

ADDITIONAL INFORMATION

Sarah Helm, DCO Coordinator

100 Dunford Hall
Knoxville, Tennessee 37996

865-974-6860 • shelm1@utk.edu

<http://career.utk.edu/dco/>

The University of Tennessee does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in provision of educational programs and services or employment opportunities and benefits. This policy extends to both employment by and admission to the University. The University does not discriminate on the basis of race, sex, or disability in its education programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964. Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination and Employment Act (ADEA) or any of the other above referenced policies should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone (865) 974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the UT Office of Human Resources, 600 Henley Street, Knoxville, TN 37996-4125. The University of Tennessee, in its efforts to ensure a welcoming environment for all persons, does not discriminate on the basis of sexual orientation in its campus-based programs, services, and activities. Inquiries and complaints should be directed to the Office of Equity and Diversity, E01-0445-007-07 • A project of the Disability Careers Office with the assistance of UT Creative Services; 107 Communications Bldg.: Knoxville, TN 37996; (865) 974-2225. Revisions: job 7525.

RELATED ONLINE RESOURCES

www.career.utk.edu	UT Career Services
ods.utk.edu	UT Office of Disability Services (ODS)
www.state.tn.us/humanserv/rehab/vrs.htm	Tennessee Vocational Rehabilitation Services
www.cosdonline.org	Career Opportunities for Students with Disabilities (COSD)
www.edc.tennessee.edu	Center on Disability and Employment
www.ada.gov	Americans with Disabilities Act
janweb.fcdi.wvu.edu	Job Accommodation Network
www.washington.edu/dot	Disabilities, Opportunities, Internetworking, and Technology (DO-IT)
www.dol.gov/odep/welcome.html	Office of Disability Employment Policy (ODEP)

DISABILITY CAREERS OFFICE—WORKING TOGETHER FOR YOUR SUCCESS

WHEN SHOULD I VISIT THE DCO?

Now! Career development and preparation is a process that you should begin during your first year on campus. We strongly encourage you to start discovering UT resources, including Career Services, the Student Success Center, and the advising center of your college, as early as possible. It is important to start getting involved in campus activities and/or in the community early in your college career. You will want to begin considering opportunities for work-based experiences that will supplement your classroom instruction and prepare you for your future career. The DCO can assist you in learning how to be a self-advocate and to articulate your disability to faculty, staff, and future employers.

DO I NEED TO SCHEDULE AN APPOINTMENT?

Yes. Contact the DCO Coordinator at (865) 974-6860 or dco@utk.edu to schedule an appointment. You may also schedule an appointment with the DCO Coordinator through UT Career Services at 865-974-5435 or the Office of Disability Services at 865-974-6087 v/t. Please visit the DCO Web site at <http://career.utk.edu/dco> for more information.



CAREER PLANNING

for college students and alumni with disabilities

Working together for *your* success



THE UNIVERSITY of
TENNESSEE **UT**
KNOXVILLE

The DCO coordinator works with students with all types of disabilities including:

- LEARNING DISABILITIES**
(including AD/HD and TBI)
- PSYCHOLOGICAL DISABILITIES**
- MOBILITY DISABILITIES**
- HEARING DISABILITIES**
- VISUAL DISABILITIES**
- CHRONIC DISABILITIES**

“During my appointment, information regarding disclosing a disability was thoroughly explained and was helpful in making a decision about whether or not I was going to disclose my disability to potential employers.”

— UT Student



“The DCO coordinator was very interested in my situation and gave great advice.”

— UT Student

“I never thought that my disability ever affected what I could do in life.”



Career Services
Disability Careers Office
100 Dunford Hall
Knoxville, TN 37996-4010

CAREER DEVELOPMENT AND MAJOR EXPLORATION

How Do I...?

CHOOSE MY MAJOR

- Schedule an appointment with the DCO coordinator to explore your options and interests.
- Take an assessment to learn more about your interests and personality.
- Enroll in the course, "Exploring Majors and Careers."

KNOW WHAT TO DO WITH MY MAJOR

- Check out major and occupational information in the Career Services Office located in 100 Dunford Hall.
- Visit the Career Services Web site at <http://career.utk.edu>.
- Look up your major on "What Can I Do With This Major?" located on the Career Services Web site.

GAIN EXPERIENCE

- Visit part-time job listings in Career Services and on the Web site.
- Attend the part-time job fair held every fall and the internship fair held in spring.
- Meet with your Career Services college consultant to explore opportunities.
- Register in the Career Services Web resume database.
- Gain relevant experience through internships, part-time jobs, or volunteer positions.

ENHANCE MY CAREER

- Visit the Disability Careers Office and Career Services early and often.
- Conduct informational interviews with professionals in careers of interest.
- Arrange job shadowing experiences through programs such as Disability Mentoring Day to get exposure to career fields.
- Use your elective courses to earn a minor or concentration.
- Get involved in student organizations and seek leadership roles.
- Develop strong communication skills.
- Build a strong network of contacts in your field.

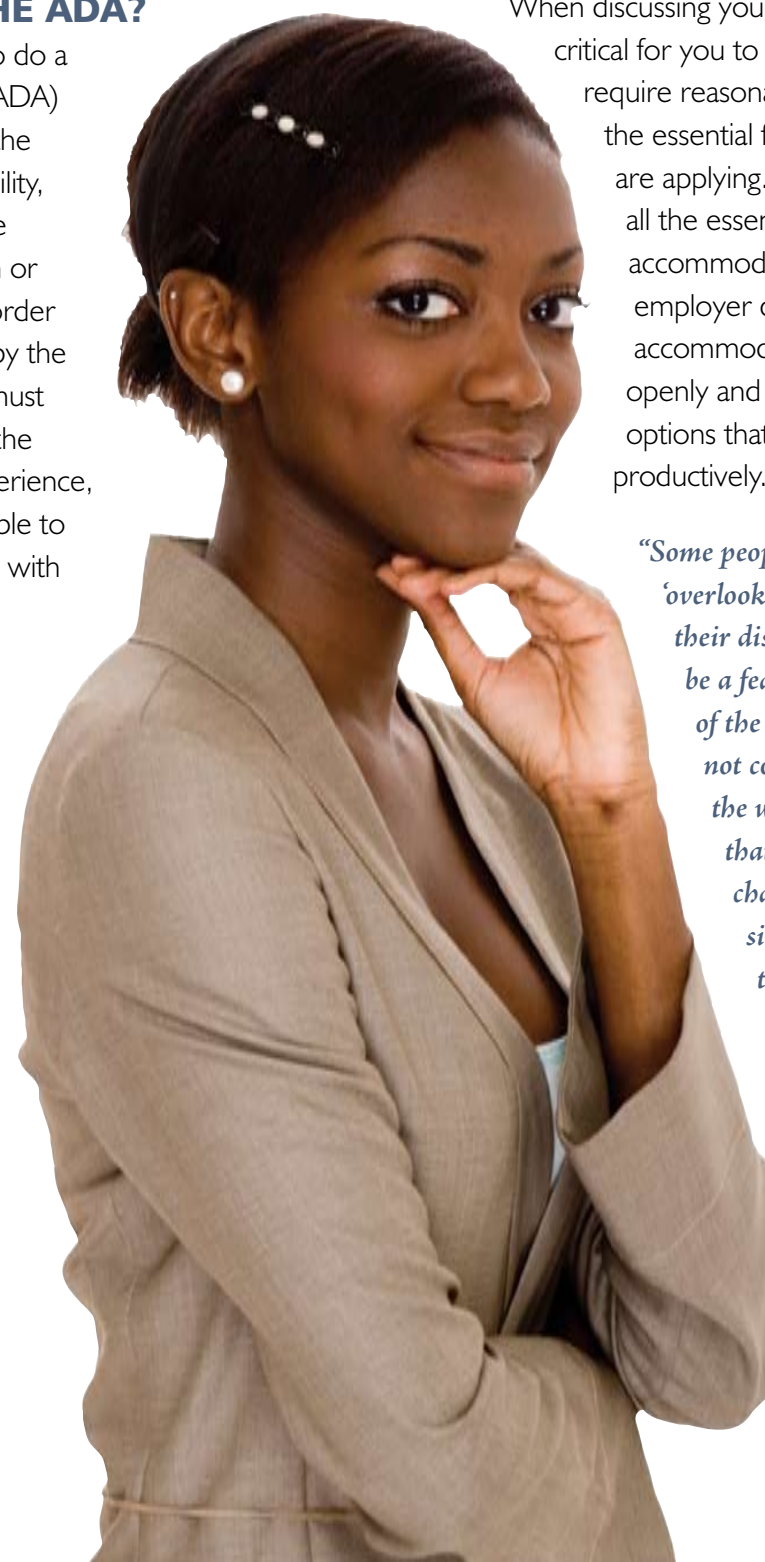
AMERICANS WITH DISABILITIES ACT OF 1990

ARE YOU PROTECTED BY THE ADA?

If you have a disability and are qualified to do a job, the Americans with Disabilities Act (ADA) protects you from job discrimination on the basis of your disability. If you have a disability, you must also be qualified to perform the essential functions or duties of a job, with or without reasonable accommodation, in order to be protected from job discrimination by the ADA. This means two things. First, you must satisfy the employer's requirements for the job, such as education, employment experience, skills, or licenses. Second, you must be able to perform the essential functions of the job with or without reasonable accommodation.

FOR MORE SPECIFIC INFORMATION

about ADA requirements affecting employment, contact
Equal Employment Opportunity Commission
P.O. Box 7033
Lawrence, Kansas 66044
VOICE 800-669-4000
TDD 800-669-6820
WEB www.eeoc.gov



DISABILITY DISCLOSURE

When discussing your disability with an employer, it is critical for you to consider whether or not you will require reasonable accommodation(s) to complete the essential functions of the position for which you are applying. If you will be unable to complete all the essential functions without reasonable accommodation(s), it is important that you tell the employer directly. If you will require reasonable accommodation(s) you should also state this openly and be prepared to suggest possible options that will allow you to do the job safely and productively.

"Some people with disabilities choose to be 'overlooked' because they do not want to declare their disability. The reasons behind this may be a fear of being stigmatized with the 'rest' of the people with disabilities. Some just are not comfortable sharing their disability in the workplace. The destructive side to this is that a person with a disability may miss the chance to thrive in the work environment simply because he or she hasn't asked for the right accommodation."

— Nancy Starnes,
National Organization on Disability

"Look at the abilities first and factor in what needs to be accommodated by the disability second."

— Deidre A. Davis, director
ADA Services, Wal-Mart

WHAT ARE EMPLOYERS SAYING?

"After hiring the first employee with a disability in his department, SunTrust's manager found that employee morale and productivity had increased and there was a noticeable decrease in turnover."

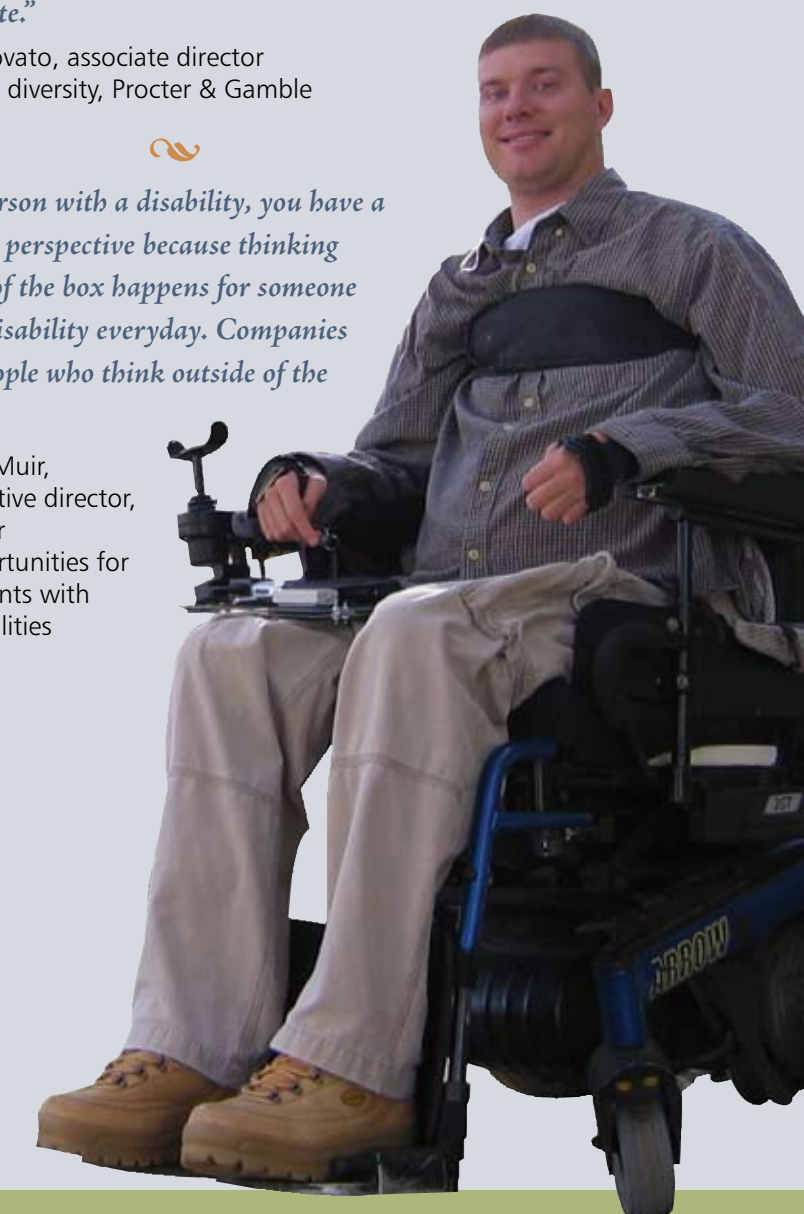
— Katherine O. McCary, SunTrust Bank, Mid-Atlantic

"Recruiters will check a college's disability office. There's a channel team that specifically focuses on target groups, one of them is people with disabilities. There may be some accommodations we need to make to help people with disabilities perform more effectively. The company focuses on an employee's talent and how that person can contribute."

— Joe Lovato, associate director
of global diversity, Procter & Gamble

"As a person with a disability, you have a different perspective because thinking outside of the box happens for someone with a disability everyday. Companies want people who think outside of the box."

— Alan Muir,
executive director,
Career
Opportunities for
Students with
Disabilities



INTERNSHIP AND EMPLOYMENT RESOURCES FOR COLLEGE STUDENTS WITH DISABILITIES



DISABILITY MENTORING DAY

www.dmd-aapd.org

Students with disabilities (mentees) are matched with workplace mentors according to expressed career interests. Mentees experience a typical day on the job and learn how to prepare to enter the world of work.

Employers gain an increased awareness that people with disabilities represent an overlooked talent pool.

Disability Mentoring Day is a partnership between the U.S. Department of Labor's Office of Disability Employment Policy (ODEP) and the American Association of People with Disabilities (AAPD). Disability Mentoring Day takes place each year in October.

THE WORKFORCE RECRUITMENT PROGRAM

www.dol.gov/odep/programs/workforc.htm

Coordinated by the Office of Disability Employment Policy and the U.S. Department of Defense, the Workforce Recruitment Program (WRP) aims to provide summer work experience, and in some cases full-time employment, for college students with disabilities. The WRP takes place in early spring semester.

THE WASHINGTON CENTER FOR INTERNSHIPS AND ACADEMIC SEMINARS, SCHOLARSHIP PROGRAM FOR COLLEGE STUDENTS WITH DISABILITIES

www.twc.edu/disability_about.shtml

The Washington Center for Internships and Academic Seminars (TWC) is an educational nonprofit organization providing selected students challenging opportunities to work and learn in Washington, D.C., for academic credit.

Through a partnership with the U.S. Department of Labor's Office of Disability Employment Policy, the Washington Center is able to provide a total of 50 competitive scholarship awards in the amount of \$8,500 for students with disabilities interested in working in the executive, legislative, or judicial branch of the federal government during the fall and spring semesters (no scholarships available in the summer).

COSD CAREER GATEWAY

www.cosdonline.org

Career Gateway is the only nationwide career site that focuses on college students with disabilities. Students from any school anywhere in the country can post their resumes and browse jobs posted by large employers representing many industries. These employers are specifically seeking qualified college students with disabilities like you. Go to www.cosdonline.org and click on the "Student Entrance" button at the bottom of the page to register today.

ENTRY POINT!/ACCESS

ehrweb.aaas.org/entrypoint

EMERGING LEADERS

www.emerging-leaders.com

MICROSOFT-AAPD FEDERAL I.T. INTERNSHIP PROGRAM

www.aapd-dc.org

MITSUBISHI ELECTRIC AMERICA FOUNDATION AAPD CONGRESSIONAL INTERNSHIP PROGRAM

www.aapd-dc.org