

# APPLICATION CRITERIA

- ◆ An intellectual or other developmental disability
- ◆ Graduated high school
- ◆ Ages 18 – 24 years
- ◆ Client of Vocational Rehabilitation (V.R.) or willingness to be referred to V.R.
- ◆ Completion of career interest inventory and/or previously identified CTE area of interest
- ◆ Able to independently perform classroom tasks, access transportation, provide self-care, and demonstrate appropriate behaviors
- ◆ Interview with RMECTC counselor, instructor of CTE program and Project TOPS Director

Referral to the program can be initiated by a student (who is willing to self-disclose a disability and requests additional supports), a parent, counselor, teacher, Transition Specialist and/or V.R. Consultant.


**NOTE:** Project TOPS is at **full capacity** now. If you are interested in learning more, please contact Dr. Vivian Vieta to schedule an appointment: [vieta@dadeschools.net](mailto:vieta@dadeschools.net)

# WHAT PROJECT TOPS PROVIDES

Project TOPS provides students with intellectual and developmental disabilities the supports needed for success by earning at least one Occupational Completion Point (OCP) and/or passing an Industry Certification Exam (ICE). The students are required to have identified an interest in a career technical education (CTE) program.

## STUDENTS WILL BE ENROLLED IN A FULLY INCLUSIVE CAREER TECHNICAL EDUCATION (CTE) COURSE

- ◆ Student case management support and access to specialized facilitators and accommodations through a Section 504 Plan.
- ◆ Ongoing professional development for faculty and staff in strategies and Universal Design for Learning (UDL).
- ◆ Direct supports and accommodations for the programs of 3D Animation Technology, Commercial Art Technology and Baking and Pastry Arts including: development of study guides, communication, time management, organizational skills and integration of instructional technology.
- ◆ Facilitators available after school who are certified and experienced teachers of special education and/or CTE.
- ◆ Ongoing communication with students, parents and support providers.
- ◆ Collaboration with potential employers, V. R. Consultant and other agencies.
- ◆ Integration between hard skills (CTE) and soft skills (professionalism, job readiness, self-determination and self-advocacy) instruction.
- ◆ Access to unpaid and paid internships and campus work experiences.
- ◆ Development of traditional and mobile resumes, business cards, cover letters, and career portfolios.

 TOPS logo was designed by a team of three students enrolled in Commercial Art Technology. It represents the students' individual ideas of seeking growth and climbing towards success by developing graphic design skills and reaching their goal of becoming professionals.

# PROJECT TOPS



# ABOUT PROJECT TOPS

Project TOPS began as a collaborative partnership with the Florida Developmental Disabilities Council, Inc. (FDDC), Miami-Dade County Public Schools (MDCPS) Office of School Operations and Adult Education and Robert Morgan Educational Center & Technical College (RMECTC).

The mission of Project TOPS is to address the unique abilities of students with developmental and intellectual disabilities enrolled in an inclusive postsecondary Career Technical Education (CTE) program.

TOPS has been approved and receives funds as a Florida Postsecondary Comprehensive Transition Program by the Florida Center for Students with Unique Abilities (FCSUA) at the University of Central Florida (UCF).

Project TOPS is at **FULL CAPACITY** now.  
**2020-2021**

“Developing skills that will lead to meaningful employment and celebrating individuality is the ultimate **TOPS!**”

# CTE PROGRAMS AND SUPPORT

The **Project TOPS Team** provides supports to students through direct in-class instruction and after school sessions.

During 2019-2020, students registered in only the CTE programs listed below may be eligible for services, based on available class enrollment:

**CONSIDER THE CTE PROGRAM REQUIREMENTS AND FACTS, DO SOME RESEARCH AND SCHEDULE AN APPOINTMENT TO VISIT THE PROGRAM BEFORE DECIDING IF THE PROGRAM IS APPROPRIATE FOR YOU.**

## COMMERCIAL ART TECHNOLOGY

**PROGRAMS:** Adobe Photoshop, Illustrator, InDesign

**GOAL:** Advertising of graphic designs for the promotion of services, products and ideas.

## 3D ANIMATION TECHNOLOGY

**PROGRAMS:** Adobe Photoshop, Animate, Flash, Sculpttris, Maya

**GOAL:** Create characters and environments for entertainment purposes.

### AVAILABLE RESEARCH FOR 3D ANIMATION TECHNOLOGY AT:

<https://www.bls.gov/ooh/arts-and-design/graphic-designers.htm>

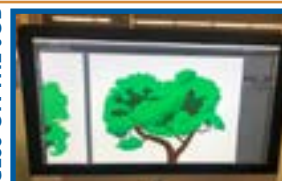
<http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/2019-20-frameworks/arts-a-v-technology-communication.shtml>

Select Career Certificate Program, then select: **Commercial Art Technology (I480203)** (RTF)

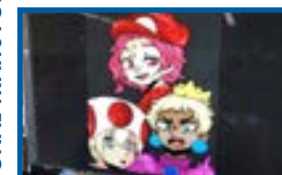
SOFT SKILLS NEEDED FOR BOTH PROGRAMS

1. Complete paper and pencil/traditional drawings.
2. Think creatively on a wide range of topics, not only what is of high interest.
3. Learn independently from textbooks, online textbooks, video tutorials and technology-based study guides.
4. Have the necessary academic skills of reading, writing notes and math.
5. Work independently and as part of a team.
6. Maintain focus while on the computer (no off-topic Internet surfing).
7. Able to receive instructions and constructive criticism.
8. Participate in multi-step projects (short and long term).
9. Participate in unpaid projects or internships, if available.
10. Develop comprehensive career portfolio with samples and guidance.
11. Request assistance or accommodations as needed and accept the supports provided.
12. Able to manage time effectively and meet deadlines.
13. Maintain consistent attendance and punctuality.

PERSONAL TRAITS FOR SUCCESS ON THE JOB



COMMERCIAL ART TECHNOLOGY



3D ANIMATION TECHNOLOGY

### AVAILABLE RESEARCH FOR 3D ANIMATION TECHNOLOGY AT:

<https://www.bls.gov/ooh/arts-and-design/multimedia-artists-and-animators.htm>

<http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/2019-20-frameworks/arts-a-v-technology-communication.shtml>

Select Career Certificate Program, then select: **3D Animation Technology (I480200)** (RTF)

## BAKING AND PASTRY ARTS

1. Work in a commercial bakery setting.
2. Bake from scratch and sell all products on site at Giorgio's Café.
3. Have the necessary academic skills of math (adding, subtracting, multiplying/dividing), reading and writing notes and measuring.
4. Follow multi-step oral and written instructions independently.
5. Work independently and as part of a team.
6. Able to receive instructions and constructive criticism.
7. Able to tolerate loud noises, stand all day, multi-task, and work in a fast-paced environment.
8. Request assistance or accommodations as needed and accept the supports provided.
9. Be responsible for studying and reviewing information at home on a daily basis.



BAKING AND PASTRY ARTS

### AVAILABLE RESEARCH FOR BAKING AND PASTRY ARTS AT:

<https://www.bls.gov/ooh/production/bakers.htm>

<http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/2019-20-frameworks/hospitality-tourism.shtml>

Select Career Certificate Program, then select: **Baking and Pastry Arts (N100600)**

## WHO SUPPORTS PROJECT TOPS



FDDC, Inc. is a non-profit organization sponsored by the United States Department of Health and Human Services, Administration on Intellectual and Developmental Disabilities. The Council's mission is "to advocate and promote meaningful participation in all aspects of life for Floridians with developmental disabilities." <https://www.fddc.org/>

### Florida Center for Students with **UNIQUE ABILITIES**

FCSUA provides support to students, families, and institutions of higher education so that students with intellectual disabilities have opportunities for on-campus college experiences that lead to employment opportunities. Students participating in TOPS may be eligible to receive an annual scholarship to cover tuition costs. Learn more at <https://fcsua.org/>



To learn more about the program, please schedule an appointment via email:

**Dr. Vivian C. Vieta, Program Director** | [vvieta@dadeschools.net](mailto:vvieta@dadeschools.net)

Robert Morgan Educational Center & Technical College

18180 SW 122<sup>nd</sup> Avenue

Miami, Florida 33177 | 305-253-9920

<https://www.robertmorgantech.net/>