

Employee Handbook

Trinity Inclusive Internship Programme - Summer 2024

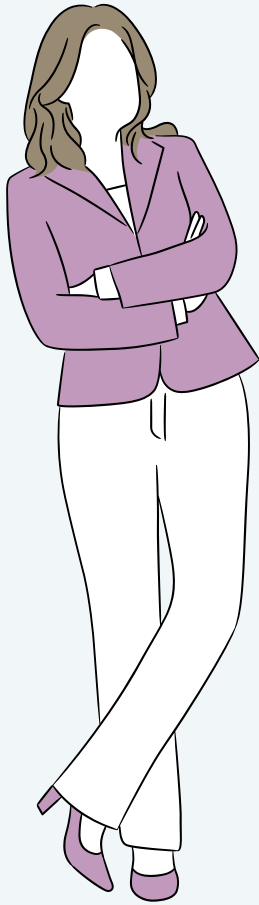


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Welcome Message



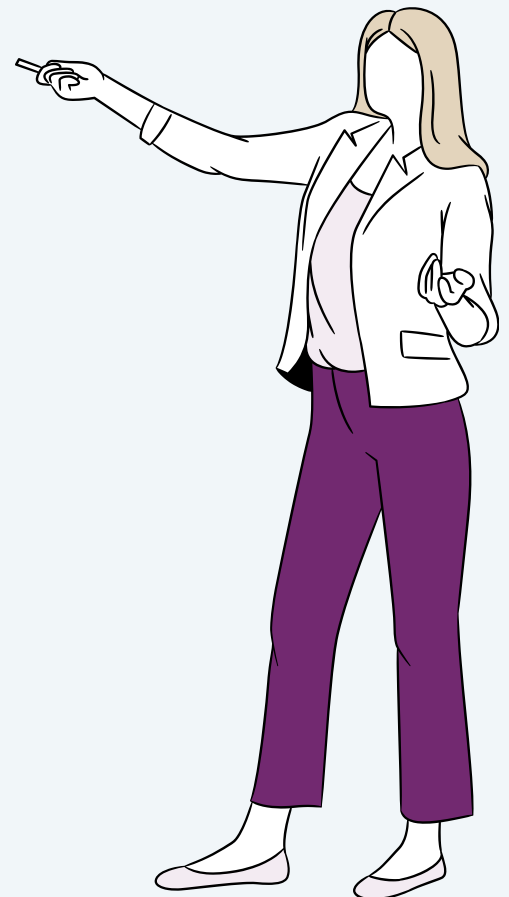
Eithne Coleman

SENIOR
OCCUPATIONAL
THERAPIST & TEAM
LEAD

We are so happy to have you here as essential collaborators in providing internships to our community this summer!

The Inclusive Internship Programme is part of a wider initiative within the disAbility Hub, the Community Engagement Project, guiding Trinity in its partnership and engagements with disabled people and the broader community. Through this project we encourage the disabled community here in TCD to immerse themselves in activities associated with student life and graduate attribute formation both within and outside of the Trinity College community.

Aimed at bridging the gap in unemployment rates among disabled individuals in Ireland, the program sheds light on the vast untapped potential within our disabled community.



Jen O'Connor

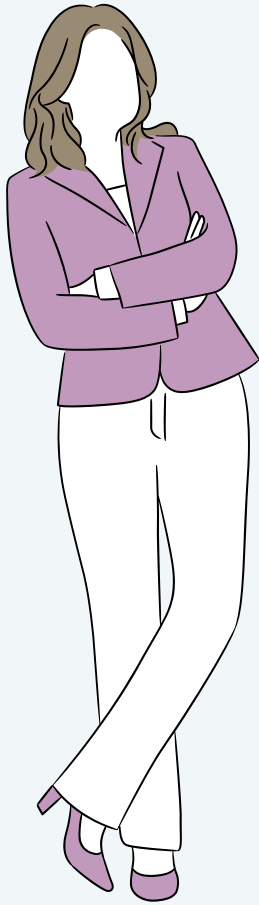
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As staff, you are a key and valued part of this process. When we consider the high unemployment rate among disabled individuals in Ireland, we know that this is not a true reflection of the capacity of our community - instead, it is an opportunity, and you are part of the process!



Who are we?



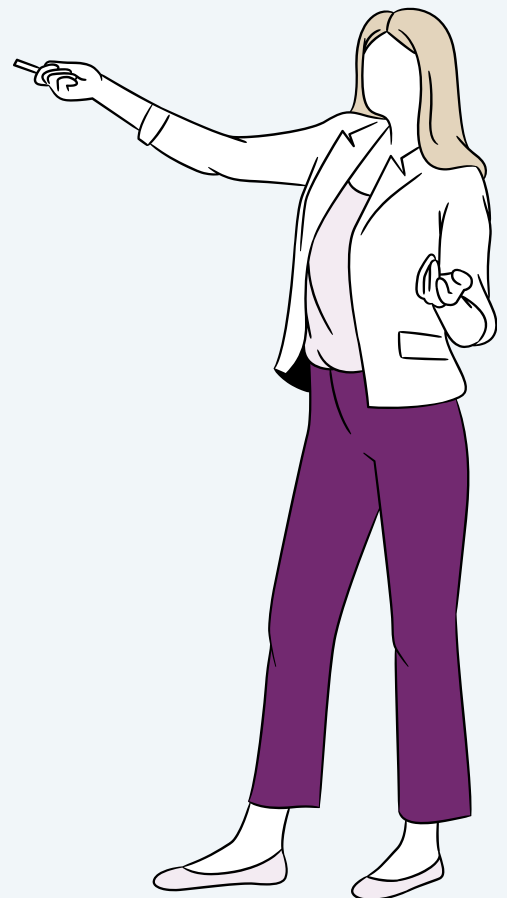
Eithne is an Occupational Therapist who joined the Trinity Disability Service in September 2020. Eithne graduated with a B.Sc. in Occupational Therapy from York St. John University in the U.K. in 2017 and has since worked in a range of healthcare settings to include complex inpatient Eating Disorders (mental health), and disability support in Higher Education.

Eithne Coleman

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Jen is a graduate from the University of Galway with a Bachelor of Arts in Modern Languages and Creative Writing. She has since completed a Master of Science in Disability Speech and Communication Skills which highlighted her interest in narrative studies, particularly in the context of autistic adults. Her interest in neurodiversity stems from her own dual diagnosis with ADHD and autism.



Jen O'Connor

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Internship Overview

Learn more about the principles that guide the Inclusive Internship Programme and informs the supports we offer.

Empowerment Providing internships that not only offer practical experience but also bolster the confidence and self-worth of disabled students.

Enhanced Employability Through focused sessions on CV building, interview dynamics, and professional networking.

Inclusive Environments Disability sensitivity training sessions for staff and accessibility measures ensure a respectful and supportive workplace culture.

Networking Opportunities Connects students with industry professionals, alumni, and mentors.

Recognition Celebrating achievements through mid-program evaluations, testimonials, and certificates of completion.



Internship Aims

Employment

It is the programme's aim to provide TCD students a positive employment experience across one summer (June to August) through an internship within the Trinity College Dublin environment.

Support

Throughout the internship, interns will receive access to 1:1 employment and occupational therapy support, along with training and peer meetings.

Mentorship

Each intern will receive access to a Trinity alumni who will serve as an industry mentor, providing guidance and insight into access employment within a particular field.

Education

All employers who agree to employ an intern will take part in disability awareness training, inclusive language training and the environment will be assessed for physical, sensory and digital accessibility.

What resources are available?

Interns:

- Application Guide for Interns
- Internship Guidebook
- Self-branding skills
- CV & cover letter guide
- Workplace Profile

Staff:

- Internship Guidebook
- Inclusive interview practices
- Accessibility & sensory audit guidelines

Trinity disAbility Hub

Internship Supports for Staff



1 Peer Support & Regular Communication

We recommend that, if possible, employers join us to meet with one another at specific intervals throughout the internship to share ideas, challenges and workshop solutions.

2 Ongoing Training

Training will be provided both before and during the internship regarding disability awareness, inclusive language etc.

3 Pre-Needs Assessment

For employers, it is vital that an intern's reasonable accommodations and workplace needs are identified. We will conduct a needs assessment with all interns (should they choose to), and outcomes will be communicated.

4 Accessibility Audits

We will explore the workplaces within the context of various forms of accessibility; sensory, physical, digital, communication, for example. Reporting and feedback will be communicated to staff, with solutions suggested.

Internship Supports for Interns



1

1:1 Employment Support

With Jen, interns can have regular 1:1 meetings to discuss any of their concerns, accessing reasonable accommodations, and any other workplace challenges they might be facing.

2

Occupational Therapy

With Eithne, interns can discuss any barriers they may be facing to completing their tasks, and having a fulfilling work/life balance.

3

Pre-Needs Assessment

Prior to beginning their internship, interns will be offered an optional workplace assessment. Here, we can identify any additional supports they might require and benefit from and how we might communicate these.

4

Peer Meetings

It is essential that the interns, whilst having individual experiences, have the opportunity to meet with one another and discuss the common challenges and victories presenting to everyone.

What do the interns learn?

Here at the Disability Service, we work closely with disabled students across all disciplines within Trinity, many of whom express concerns about accessing employment. In a bid to support our students further, the Inclusive Internship Programme was developed.

For clarity, we believe that it is essential that both interns and employers understand what each other are learning, what trainings and supports are being accessed, and how these might impact someone's experience in the workplace.



Time Management & Executive Function

- The importance of managing one's time and accurately identifying priorities in the workplace.
- Identifying individual ways of working, how we work best and how we can communicate our work patterns.

Self-Advocacy in the Workplace

- Knowing when to ask for clarity and expressing concern in the workplace.
- Speaking to your manager if a challenging situation arises.
- When to include an advocate in such conversations.

Self-Management in the Workplace

- Understanding our triggers for sensations of overwhelm in the workplace.
- Communicating in times of stress.
- Identifying appropriate times to take a step back from our work.
- Managing conflict in the workplace and identifying what true conflict is and how best to communicate at such times.

Internship Timeline

Internship Timeline



Employee Responsibility

Staff Responsibilities

All TCD staff who agree to take part in the internship are expected to take part in training opportunities, and offer regular supervision of the intern. Staff are also expected to communicate any challenges they are experiencing to the Disability Service, and seek collaborative solutions. For maximum benefit, we encourage all staff to take part in regular meetings between all line managers and supervisors.



Pre-Internship Accessibility Audit

What is an accessibility audit?

A workplace accessibility audit is a comprehensive evaluation of a workplace to identify barriers that might prevent certain cohorts of employees in completing the tasks of their role in an equal manner to all other employees.



Why do we need to complete an accessibility audit?

Accessibility audits can sound daunting, perhaps due to the inclusion of the word 'audit'. However, an accessibility audit allows barriers and challenges within a workplace to be communicated and for solutions to be identified. Additionally, an audit raises your awareness to the various aspects of accessibility. For example, accessibility is more than just physical accessibility. We must consider sensory accessibility, and accessibility of our documents and websites, where relevant.

Considerations of a Physical Accessibility Audit:

- Entrances and exits
- Workspaces
- Restrooms
- Meeting and common areas
- Parking facilities
- Emergency procedures

Considerations of a Sensory Accessibility Audit:

- Lighting
- Noise levels
- Temperature and air quality
- visual elements
- Textures and surfaces

Considerations for Digital and Communication Audits:

- Website review
- Application review
- Hardware & software
- All written communication
- Training programmes
- Staff & HR policies

Will we receive feedback?

Yes! After each audit, a report will be drafted, findings will be communicated and a timeline will be developed for the implementation for suggested and agreed upon changes.

Identifying Reasonable Accommodations

- ✓ The Reasonable Accommodation Profile is a living record of any agreed workplace accommodations set up between employers and their line managers. The below acts as a template/sample of a reasonable accommodations passports to be proposed for use in future workplaces, and will be discussed with the interns in their pre-internship needs assessment to identify supports for their disabilities.

The purpose of the Profile is to:

- Ensure that you and the intern have a living record of any agreed workplace accommodations.
- Used as a way of communicating Reasonable Accommodations to other staff or employers and minimises the need to renegotiate accommodations or repeat potentially difficult conversations each time an intern changes job, relocates or is assigned a new manager within the team.
- Provide you and the intern with a structure to help you regularly review and discuss the intern's workplace accommodations.

Staff Name	
Line Manager	
Staff ID (if applicable)	

Reasonable Accommodation	Date Implemented	Date Reviewed

Workplace Profile - Getting to Know Your Intern



The workplace profile that interns are required to make using our Microsoft Sway template functions as means of communication between the interns and the workplace. This is different to the intern's reasonable accommodations. A workplace profile shares information about how an intern experiences life outside of the internship, what they are passionate about, and if they have any information about how they work, their preferred communication etc. that they would like the office to know.

Aspects of the Workplace Profile:

- Personal information (name, pronouns, etc.)
- Connection to the role
- Preferences for socialising
- Communication preferences
- Working style preferences
- Hobbies and interests
- Skills and abilities
- How you feel speaking about your disability
- Sensory profile

Please note, the completion of a Workplace Profile is a **mandatory** aspect of the internship for all interns and this has been communicated to them.

Here you will find answers to additional questions you might have throughout the internship. However, you are always welcome to contact us to ask any questions at joconnor@tcd.ie.

✔ What is the Trinity Inclusive Internship Programme?

The Inclusive Internship Programme is part of a wider initiative within the disAbility Hub, the Community Engagement Project, guiding Trinity in its partnership and engagements with disabled people and the broader community.

Our aim through this internship programme is that disabled students experience positive experiences of employment, within TCD services. We achieve this by offering ongoing 1:1 support, an induction programme, and additional training for both staff and interns.

✔ When does the programme take place?

The internships usually take place between June and August.

✔ How do I recruit an intern? What is my responsibility?

When a role is identified that is suitable for an internship, you will be guided to use an accessible template to create job description. Prospective interns will apply for the role via MyCareer. When applications close, you are welcome to review the applicants, and select suitable candidates to invite to interview. The Disability Service are happy to support you at every step.

✔ How will I be supported by the Disability Service?

Prior to the beginning of the internship, all employers will be offered training regarding disability awareness, inclusive language and how to support an inclusive recruitment process.

Throughout the internship, you will have continuous access to a peer support group for discussion between line managers, and have access to speak individual with the Disability Service about any day-to-day queries that may arise.



Here you will find answers to additional questions you might have throughout the internship. However, you are always welcome to contact us to ask any questions at joconnor@tcd.ie.

✓ **Who funds the student's internship?**

The funding of the intern's salary is the responsibility of the service employing the student.

✓ **Who will be offering me support?**

You will receive support from Eithne Coleman, Team Lead and Senior Occupational Therapist, and Jen O'Connor, Inclusive Internship Programme Officer.

✓ **What training is available regarding supporting disabled staff?**

Yes. Whilst the training completed prior to the beginning of the internship is focused on general information regarding disability awareness, inclusive language and supporting an inclusive recruitment process, the Disability Service is happy to support training in another other areas of identified need.

✓ **Are there any written resources for staff to review?**

Yes! We advise all staff who are seeking to employ an intern this summer to review our staff booklet, which you can find here: [internship-support-package.pdf \(tcd.ie\)](#). This booklet is also available on our website.

In this booklet you will find resources on the following:

- Creating job specifications and descriptions
- Support disclosure of disability in the workplace
- Social media accessibility
- Inclusive interview practices
- Reasonable accommodations





Contact Us

You are welcome to contact us by whatever medium suits you. We recognise that everyone’s communication preferences are likely to vary.

Email askds@tcd.ie if you would like to schedule an in-person meeting, or find out individual emails below.

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