

Ability Connection

Document of Understanding for Protégés

Ability Connection is a volunteer-based organization which provides advocacy, mentoring, networking opportunities and job placement services to people with disabilities who are entering the Information Technology field. This Document of Understanding serves as an Agreement between Ability Connection, the Division of Vocational Rehabilitation (DVR), and the “Protégé” (DVR consumer) to establish expectations for protégé participation in this program.

Ability Connection Responsibilities

- Assign a mentor from one of our BAC companies, to give insight into the business world and feedback on school/career expectations and objectives -- assignment will be made within a reasonable period once the Protégé is accepted into the program
- Address mentor issues that are brought to our attention and/or find a replacement if needed
- Conduct monthly mentor/protégé meetings and Forums to facilitate learning and interaction among a broader group of mentors, protégés and DVR counselors
- Make regular updates to the www.abilityconnection.org site to communicate program details, contact information, meeting/event dates, and other protégé/mentor/DVR information
- Support protégé efforts to look for internships, part-time and/or full-time position in I/T field

Protégé Responsibilities

- Take ownership for your academic learning and career development, and stay enrolled in an accredited program with demonstrated progress toward a degree in an I/T field
- Maintain monthly contact with your DVR Counselor and the Ability Connection Coordinator
- Make the initial contact and initiate a regular and monthly dialogue with your Ability Connection mentor -- expectation is that you spend 2-3 hours each month with your mentor
- Attend all monthly protégé/mentor meetings and the Spring/Fall Forums that are hosted by Ability Connection
- Submit a monthly status report to document discussions you've had with your mentor, progress toward an I/T academic degree, and employment contacts/opportunities – report due to the Ability Connection Coordinator by the 15th of each month
- Develop and maintain a resume that describes your job and career goals, educational background and status, and recent work experience
- Demonstrate a willingness to learn and be receptive to coaching and constructive feedback from your mentor and others in the program

Any protégé with unexcused absences from two or more consecutive mentor/protégé meetings and Forums, or with a pattern of repeated absences, will be subject to removal from the program. The protégé must give prior notification to the Ability Connection Coordinator if you can't attend and must make arrangements to get meeting materials and/or schedule a make-up opportunity if available.

DVR Counselor Responsibilities

- Stay up-to-date on Ability Connection -- through interaction with the program Coordinator and DVR liaison, use of the Ability Connection web site, and participation at the Spring/Fall Forums and monthly mentor/protégé meetings
- Help the protégé get prepared for their Ability Connection interviews -- by directing them to the Ability Connection web site, sharing information in the AC program binder (in each DVR office), coaching on proper interview attire, and verifying that their resume is up-to-date
- Maintain a regular dialogue with the protégé and Ability Connection Coordinator to monitor and assess their attendance and progress in the program – consult with the Coordinator or DVR program liaison if there are protégé or other Ability Connection program issues

This document is in force as long as the protégé is an active member of Ability Connection. Your active participation is vital to your success in Ability Connection!

Protégé Contact Information

Name: _____

Address: _____

Phone: _____

e-Mail: _____

Signatures

Protégé

Ability Connection Coordinator

DVR Counselor

Date

Date

Date