



# VCU

## VADARS and VCU ACE-IT

### College Program – Leading to Employment

Milestone 1 Milestone Payment	Milestone 2 Milestone Payment	Milestone 3 Milestone Payment	Milestone 4 Milestone Payment	Milestone 5 Milestone Payment	Milestone 6 Milestone Payment
Enrollment	Year 1 Fall Semester	Year 1 Spring Semester	Year 2 Fall Semester	Year 2 Spring Internship	Year 2 Community Integrated Competitive Employment
<ul style="list-style-type: none"> <li>• Person Centered Plan to determine career interests and support needs</li> <li>• Development of Individualized Academic and Career Plan</li> <li>• Complete VCU application to enroll as student</li> <li>• Complete Disability Support Services Forms to register at Disability Support Services Office</li> <li>• Meet with DSS Coordinator to determine and request accommodations</li> <li>• Participate in reading inventory for baseline scores</li> <li>• Participate in VCU Student Orientation for new students</li> <li>• Participate in Campus Readiness Institute</li> <li>• On campus employment initiated</li> <li>• Participate in advising and register for first semester classes</li> <li>• Complete FAFSA</li> </ul>	<ul style="list-style-type: none"> <li>• Satisfactory progress classes w/ education coach support (up to 7 credit hours)</li> <li>• Active use of VCU resources (library, career center, tutoring)</li> <li>• Campus part-time job up to 10 hours per week w/ job coach support</li> <li>• Active Discovery Process with Business Liaison and Career Support Specialist</li> <li>• Development of interests, skills supports, &amp; accommodations</li> <li>• Establish workforce goals aligned with coursework as outlined in Individualized Academic and Career Plan</li> <li>• Mid-term and end of semester supervisor evaluations for campus employment</li> <li>• End of semester faculty evaluations</li> <li>• Submit End of Semester Fall Reports to DARS</li> <li>• Support Team meeting to review Individualized Academic and Career Plan</li> <li>• Support Team meeting to review Individualized Academic and Career Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Satisfactory progress classes w/ education coach support (up to 6 credit hours)</li> <li>• Active use of VCU resources (library, career center, tutoring)</li> <li>• Campus part-time job up to 10 hours per week w/ job coach support</li> <li>• Active Discovery Process with Business Liaison and Career Support Specialist</li> <li>• Development of interests, skills supports, &amp; accommodations</li> <li>• Establish workforce goals aligned with coursework as outlined in Individualized Academic and Career Plan</li> <li>• Mid-term and end of semester supervisor evaluations for campus employment</li> <li>• End of semester faculty evaluations</li> <li>• Submit End of Semester Fall Reports to DARS</li> <li>• Support Team meeting to review Individualized Academic and Career Plan</li> <li>• Complete Reading Inventory (Post-test Year 1)</li> </ul>	<ul style="list-style-type: none"> <li>• Satisfactory progress in classes w/ education coach support (up to 6 credit hours)</li> <li>• Active use of VCU resources (library, career center, tutoring)</li> <li>• Campus part-time job up to 10 hours per week w/ job coach support</li> <li>• Active Discovery Process with Business Liaison and Career Support Specialist</li> <li>• Development of interests, skills supports, &amp; accommodations</li> <li>• Establish workforce goals aligned with coursework as outlined in Individualized Academic and Career Plan</li> <li>• Mid-term and end of semester supervisor evaluations for campus employment</li> <li>• End of semester faculty evaluations</li> <li>• Submit End of Semester Reports to DARS</li> <li>• Support Team meeting to review Individualized Academic and Career Plan and identify potential internship sites</li> </ul>	<ul style="list-style-type: none"> <li>• Satisfactory progress in classes including internship class w/ education coach support (up to 6 credit hours)</li> <li>• Site development for one or two internships totaling 80-120 hrs/ semester</li> <li>• Provide training to supervisor/ coworkers as needed</li> <li>• Internship site training</li> <li>• Students complete weekly reflections of their experience</li> <li>• Internship supervisor evaluation(s)</li> <li>• Update resume and sharpen interview skills</li> <li>• Job search</li> <li>• Complete Reading Inventory (Post-test Year 2)</li> <li>• Last semester Support Team meeting to discuss transition into integrated competitive employment</li> </ul>	<ul style="list-style-type: none"> <li>• Job development</li> <li>• Job site training and supports</li> <li>• Weekly/monthly progress notes/ record intervention time</li> <li>• Assistance with change in management or job duties</li> <li>• Maintain natural supports at the site</li> </ul>