

 **Workplace Inclusion and Sustainable Employment**

 **Department of Rehabilitation and Health Services**

 Greetings VR Counselor!

UNTWISE is excited that you have a customer that is interested in attending the Explore STEM! Summer Program. UNTWISE has recently updated the application process for our Summer Programs. Please complete the following steps in order to apply:

1. The VR Counselor will need to gain access to the UNTWISE portal by [creating a user account](https://wise.unt.edu/sites/default/files/Website%20User%20Account_0.pdf) to complete applications on-line for potential customers.
2. Determine potential customers that would be a good fit for the 3 different Explore STEM! Summer Program. Please Review the Program Overview of each session for more details.
3. Send the **“**Explore STEM! 2019 application**”** document to customers of interest and have the customer complete and return all PARTICIPANT FORMS to the VR Counselor.
4. The VR Counselor will complete the **“**Explore STEM! 2019 VR app**”** document.
5. The VR Counselor will log into the UNTWISE user portal and complete the web form for the Explore STEM! Summer Program for EACH customer making sure to attach all forms no later than May 31st, 2019.
6. The VR Counselor and participant will be notified via email if the customer has been accepted into the program no later than June 15th, 2019.
7. If the customer is not accepted into the program they will be contacted and added to the waiting list.
8. Upon acceptance into the program, the VR Counselor and Rehabilitation Assistant will be contacted and a Service Authorization will be requested.

Registration fills up quickly so it is encouraged that you work closely with your customer to ensure that all of the needed documentation is completed. The VR Counselor will be responsible for filling out the web form on the UNTWISE website and attaching all needed documentation. If all forms are not submitted or there is missing information the application will not be accepted. The VR Counselor will be contacted to correct any missing information or documentation.

If you have any questions or concerns about the application, or the program itself, please contact the UNTWISE Help Desk at 940-565-4000.

We look forward to working together.



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Ryan Cole, Program Co-Director Ryan Appleton, Program Co-Director

 **VR Counselor Application Check List**

In order to apply for the Explore STEM! Summer Program the following documents must be attached when completing the online application web form. If you have questions about the application process, please call the UNTWISE Help Desk at 940-565-4000.

Documentation that must be attached when completing the online web form:

* Application Form
* Vocational & Interest Information
* Medical Information Release Form
* Copy of Medical Insurance Card (front/back)
* Digital Release
* Participation Form
* Letter of Recommendation (VR Counselor Form)
* UNTWISE Online Web Form (VR Counselor Online Form)

UNTWISE

Explore STEM! Summer Program

Letter of Recommendation from Vocational Rehabilitation Counselor

Applicant’s name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide the following information in order for UNTWISE to best support your customer during the Explore STEM! Summer Program. The program will focus on self-discovery and transitioning from school to the world of work. We are looking for information that will allow the participant to make the most of this experience so please be as detailed as possible. Please add another sheet, if needed.

Please describe the applicant’s:

1. Work habits and/or study skills: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Most effective instructional strategies:­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Functional reading ability:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Social interaction:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Behavior challenges:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Supports needed to fully participate in program:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I recommend this applicant for admission to the UNT Explore STEM! Summer Program.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UNTWISE

Explore STEM! Summer Program

Letter of Recommendation from Vocational Rehabilitation Counselor

Applicant’s name: Steve Customer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide the following information in order for UNTWISE to best support your customer during the Live and Learn Summer Program. The program will focus on self-discovery and transitioning from school to the world of work. We are looking for information that will allow the participant to make the most of this experience so please be as detailed as possible. Please add another sheet, if needed.

Please describe the applicant’s:

1. Work habits and/or study skills: Steve works best with written instructions and does best working in a quiet environment if studying. Steven works best as a member of a team and learns best by observing. At times Steve can become distracted and may need some prompting in order to redirect.
2. Most effective instructional strategies: ­­­­­­­­­­­­­­­­ Steven learns best by having instructions read to him verbally and then demonstrated. After observation of the task Steve will become more comfortable with the task if he is able to practice hands on. Steve is able to learn a task best if he is able to repeat the task with repetition.
3. Functional reading ability: Steve reads at a 7th grading reading level. He does well with basic reading but can struggle with comprehension. It is important to check for understanding after Steve reads by asking him to repeat what he has just read and he is able to openly discuss this information.
4. Social interaction: Steve can struggle with interacting with his peers socially. He can sometimes be inappropriate and will discuss topics that are personal and should be kept private. Steve sometimes need redirection and reminders on what information should be kept to himself. It is difficult for Steven to understand sarcasm and jokes. The customer also needs prompting to initiate discussion with people that he does not know.
5. Behavior challenges: Steve has issues with authoritative figures. He does not like to be told to do things by someone that he does not know. It is best to build rapport with Steven before placing any demands. Steven also has a history of escape behaviors in which he will leave situations if the environment becomes to hectic. Loud noises and lights can trigger his escapes. It works best if Steve has a designated safe quiet space that he can go to if he becomes overwhelmed.
6. Supports needed to fully participate in program: Steve will need support to assist him with understanding and comprehending the material. He will learn best with hands on activities. Steve will work best if rapport is developed with the counselors/staff. Steve will follow along with the scheduled activities as long as he is primed in advance and is able to know what is coming ahead of time.

I recommend this applicant for admission to the UNT Live and Learn Summer Program.

Name: Gary Counselor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: 01/28/2019 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: Vocational Rehabilitation Counselor Contact number: 214-555-5555

Email Address: Gary.Counselor@twc.state.tx.us