

Florida Atlantic University  
Academy for Community Inclusion



Program Application Packet  
2024-2025

# Florida Atlantic University ( F A U ) Academy for Community Inclusion (ACI)

## Program Overview

The FAU Academy for Community Inclusion (ACI) is a comprehensive transition program for individuals with intellectual and developmental disabilities. Students have the opportunity to develop their academic, vocational, and social skills at the post-secondary level. The courses and certificates offered are based on the strengths and needs of the individual participant. The program serves students on both the Boca Raton and Jupiter campuses of FAU.

## Eligibility Criteria

Applicants **must:**

- Have a documented significant intellectual and developmental disability
- Be at least 18 years of age
- Have graduated or completed high school (can provide a transcript indicating completion)
- Be capable of meeting personal needs without assistance
- Be able to self-administer any necessary medication
- Display appropriate behaviors
- Have the capability to participate in 50-to-90-minute classes
- Navigate the campus independently
- Have the desire to participate in a college program
- Have the desire to obtain and maintain competitive employment

## Application Process

1. Apply to the FAU ACI by completing this packet.
2. Mail completed application to the address below.

**FAU Academy for Community Inclusion  
College of Education  
Education/Classroom Building (EC 202)  
5353 Parkside Drive  
Jupiter, FL 33458**

3. Qualified applicants are invited for a student and family interview.
4. Applicants are notified by mail of acceptance to the program and will then need to submit a non-degree application to FAU.

## Florida Atlantic University Academy for Community Inclusion

### Application Checklist

1.	Completed Academy for Community Inclusion (ACI) Applicant Packet
2.	Copy of most recent Individual Education Plan (IEP)
3.	Copy of most recent psychological or academic evaluation
4.	High school transcript showing proof of graduation
5.	Recent photo/headshot of applicant
6.	Three (3) letters of recommendation: two (2) should be professional and one (1) personal
7.	Personal video statement (digital copy of the applicant's responses to questions on page 11 of this application)
8.	Signed applicant contract
9.	Signed Parent/Guardian/Caretaker memorandum of understanding
10.	Signed research consent form
11.	Signed photo/media release form

**Application Deadline: April 5<sup>th</sup> 2024**

Please send questions to [ACI@fau.edu](mailto:ACI@fau.edu)



Dear FAU Academy for Community Inclusion Applicant:

We are very excited to be able to offer this program to you as an option for a pathway to independence. The Academy will give you a chance to go to college with some college students who are your age, and some who might even be older. Florida Atlantic University (FAU) campuses are very diverse. That's one reason that it is the perfect place to begin your college career. As a student in the FAU Academy for Community Inclusion program, you are an FAU student first. You will have an OWL Card, take part in campus events, and go to student activities, football games, and concerts.

It is not all fun and games, however. ACI is a combination of college courses, work experiences, college life, as well as college campus activities. The program offers challenging courses that lead to certificates in *Supported Employment*, *Supported Community Access*, and *Supported Community Living*. The goal of each certificate program is to build self-determination skills into each course. By that, we mean that you will learn about your own strengths and about the things you have accomplished. You will better understand the way you handle challenges and the strategies that work best for you. The required certificate in *Supported Employment* will lead to work experiences, beginning on campus and then moving out into the nearby community and finally to a competitive job. The certificate in *Supported Community Access* will provide you with the skills to move about the community as independently as possible. You will learn how to travel using various modes of transportation, how to manage schedules, and how to be safe while you are traveling. The certificate in *Supported Community Living* will improve your independent living skills and help transition to a more independent lifestyle. You can work on one or all three of the certificates.

This is an important step for you. One that should be taken very seriously. As you fill out the application, think about how important it is to take the process very seriously and honestly. Read all the directions and complete the packet before you turn it in. We will interview finalist applicants as part of the process. I hope we will meet you face to face very soon.

Sincerely,

Faculty & Staff of FAU's Academy for Community Inclusion

### Applicant Information

Last Name	First Name/Middle Name		
Date of Birth	Gender	Applicant Email Address(s)	
Street Address			
City	State	Zip	
Home Phone	Applicant Cell Phone	Contact Cell Phone	
Preferred Campus	Boca	Jupiter	No Preference
How did you hear about our program?			

<b>I currently live....</b>			
With my Family/Parents/Caregivers	Group Home	Independently	Other
<b>I get around town...(check all that apply to you)</b>			
With my family	Using public transportation	By walking	By driving myself
Other			

<b>I identify as...</b>		
Male	Female	Other
<b>I identify as...</b>		
Hispanic	Non-Hispanic	
<b>I identify as...</b>		
Asian	American Indian	Black
White	Pacific Islander	

### Educational History

School Name	City, State	Years Attended

What were your favorite subjects in high school?
What subjects in high school were the most difficult for you?
How do you learn best (small groups, hands on, etc.)?

## Employment History

### Paid Employment

<b>Employer</b> Where did you work?	<b>Job Responsibilities</b> What did you do there?	<b>Dates</b> How long did you work there?

### Volunteer Experiences

<b>Volunteer Site</b> Where did you volunteer?	<b>Responsibilities</b> What did you do there?	<b>Dates</b> How long did you volunteer there?

If you could volunteer anywhere and do any job, what would it be?

What type of job do you hope to have in the future?

## Family Information

### Guardian #1

Last Name	First Name/Middle	
Relationship to Applicant		
Guardian Home Phone	Guardian Cell Phone	Guardian Business Phone
Are you employed outside the home?		May we contact you there if necessary?
Street Address		
City	State	Zip
Guardian email address(s)		

### Guardian #2

Last Name	First Name/Middle	
Relationship to Applicant		
Guardian Home Phone	Guardian Cell Phone	Guardian Business Phone
Are you employed outside the home?		May we contact you there if necessary?
Street Address		
City	State	Zip
Guardian email address(s)		

Sibling Name	Age	Phone



### Medical Information\*\*

Do you wear glasses?	Yes      No
Do you wear contacts?	Yes      No
Do you wear a hearing aid?	Yes      No
Do you have any physical limitations or disabilities that we need to be aware of for the program or for future employment?    Yes      No	If yes: Please explain.
Do you have any medical concerns that we should be aware of for this program?      Yes      No	If yes: Please list them.
Do you have any allergies?  Yes      No	If yes, list them and explain how you treat these allergies?
Do you currently require a personal care attendant?    Yes      No	If yes, list what the personal care attendant does and explain how you will manage independently on a college campus?
Do you take medications?    Yes      No	If yes, list them and indicate when (time of day) you take your meds.
Do you use physical supports? Yes      No	If yes, indicate which ones you use: <ul style="list-style-type: none"> <li>• Manual Wheelchair</li> <li>• Electric Wheelchair/Scooter</li> <li>• Walker/Cane</li> <li>• Handrails</li> <li>• Service Animal</li> </ul>

*\*\* If admitted, FAU ACI will request detailed information regarding medication, insurance, and emergency contacts.*

## **Required Documentation**

### **Documentation to verify eligibility:**

FAU Academy for Community Inclusion is a postsecondary education program for individuals with intellectual and developmental disabilities. Two (2) pieces of documentation are required to verify a potential student's eligibility for the program. The first is your **most recent Individualized Education Plan (IEP)**. Even if you graduated 10 years ago, an IEP from your time in high school is required. The second piece of documentation is **your most recent psychological, educational, and/or employment evaluation**. Some students have access to their High school files and can obtain the evaluation report from their school. Others may work with the Department of Vocational Rehabilitation (VR) and can access an employment evaluation from their case manager. Please include your IEP and most recent evaluation with this application packet.

### **Documentation to verify graduation:**

Students in ACI are required to provide evidence that they have graduated from high school. The type of diploma or certificate does not matter. A student may have a standard diploma, special diploma, or certificate of attendance. All students must provide **a copy of their diploma or certificate AND a copy of their transcript** to indicate they have completed high school. Please include your school transcript with the application packet.

### **Recommendation letters:**

You will need to ask three (3) different individuals to write a letter of recommendation to the Academy program for you. You may pick personal references, employers, teachers, or other people who know you and know what type of individual you are. Within the letter of recommendation, your reference should include the following information:

- Reference name and contact information
- Reference's relationship to the applicant
- Length of time reference has known the applicant
- The applicant's most positive traits or strengths
- Areas that could be developed or improved upon
- Any concerns the reference might have about the applicant in college
- Reasons why this applicant is or is not a good candidate for a postsecondary program.

Please include the letters of recommendation with this application packet. If the reference would prefer to mail their recommendation, they may send it to:

**FAU- Academy for Community Inclusion  
College of Education- Jupiter  
5353 Parkside Drive  
Jupiter, FL 33458**

**Personal Video Statement:**

Each applicant must submit a 3 to 5-minute digital video. Submit the video on a flash drive in the application envelope.

The personal statement video **must** include:

1. Your name
2. The reason you hope to participate in this program
3. What you hope to learn while at FAU
4. Your goals for the future
5. A description of your favorite social/recreational activity
6. Anything else that the applicant would like to share with the admissions committee

**Florida Atlantic University Academy for Community Inclusion**  
**Applicant Contract**

I, \_\_\_\_\_, understand that college students in the *FAU Academy for Community Inclusion (ACI)* must abide by the following terms and conditions:

- I will follow the FAU Student Code of Conduct.  
<https://www.fau.edu/studentconduct/Student%20Conduct%202012.pdf>
- I will follow all the rules established by FAU ACI.
- I understand that a goal of ACI is to prepare students for employment, and I will actively work with my job coach and other program staff to secure employment during and prior to completing the program and graduating.
- I will participate in volunteer and paid internships throughout the program.
- I will follow my course schedule and attend classes on time.
- I will be responsible and complete course assignments to the best of my ability and turn them in on time. If absent, I will make up assignments missed.
- I will call/text/email my instructor when I will be absent or late.
- I will join and participate in at least one (1) student organization each year.
- I understand that I am responsible for all tuition, fees, and related expenses.:
- I understand that I am responsible for transportation to and from FAU.
- I will attend scheduled meetings with my advisor and program staff.
- I will be an active participant and communicate any issues at our meetings.
- I will have a charged cell phone so I can communicate with program staff and they can communicate with me throughout my time on campus.
- I understand that the program does not provide meals, and I must financially plan for these meals when I am on campus.
- I understand that working in a competitive setting at least 20 hours per week for a 90-day period during my final semester is a requirement for graduation.
  
- I understand that the first semester is a probationary semester, and continuing in the program will depend on my work and effort throughout the semester.

I have read the above and understand that this program is voluntary, and I must agree to these terms for acceptance into FAU ACI.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## Florida Atlantic University Academy for Community Inclusion

### Parent/Guardian Memorandum of Understanding

The FAU Academy for Community Inclusion provides the following opportunities to students:

- Person-Centered Planning
- Academic Advising
- Peer & Faculty/Staff Mentoring
- Career Awareness and Development
- Financial Literacy Training
- Campus Inclusion and Membership
- Self-Determination and Independent Living Skills Enhancement
- Optional Summer Residential Experience

It is the goal to provide students with an authentic college experience. Therefore, the ACI **does not** provide the following:

- 24/7 supervision
- A one-on-one companion/helper while on campus
- Daily/Weekly reports regarding student progress
- Individualized, therapeutic behavioral supports
- Individualized, therapeutic mental health counseling

In addition, ACI is **not** responsible for the following:

- Students' personal belongings
- Personal finances and monies
- Diet on campus
- Student conduct
- Guaranteeing paid employment during or upon exiting the program

The program will expect a high level of family support regarding the mission, philosophy,

and goals of the Academy. As parent/guardian, you need to clearly understand the expectations and agree to the limitations of the program to provide direct teacher contact/supervision of the students enrolled. Some opportunities provided by the program may occur beyond the hours of a traditional college day/week and may occur off the FAU campus.

The program requirements of students include, but are not limited to:

- Students must be independently mobile around campus
- Student must arrange **ALL transportation** to and from school/work/FAU and Academy activities
- Student must be able to manage and adhere to all of his or her schedule
- Family/Student must provide own cell phone for use when on campus (must be activated, charged, and on)
- Student must be motivated and willing to participate in campus activities
- Family/Student responsible for **ALL fees** (e.g. tuition, books, supplies, meals, etc.).

FAU ACI offers a unique opportunity for selected students to grow, learn, and move into adult life in the most natural setting—a college campus. An individualized *Flight Plan* is used to design the course of study, life skills, recreation, personal wellness, and career development opportunities for each student. However, be aware that supports and services will only be available that sustain the program’s stated objective, which is to prepare students to transition into adult life as independently as possible. It must be recognized that the FAU ACI is a *non-degree* program. However, students will earn credits toward certificates recognized by the University as accomplishments **in their own rights**.

- I (we) understand that if \_\_\_\_\_ is accepted into the program that we will provide the necessary parental support and we are aware that s/he will not be

in the presence of the Academy staff most of the time during the school days.

- I (we) understand that as with any program provided in the community, there are risks associated, and I (we) are willing to accept those risks and do not hold FAU or their employees liable.
- I (we) understand that the first semester in the Academy, is a probationary semester, and continuing in the program will depend on individual work and effort throughout the semester.

Parent/Guardian/Caregiver Name:	Parent/Guardian/Caregiver Signature:	Date Signed:

**Florida Atlantic University Academy for Community Inclusion  
Research Consent**

The goals of the FAU ACI is to:

- Assist students to become lifelong learners connected to their community
- Assist students to increase their personal level of independence
- Assist students to prepare for competitive employment

It is important for future funding, that we document the success of the students during and upon exiting the program. Therefore, each student is being asked to agree to participate in various short-term and longitudinal studies. Information will be gathered, monitored, and documented during each student's time enrolled at FAU.

By signing this document, the applicant and s/he families acknowledge the fact that s/he will be part of an on-going research project and agrees that if they are selected for the program that they are willing to participate in the research both during enrollment at FAU as well as following graduation.

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent(s)/Guardian(s)/Caregiver(s)

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

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



**Florida Atlantic University Academy for Community Inclusion  
Photo/Media Release Form**

**AUTHORIZATION TO USE WRITTEN MATERIALS/PHOTOGRAPHS/VIDEOS**

Student Name \_\_\_\_\_

I hereby authorize FAU Academy for Community Inclusion (ACI) to use, reproduce, and/or publish all written and/or visual materials, including photographs and videos that may pertain to my son/daughter. I understand that this material may be used in various publications, publicity presentations, recruitment materials, and/or for other educational purposes. This material may also appear on the FAU website. I understand that once an image is posted on an FAU website, any computer user on or off campus may view the image. This authorization is continuous and may only be withdrawn by my specific rescission of the authorization.

\_\_\_\_\_ I DO authorize the use of written materials/photographs/videos.

\_\_\_\_\_ I DO NOT authorize the use of written materials/photographs/videos.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent(s)/Guardian(s)/Caregiver(s)

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

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

## **Prepare for the Academy for Community Inclusion (ACI) College Interview**

As you consider applying to the ACI program at Florida Atlantic University, here are some things for you to consider doing to be better prepared for the admissions interview:

- Visit FAU ACI Website & Facebook Page
- Think about Reasons Why you Want to Attend College
- Think about Your Strengths/Weaknesses
- Dress Appropriately

## **Recommended Prerequisite Skills for Success in the Academy for Community Inclusion**

Families often wonder what skills are needed in order to be successful in a college program. Here's a list of common skills that will help ensure student success in the Academy. If the potential student does not have these skills, families may want to work on these at home prior to applying to the Academy.

1. Can call and text someone other than immediate family
  - Student can call or text a friend, peer mentor, or ACI staff member with no assistance.
2. Can state what to do if lost on campus or in the community
  - Student can identify how to get help from others when lost on campus or in the community.
3. Can state e-mail address and check e-mail
  - Student can verbally state email address when asked. Student can independently check email address regularly.
4. Can engage in appropriate downtime activities in between classes
  - Student can entertain self appropriately and safely during unsupervised downtime on campus.
5. Can react appropriately to a fire alarm
  - Student can calmly and safely evacuate building during a fire alarm.
6. Can calm self
  - Student can self-soothe appropriately (and refrain from engaging in any verbal or physical outbursts) if frustrated/angry/sad when on campus.
7. Can cross street safely
  - Student can look both ways before crossing street and remain alert and engaged when on street and in parking lots.
8. Can communicate basic information about himself/herself (e.g., name, age, birthdate, etc.)
  - Student can state name, age, birthdate, and other basic information about self when asked by staff members.
9. Can respond to simple WH- questions

- Student can answer questions about where, when, who, and why when asked.
10. Can interact safely and appropriately in a public restroom
- Student can exhibit safe and appropriate behavior in the public restroom, observing urinal etiquette and other required social interactions.
11. Can keep personal items safe
- Student can monitor personal items, making sure to keep items with them at all times.