

Florida Atlantic University
Academy for Community Inclusion



Program Application Packet
2018-2019

Florida Atlantic University Academy for Community Inclusion

Program Overview

The FAU Academy for Community Inclusion is a comprehensive transition program for individuals with intellectual and developmental disabilities. Students will 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 is housed on the Jupiter Campus of Florida Atlantic University.

Eligibility Criteria

Applicants **must**...

- Have a documented intellectual and developmental disability
- Be at least 18 years old
- 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
- Have no behavior difficulties
- Have the capability to participate in 50 to 90 minute classes
- Navigate the campus independently
- Have the desire to participate in a college program.

Application Process

1. Apply to the FAU Academy for Community Inclusion by completing this packet.
2. When you have completed the Academy for Community Inclusion application delivery it to FAU Jupiter College of Education: EC Building room 202 or mail it using the address on page 3 of this application. Incomplete application will not be included in the applicant review process.
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 an application to FAU.

Florida Atlantic University Academy for Community Inclusion

Application Checklist

1.	Completed Academy for Community Inclusion 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 22 of this application)
8.	Signed applicant contract
9.	Signed Parent/Guardian/Caretaker memorandum of understanding
10.	Signed release of information form
11.	Signed photo/media release form
12.	Signed FERPA waiver

Send or deliver the COMPLETED Application Packet to:

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

*****Deadline for Fall, 2018 Applications is June 18th, 2018**

Please send questions to 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. FAU's MacArthur Campus is 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. Everything that anyone would do as a student at FAU.

It is not all fun and games, however. The Academy for Community Inclusion is a combination of college courses, work experiences, college life, as well as college campus activities. The program offers challenging courses that lead to certifications 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 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,

Dr. Michael P. Brady
Professor, Chair, & ACI Principal Investigator

Dr. Mary Louise Duffy
Professor & Project Coordinator

Applicant Information

Last Name	First Name/Middle Name		
Date of Birth		Gender	
Street Address			
City	State	Zip	
Home Phone	Applicant Cell Phone	Contact Cell Phone	
Applicant Email Address(s)			
How did you hear about our program?			

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

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

Employer Where did you work?	Job Responsibilities What did you do there?	Dates How long did you work there?

Volunteer Experiences

Volunteer Site Where did you volunteer?	Responsibilities What did you do there?	Dates 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"> • Manual wheelchair • Electric Wheelchair/scooter • Walker/Cane • Handrails

**** 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 pieces of documentation are required to verify a potential student's eligibility for the program. The first is your **most recent IEP**. Even if you graduated ten 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 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 the Academy 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 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
- 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* must abide by the following terms and conditions:

- I will follow the Florida Atlantic University Student Code of Conduct.
 - <https://www.fau.edu/studentconduct/Student%20Conduct%202012.pdf>
- I will follow my course schedule; attend classes, and complete course assignments to the best of my ability.
- I will join and participate in one student organization each year.
- I will call/text my instructor when I will be absent or late.
- 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 follow all the rules established by *FAU Academy for Community Inclusion*.
- 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 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 Academy for Community Inclusion*.

Applicant Signature

Date

Florida Atlantic University Academy for Community Inclusion Parent/Guardian Memorandum of Understanding

The FAU Academy for Community Inclusion is a postsecondary transition program. The Academy is designed for adults with intellectual and developmental disabilities who have completed high school and received a state issued diploma. The Academy is an eligibility program, and it follows the FAU Academy for Community Inclusion's procedures regarding acceptance, continuance and exiting of students. Those policies are located in the Academy's Student handbook. The Academy operates in an inclusive and integrated university setting. Students in the Academy are FAU students first, and Academy students second.

The Academy for Community Inclusion provides the following to students:

- Person Centered Planning
- Academic Advising
- Academic, Social, and Wellness Mentoring
- Career Awareness and Development
- Financial Literacy Training
- Campus Inclusion and Membership
- Self-Determination and Independent Living Skills Enhancement

It is the goal to provide students with an authentic college experience. Therefore, the Academy for Community Inclusion **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, The Academy for Community Inclusion **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(s)/guardian, you need to clearly understand the expectations and agree to the limitation 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
- Parent/student must provide own cell phone for use when on campus (must be activated and on)
- Student must be motivated and willing to participate in campus activities
- Student/family responsible for **ALL fees** (e.g. tuition, books, supplies, meals, etc.).

The FAU Academy Inclusion 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 support 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 Academy for Community Inclusion 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. There are risks associated
- I (we) understand that any program provided totally in the community, 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 goal of The FAU Academy for Community Inclusion 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 work

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 a longitudinal studies. Information will be gathered, monitored, and documented during each student's time enrolled at FAU.

By signing this document, the applicants and their 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.

Student Signature_____Date:_____

Parent(s)/Guardian(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 to use, reproduce, and/or publish all written and/or visual materials, including photographs and video that may pertain to my son/daughter. I understand that this material may be used in various publications, publicity presentations, recruitment materials, or for other educational purposes. This material may also appear on the Florida Atlantic University 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's Signature: _____ Date: _____

Parent(s)/Guardian(s)

Signature(s): _____ Date: _____

_____ Date: _____

Please place the completed application, all the required documentation elements, and three recommendation letters in a mailing envelope and either mail the complete application to:

FAU- Academy for Community Inclusion

College of Education- Jupiter

5353 Parkside Drive

Jupiter, FL 33458

Or hand deliver to:

College of Education Reception Area

Education Classroom Building (EC) room 202

FAU Jupiter campus

5353 Parkside Drive

Jupiter, FL 33458