

# Overview of the IUPUI SITE Program



## Pre-Application Phase

### MEMORANDUM OF UNDERSTANDING (MOU)

- A Memorandum of Understanding (MOU) is signed by IUPUI and the local school district.

### FALL PRIOR TO SITE YEAR 1 FALL SEMESTER – INVESTIGATION PHASE

- Interested students, parents, and high school staff meet with SITE staff and SITE students to share information, including the expectations of SITE students and credential requirements.
- Campus visits and tours are completed by interested students, parents, and high school staff by scheduled appointment.  
NOTE: This is a requirement for all applicants.
- Transition assessments are conducted by SITE staff with student, parent, and high school staff (e.g., SIS).
- Students and parents make the decision to apply for SITE.
- Student/family/high school staff begins to complete the SITE Application.

## Admission Process

### APPLICATION

- The student's SITE Application is due to the SITE Coordinator/Admissions Team by January 10.
- All applications are reviewed and evaluated by Admissions Team.
- Applicants are notified of the decision of the Admissions Team no later than March 1.



## Orientation and Advisory Phase

### SPRING SEMESTER OF STUDENT'S FINAL YEAR OF HIGH SCHOOL

- A Person-Centered Plan (PCP) is facilitated by SITE staff with the student, family, and other people the student chooses to invite.
- The student's SITE Program Plan is drafted.
- SITE Team participates in the student's IEP Case Conference to write the IEP for the first year of SITE Program based upon PCP and assessments.
  - SITE IEP framework of sample goals is provided.
- Bus training begins in spring by school staff in collaboration with SITE staff.
  - SITE training procedures are provided.
  - SITE safety procedures are provided.
- SITE staff reviews IUPUI course opportunities with student to determine priorities for fall schedule.
- The student meets with experienced SITE students to do Q & A and information-sharing.
- Student is awarded a Certificate of Completion for high school graduation.

### SUMMER BETWEEN HIGH SCHOOL AND 1<sup>ST</sup> YEAR OF SITE PROGRAM

- Student participates in IUPUI orientation activities on campus consistent with IUPUI orientation schedule.
- Student continues assessment process.
- SITE staff teaches SITE Safety Procedures and prepares individualized safety procedures with the student as needed.
- Student obtains IndyGo bus pass.
- Student obtains and learns to use cell phone. Frequently used numbers are programmed into student cell phone.
- Student attends an Course Orientation Seminar provided by SITE staff.
- Student obtains JagTag.
- Student obtains university ID number and creates IU computer accounts (i.e., an email account).
- Student registers for classes.

# Overview of the IUPUI SITE Program



## Year 1

### YEAR 1 – FALL SEMESTER (1ST PROGRAM SEMESTER) – CAMPUS FOCUS

- Student is added to Oncourse for each course.
- Student audits 1-3 IUPUI classes matched to interests and skills (determined and planned via PCP and other assessments).
- SITE Instruction and Support
  - Campus navigation
  - Safety procedures (practice/data, projects)
  - Time management and personal scheduling (planning; managing downtime...etc.)
  - Campus survey: research campus services, activities, clubs, associations
  - Explore volunteer/community service opportunities
  - Career preparation
    - Begin Career Portfolio
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### YEAR 1 – SPRING SEMESTER (2ND PROGRAM SEMESTER) – CAMPUS FOCUS

- Student is added to Oncourse for each course.
- Student audits 1-3 IUPUI classes.
- Student selects and participates in volunteer work/community service/internship/part-time employment.
- Student connects with campus club/associations of interest.
- SITE Instruction and Support
  - Career Preparation
    - Career Portfolio
    - Soft skills
  - Time management and personal scheduling
  - Begin city navigation (IndyGo system)
  - VR referral and application
- Student sets Year 2 goals.
  - Review status related to SITE Program credential requirements
  - Review and update PCP and assessments
  - Case Conference with sending district TOR to develop the IEP
  - Determine fall course priorities
  - Begin home-neighborhood mapping (buddy system, bus route, career and recreation opportunities)

# Overview of the IUPUI SITE Program



## Year 2

### SUMMER PRIOR TO YEAR 2 FALL SEMESTER – TRANSITION FOCUS

- Student assists in orienting new (1<sup>st</sup> semester) students.
- Student completes VR intake process.
- Student obtains IndyGo bus pass.
- Student registers for classes.

### YEAR 2 – FALL SEMESTER (3<sup>RD</sup> PROGRAM SEMESTER)– TRANSITION FOCUS

- Student audits 2 IUPUI classes.
- SITE Instruction and Support
  - Intensify career development activities
    - Resume
    - Portfolio
    - Interviewing skills
    - Work with adult services (VR and provider agency)
    - Career shadowing 1x/week
    - Internships
  - Time management and personal scheduling
  - City resource mapping
  - City navigation (IndyGo system)
  - Home neighborhood resource mapping

### YEAR 2 – SPRING SEMESTER (4<sup>TH</sup> PROGRAM SEMESTER)– TRANSITION FOCUS

- Student audits 1-2 IUPUI classes.
- SITE Instruction and Support (increasingly off campus)
  - Job search
  - Job Club, seminars
  - Internship
  - Structure post-SITE weekly schedule and begin to put it into place
- Student receives SITE Program Completion Credential.