

**FUNCTIONAL TRAINING OPPORTUNITY (FTO)
FOR UC SAN DIEGO UNDERGRADUATES**
FAQs Updated 9/15/17

What is the Functional Training Opportunity? This opportunity was developed in order to assist non-resident (domestic and international) undergraduate students with assimilation and integration into the U.S., California, San Diego and the UC San Diego campus community. For students, having a sense of belonging, especially new students from differing backgrounds, is an essential component to academic success and wellbeing. Belonging and engagement contributes to student retention and increases student satisfaction with the undergraduate experience. The Functional Training Opportunity (FTO) was created so that the university can provide eligible students a supportive network of staff, fellow students and faculty that will contribute to the academic and post-graduation success of these students. The program also allows these undergraduate students to develop time management skills, build experience for their resume and reduce the need for student loans. In addition, part-time employment is consistently rated a high value source of career-related experience.

How does the Functional Training Opportunity work? Students may work in any existing or newly created on-campus job where skill and qualifications align. Eligible FTO students will receive a letter of employment authorization from the Office of the Vice Chancellor Student Affairs - Student Retention & Success unit. Students will present the letter to the hiring department. Departments that hire a FTO student will receive a 50 percent reimbursement for wages.

Who is eligible? The campus has identified and begun the process of notifying all eligible students. Students intending to utilize the FTO must also meet all other federal employment requirements and attend a mandatory employment overview session scheduled on **9/24/17 from 3-4pm in Peterson Hall 108**. Students utilizing FTO must also maintain good academic standing, cumulative grade point average at 2.0 or above, while employed. Eligible students will search for jobs using the [Port Triton](#) online tool provided by the Career Center. Students in the program may lose their eligibility due to a revised residency status or ineligibility to work in the US according to federal work authorization policies. The FTO program is meant to be additive to a department's staffing. The Student Retention & Success (SRS) business office will facilitate reimbursement to the hiring departments. For more information, contact Ken Tomory at FTOemploy@ucsd.edu.

How much can FTO students earn from my department? Earnings cannot exceed \$10,000 per year – maximum 2 year FTO utilization. The actual amount students earn per year will depend on the number of hours worked per week and the hourly wage for that specific position. While students cannot exceed \$10,000 per year in earnings or 20 hours per week, it is recommended that each student consult with their college academic advisor to balance academic responsibilities, involvement in campus activities and workhours so they can successfully manage their responsibilities as undergraduate students at UC San Diego.

A small number of students may be approved for both Federal Work Study (FWS) and (FTO). These student cases will be reviewed by the Office of Financial Aid and Scholarships to determine ideal payroll setup. Information will be communicated to hiring department through the Student Retention & Success business office.

How does communication work between FTO students and departments? A dedicated listserv has been established to communicate specific information to FTO eligible students including key dates and deadlines, resources for resume writing and interviewing, and where to search for available jobs. An FTO email address – FTOinfo@ucsd.edu – has been set-up to receive inquiries from students. An additional email address has been established for faculty and staff questions about the program – FTOemploy@ucsd.edu

How will UC San Diego assess the program's success? Student Affairs will conduct an assessment of the FTO through both student and employer surveys.



September 24, 2017

SUBJECT: Functional Training Opportunity

<First Name><Last Name>

<PID>

Dear Hiring Department,

The student above is participating in the Functional Training Opportunity (FTO) and has been verified eligible for on-campus employment. FTO was developed to assist non-resident (domestic and international) undergraduate students with assimilation and integration into the U.S., California, San Diego and the UC San Diego campus community.

FTO Students may work in any existing or newly created on-campus job where skill and qualifications align. Departments that hire a FTO student will receive a 50 percent reimbursement for wages. This letter serves as authorization from the Office of the Vice Chancellor Student Affairs - Student Retention & Success unit.

Please confirm their employment at <https://sa-web.ucsd.edu/forms/srs/fto>

This site will be available on September 29. Once confirmed, you will receive an index number to charge 50 percent of their wages. Please send any questions to FTOemploy@ucsd.edu

Thank you for participating in the Functional Training Opportunity.

Sincerely,

Office of the Vice Chancellor of Student Affairs—Student Retention and Success Unit