



COUNCIL *for* OPPORTUNITY *in* EDUCATION

Career Opportunities Initiative (COI) Talent Sourcing Partnership Agreement

The Council for Opportunity in Education (COE) and the _____ [SSS/McNair] project(s) at _____ [SCHOOL NAME] agree to be Career Opportunities Initiative (COI) Talent Sourcing Partners and to work collaboratively to increase TRIO Student Support Services (SSS) and McNair Postbaccalaureate Achievement (McNair) students' participation in paid internship, leadership development, and other employment opportunities and to connect employers to TRIO Talent. This Partnership Agreement outlines the COI and the roles and responsibilities of the parties herein. This agreement will be in effect from the last date countersigned below through December 31, 2024 with the possibility of renewal annually thereafter.

I. PROGRAM OVERVIEW

The goal of the Career Opportunities Initiative (COI) is to connect TRIO SSS and McNair students to and prepare them for paid internship, leadership development, and other employment opportunities with COE Partner Employers. TRIO SSS and McNair Talent Sourcing Partners will receive information about internships and other employment opportunities. Students from partner project will be eligible for COI programs and services, including targeted, intentional coaching from Career Development Mentors trained to provide supportive accountability and opportunities for supplemental skill development.

The COI TRIO Career Development Program is a 9-12-month virtual program beginning in April 2023 for students interested in competing for internships or leadership development programs (LDP) that will take place in Summer 2024. Participants will take career readiness assessments and work with a Career Development Mentor to create an Individualized Career Development Plan. Participants will complete self-paced skill-development modules in spring/summer 2023 aimed at preparing them to apply for internships or LDP's in Fall 2023. In the fall, they will receive ongoing coaching support from their mentor throughout the application and interviewing process. Students selected for summer 2024 employment will have the opportunity to receive ongoing coaching and complete modules in Spring 2024 focused on maximizing the internship/LDP experience. The Career Development Mentor will continue to work with students throughout the internship or LDP experience.

II. PARTNER DELIVERABLES

A. Council for Opportunity in Education

- COE will provide outreach materials and information about the value of paid internships and about the Career Opportunities Initiative programs and services, including information about careers, career development, and labor market trends, and opportunities for supplemental skill development.
- COE will host informational webinars and periodic meetings (virtual and in-person) with partners to discuss students' progress and program implementation.

- COE will provide a 9-12-month TRIO Career Development Program for students interested in Summer 2024 internships or leadership development programs. The program will provide opportunities to explore career fields and meet employers and for virtual, self-paced assessment and preparation for paid internship, leadership development, and other employment opportunities.
- COI will match students with a Career Development Mentor who is trained to deliver supportive accountability and provide targeted, intentional coaching using goal-focused tools.
- COE will endorse students who successfully meet Career Development Program Benchmarks.
- COE will connect students to internships and other employment opportunities with COE Partner Employers.
- COE will provide a technology platform to facilitate student/mentor and COI/Talent Sourcing Partner engagement, for assessment and skill development, employer engagement and talent recruitment, and data collection and impact assessment.
- COE will conduct an evaluation of the COI and its impact on TRIO student participation in paid internships and Leadership Development Programs (LDP) and their future employment outcomes.

B. Talent Sourcing Partners

- Disseminate COE provided information to students about the value of paid internships, the positive impact intentional career coaching has on career outcomes, and the Career Opportunities Initiative.
- Identify students who are interested in/would benefit from participating in a paid internship in Summer 2024. (Note: many internships require students to be rising juniors or seniors when they start the internship.)
- Identify students who are graduating by June 2024 or will have recently graduated and are interested in/would benefit from participating in a full-year or multi-year employer-sponsored Leadership Development Program (LDP).
- Refer eligible students to the COI Summer 2024 Internship/LDP Prep Program and assist with application completion.
 - Eligibility: In good standing with their TRIO Program (SSS or McNair). For internships, at least a 2.5 GPA and on track to have completed 60-90 credits by June 2024 and for LDP's, 3.0+ GPA and will have completed a bachelor's degree by June 2024 in a field of study related to LDP of interest. Willingness to commit to program expectations. (See Attachment A).
- Identify one or more project staff to be the point of contact with the COI staff and mentors regarding participating students from that TRIO project. COI staff and mentors will communicate regularly with staff contacts regarding students' progress. Project staff contacts and COI staff will work collaboratively to advance student's success.
 - Note: COE and Career Development Mentors may engage project designated staff points of contact if student participants do not conform to program expectations. (See Attachment A.)
- Participate in the evaluation and provide academic progress data on students participating in the COI Summer 2024 Prep Program as requested.
- Provide feedback for program improvement throughout.
- Recommend local employers to be COE Partner Employers.

Attachment A: Expectations for TRIO Career Development Program Participants

- Students will apply through the MentorPro platform beginning April 1, 2023. Application materials will include an application form, transcript (unofficial accepted), resume, and statement of interest (i.e., career goals and how participation in the Career Opportunities Initiative and a paid internship or leadership development program will advance these goals).
- Program admission will be rolling with a final application deadline of June 1, 2023.
- The MentorPro platform will be used to facilitate student/mentor engagement and for assessment and skill development. COI participants will receive login information and will be expected to create a MentorPro account within two weeks of receiving the login information.
- Participants will respond to and engage with COI staff and coaches/mentors on a regular basis, to include monthly virtual meetings with their Career Development Mentor.
- Participants will complete assessments and work with Career Development Mentor to develop an Individualized Career Development Plan (ICDP).
- Participants will take and complete recommended career and skill development modules by the specified deadlines.