc.) to obtain a paper copy. You should complete the paper application in a quiet place (i.e. home, library) where you can concentrate.

Before you go into a place of business:

- Make sure you are dressed appropriately. This means you should wear neat, clean clothing.
- Make sure you have showered within the last 12 hours. Comb your hair, apply deodorant, and brush your teeth just before you go. WHY?

When you walk into the place of business, follow these steps: VIDEO

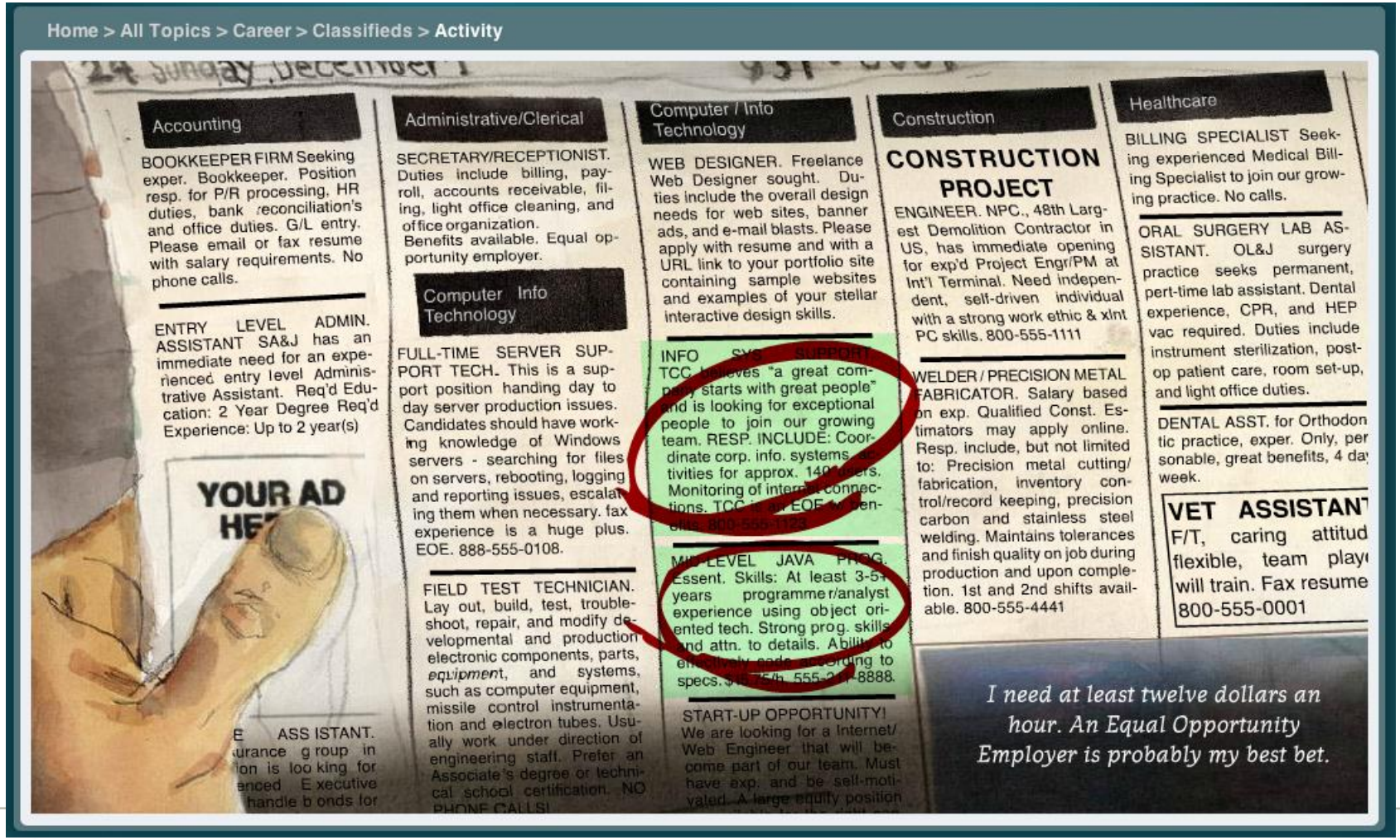
1. Locate an employee. They might be a person behind the counter or desk, or may be wearing a uniform or a name badge. To help you know who to look for, take a look at these pictures of employees.

2. When you find an employee, do not interrupt them if they appear busy. A busy employee might be on the phone, talking to someone, or helping a customer. You might need to wait a few minutes until they are not busy anymore.

Here's what you might say to the employee: *"Excuse me, I would like to pick up a job application. Can you please give me two copies, or can I please see your manager?"* You should request two copies because if you make a mistake on the first copy, you will still have a

Career Development

Career Development



Transitioning Back Into the Community

- Network with Parents and Community Partners
- Keep the lines open with Vocational Rehabilitation
- Get Started Early
- Again, Think Outside the Box!!!

Where are we now?

Additional PSE Resources

- http://up.wcu.edu - WCU UP Program website
- http://www.apse.org/ - Association for Persons in Supported Employment
- www.cidd.unc.edu/psea/- NC Postsecondary Education Alliance
- www.ThinkCollege.net –Database, TA, newsletters
- www.nsttac.org -- The National Secondary Transition Technical Assistance Center

Contact Information

Cassie M. Coco, UP Career Dev. Coordinator
828-227-3318
cnmoffitt@email.wcu.edu

Kelly R. Kelley, UP Program Coordinator
828-227-3298
kkelley@email.wcu.edu