

## **INTRODUCTION STATEMENT to include:**

- All competencies addressed in the program aim toward the purpose of a student creating a personally meaningful day/week they will sustain after completing the IUPUI SITE program; one that is balanced and includes work, social life, fun, making a contribution as a volunteer/community service, meeting commitments, and taking care of personal and household business.
- All competencies are related to career skills, hard and soft skills.
- Embedded in these competencies are academic and behavioral skills of all kinds.
- Each section has a list of competencies that are sequenced in approximate order of difficulty/challenge level/sophistication.
- Each section ends with a statement or two of the ultimate outcome desired as a result of the learned competencies.
- We have employed the “criteria of ultimate functioning,” i.e., getting the job done in the course of everyday life vs. how the task was accomplished.
- Competencies are assessed prior to the start of enrollment in IUPUI-SITE and at the end of each semester of participation.
- This is intended as a comprehensive list of competencies that may be taught in the IUPUI-SITE program. The focus of instruction and experience is individualized and reflected in the student’s IEP.
- Successful achievement of these competencies will result in the student receiving a credential that represents their accomplishment of completing the IUPUI-SITE Program. (*credential to be named*)
- This document will assist potential students, their families, and teams to better understand and evaluate their interest in IUPUI-SITE. IUPUI-SITE students require intentional instruction paired with real experiences to acquire these competencies.

## IUPUI-SITE Credentialing – DRAFT #5 4-24-2013

Please rate each competency as follows and enter a comment with evidence, examples, and further description and details:

**NA** (not addressed); **1** (introduced); **2** (emerging); **3** (progressing); **4** (beginning to master);  
**5** (accomplished at a functional/useful level)

**TO BE DETERMINED:** How to determine successful completion of the program as growth is individualized.

### IUPUI-SITE STUDENT COMPETENCIES

<b>1. Career Preparation</b>
a. Communicates information about his/her interests, skills, and talents
b. Uses/synthesizes information and experiences to make, modify, and refine career choices
c. Participates in IUPUI-SITE Career Class
d. Completes and submits job applications
e. Communicates with Vocational Rehabilitation Counselor and adult service Employment Consultant and follows through with requested tasks
f. Follows through with plans and tasks related to job search
g. Has developed an understanding of the process of getting a job
h. Creates and updates a professional resume
i. Participates in community service / scheduled internship as a means of career exploration <i>SPECIFY DETAILS in COMMENTS</i>
j. Demonstrates new career hard skills <i>SPECIFY DETAILS IN COMMENTS</i>
<b>OBTAINS EMPLOYMENT [SPECIFY DETAILS IN COMMENTS]</b>
<b>SUSTAINS EMPLOYMENT [SPECIFY DETAILS IN COMMENTS]</b>
<b>2. New Experiences/Building Confidence and Competencies</b>
a. Tries new, different activities outside of personal comfort zone
b. Shows comfort and confidence being alone in public community settings
c. Tries new and different foods and restaurants to determine preferences
d. Explores and tries recreation and social activities to determine preferences

**IUPUI-SITE STUDENT COMPETENCIES**

e. Experiences a broader understanding of the full range of options and possibilities of what the community has to offer

**HAS A MENU OF 12 DIFFERENT COMMUNITY ACTIVITIES S/HE CAN INITIATE AND DO ON HIS/HER OWN**

**ESTABLISHES A WEEKLY SCHEDULE THAT REFLECTS PERSONAL INTERESTS, RESPONSIBILITIES, AND OBLIGATIONS**

**3. People Skills**

a. Communicates to express self

b. Navigates a broad range of social relationships on campus and off-campus

c. Interacts with other people within appropriate social boundaries

d. Is courteous and respectful to other people

e. Conveys a positive attitude

f. Identifies when upset or unsettled

g. Manages mood and emotion

h. Seeks/tries methods to resolve conflicts or problems

i. Works with peer(s) and staff to problem-solve

j. Makes social conversation with new acquaintances

k. Pursues/participates in activities of interest with peer(s)

l. Contacts another person to make or complete a social plan

m. Negotiates a plan with peer(s) when there is a difference of opinion

n. Recognizes and responds appropriately to social/sexual cues when interacting with a peer

o. Conducts social conversation at a variety of relationship/intimacy levels, adult to adult (as an equal, in a reciprocal relationship)

p. Fulfills role of host and guide for campus visitors and tours

q. Interacts with course instructor without outside support or intervention

r. Assumes the role of a mentor to another person

s. Follows through with scheduled meetings and plans with other people

t. Conducts self as a member of the IUPUI community in class and on campus

**ENGAGES, INTERACTS, AND GETS ALONG WITH OTHER ADULTS IN A VARIETY OF SITUATIONS**

## IUPUI-SITE STUDENT COMPETENCIES

### 4. Navigation and Travel

- a. Uses safe and effective pedestrian skills
- b. Crosses streets safely (with and without traffic light)
- c. Navigates IUPUI campus to locate and arrive at destinations
- d. Navigates downtown and city to locate and arrive at destinations
- e. Travels from home to campus and campus to home independently via IndyGo  
*SPECIFY location and bus route(s) in comments*
- f. Travels from campus to other city locations independently via IndyGo  
*SPECIFY locations and bus routes in comments*
- g. Travels from home to city locations other than IUPUI independently via IndyGo  
*SPECIFY locations and bus routes in comments*
- h. Travels on IndyGo from one point to another transferring as required to get to a destination.
- i. Identifies and travels a variety of IndyGo routes to get to a given destination
- j. Arrives on time to a scheduled activity when traveling on IndyGo to a destination
- k. Travels independently using a bicycle.

### TRAVELS SAFELY AND EFFECTIVELY TO A VARIETY OF CHOSEN DESTINATIONS

### 5. Reliability / Responsibility / Accountability

- a. Maintains good attendance
- b. Punctual - arrives and departs at agreed upon times
- c. Notifies appropriate person(s) in the event of a schedule change, i.e., absence, late...etc.
- d. Communicates information honestly
- e. Follows through on commitments and plans
- f. Comes to campus prepared with items needed for the day
- g. Manages personal property in public places
- h. Uses cellphone to communicate a change of plans or other essential information with appropriate party
- i. Answers cell phone when call is initiated by SITE staff
- j. Takes care of personal hygiene and grooming to meet acceptable standards
- k. Completes lunch routine
- l. Plans daily schedule and free time
- m. Manages time and schedule

**IUPUI-SITE STUDENT COMPETENCIES**

- n. Completes expected or requested task or activity
- o. Maintains personal portfolio (Friday Folder included) on a routine basis
- p. Has effective personal organization skills
- q. Conducts self as a good citizen on campus and in the community, following rules and norms

**CONDUCTS SELF IN A RELIABLE, RESPONSIBLE, ACCOUNTABLE MANNER**

**6. Decision-Making and Self-Determination**

- a. Seeks or requests help when needed
- b. Makes decisions and choices
- c. Expresses opinions, decisions, preferences
- d. Acts upon decisions and choices
- e. Self-evaluates actions and adjusts plans as needed
- f. Sets personalized learning goals
- g. Determines an immediate, short-term goal and plan
- h. Follows through and takes action to accomplish a goal
- i. Selects clothing for weather and type of activities
- j. Selects a class to audit based upon available options  
*Specify details in comments*
- k. Makes and keeps appointments (medical, VR...etc.)
- l. Manages wellness and health issues (e.g., medication, adequate rest, nutrition, mental health...etc.)
- m. Creates and follows through on a personal nutrition plan
- n. Identifies and accesses social and community resources for the purpose of physical/personal well-being
- o. Gathers and analyzes information to make a decision
- p. Chains a sequence of short-term actions together to achieve a goal (e.g., completes a task off-campus and returns to campus in time for next scheduled activity)

**EVALUATES OPPORTUNITIES AND OPTIONS TO MAKE DECISIONS AND TAKE ACTION FOR THE PURPOSE OF ACHIEVING PERSONAL GOALS AND DESIRED OUTCOMES**

**7. Financial Literacy and Money Management**

- a. Purchases goods and services

**IUPUI-SITE STUDENT COMPETENCIES**

- b. Manages a weekly budget for school related expenses  
*SPECIFY in comments*
- c. Accountable for money, checks, change, receipts...etc.
- d. Completes expense reports for weekly school expenditures
- e. Checks out and selects a restaurant and menu item(s) based upon affordability/budget
- f. Safeguards money and valuables (e.g., cameras, bikes, backpack...etc.)
- g. Recognizes that posted costs do not include sales tax and/or tip
- h. Estimates total cost of purchase and approximate change

**MANAGES VALUABLES AND WEEKLY FINANCES**

**8. Use of Technology**

- a. Uses cell phone to make and take calls, text message
- b. Uses digital camera to take photos and videos
- c. Uses computer/technology to access applications
- d. Keeps technology charged and in good working order
- e. Uses computer applications and programs (e.g., Word, Excel, PowerPoint...etc.)  
*SPECIFY in comments*
- f. Uses internet and social media (e.g., job postings, job applications, weather research, Facebook, Photo Bucket, Drop Box...etc.)  
*SPECIFY in comments*
- g. Writes, sends and receives email communications, journal entries...etc.
- h. Uploads and downloads photos

**UTILIZES TECHNOLOGY RESPONSIBLY TO ACCESS INFORMATION AND COMMUNICATE SOCIALLY AND PROFESSIONALLY**