

# Trinity Internship Support Package



# Welcome to the Trinity Internship Support Package!

The Disability Service are launching the Trinity Internship Support Package for student interns connected with the disability service. We need your help in providing a paid summer internship role to disabled students in your service/team this summer 2023 – and **we will support you with every step!**

Within the disability service we have had a long history of employing our students within summer and graduate roles with **hugely positive results**. Providing a variety of internship opportunities however throughout the services in Trinity will allow students to select an employment opportunity which may be related to a career path they wish to pursue, while also ensuring that they have a **safe, and enjoyable supportive community** here within the disability service.

This may be a student's first experience in employment, and we want to ensure that it is accessible and inclusive. Most importantly, it will help them develop the necessary skills for them to **continue their prosperous career journey** beyond the internship and post-graduation.

You won't be alone. We will guide you through every step from recruitment, to work plan, and continued support for student and team for the duration of the internship. **And it all begins with this resource package.**

Please find all you need to know on good practice guidelines on internship inclusion and accessibility, disability awareness within the workplace, and attached resources to help you plan out your internship role for a student/students this summer.

# Disability in the workplace

The average employment rate for disabled people in...

**Ireland**

**The EU**

**26.2% vs 48.1%**

According to the [European Commission Country Report](#), 2019.

## Disability Disclosure

Disclosure means informing someone or to make information known about your disability.

### Why would someone disclose a disability in the workplace?

- Personal preference.
- To highlight skills, understanding and attributes.
- To obtain supports or accommodations.
- Health & Safety.
- To secure time off for illness/ medical appointments.

Employees **do not have to disclose** that they have a disability, or the nature of their disability to colleagues.

# Legislation

## Employment Equality Act 1998 & 2004

Their main aim is to promote equality by forbidding discrimination within employment.

## Equal Status Act 2000 & 2004

Their main aim is to promote equality by forbidding discrimination in employment, vocational training, advertising, collective agreements and the provision of goods and services.

## Disability Act 2005

In short, the Disability Act 2005 places a statutory obligation on public service providers to support access to services and facilities for people with disabilities.

## Checklist for recruiting summer interns



Create a Job Specification for the student intern using the template provided in this support package.	
Finalise application timeline and deadlines.	
Create a Job Specification for the student intern using the template provided in this support package.	
Send finalised information to <b>askds@tcd.ie</b> .	
Create social media material using the template provided in the support package.	
Review the submitted applications.	
Interview shortlisted candidates.	

# Promotion

The recruitment of Summer Interns will be managed in-house by the relevant services or department. The Disability Service will support by promoting the job advertisements on our social media and website.

Send the recruitment material (Job Spec, description and deadlines) to askds@tcd.ie.

Tag the Disability Service's social media in any posts about the roles.



@TCDAbility



@tcd.ability



@trinitydis-  
abilityservice

## Language

Here in the Disability Service, we use the term disabled student(s) as opposed to the term 'student(s) with disabilities.' This is because we subscribe to the social model.

### When writing a Job Spec consider:

- Is the job description accessible?
- Does it include jargon or unclear tasks or objectives?
- What type of font is being used?
- Have they offered an alternative format?

Find out more on  
the [Disability Service  
Website](#)

# Job Specification Template

<b>Post Title</b>	
<b>Post Status</b>	
<b>Department</b>	
<b>Location</b>	
<b>Reports to</b>	
<b>Salary</b>	
<b>Hours of Work</b>	
<b>Closing Date</b>	
<b>Interview date</b>	

The successful applicant will be expected to start on\_\_\_\_\_,  
or as soon as possible thereafter, and will be supported by the  
\_\_\_\_\_.

## Context

An introduction into the service/department, what their goals are, what type of work do they do.

## Job Description

Describe the role, why it is important and what it will involve.  
Outline the responsibilities the intern will have.


The full template is available as a Word Document in our resource folder.

# Social Media Accessibility Tips

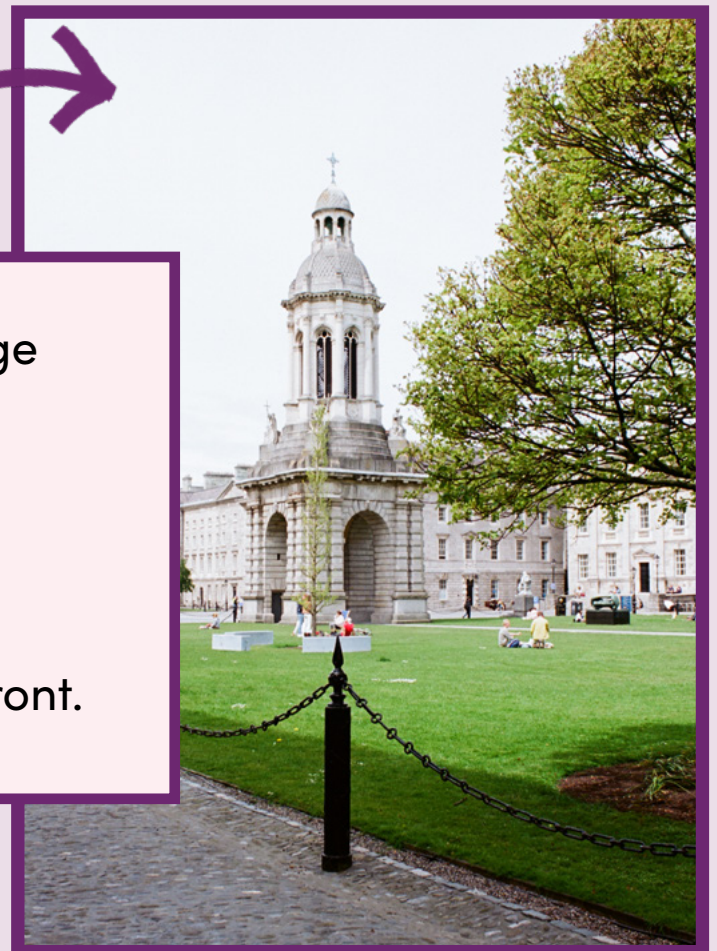
Social Media Accessibility is an easy step to take to become more inclusive to disabled people. Ensure that you promote the internships to as many disabled students as possible by following these tips!

## 1. Use Alternative Text

Alt text is words or phrases that are inserted as attributes in HTML documents to tell website viewers the nature or contents of an image. Describe the contents of an image so that people who use screen readers.



Front square at Trinity College Dublin.  
It is a bright day, with the campanile in the background and two people walking along the grass in front.





Low  
Contrast  
*Inaccessible*  
*Font*

High  
Contrast  
Inaccessible  
Font

## 2. Colours and Fonts

It is possible to create social media graphics that are both well designed and accessible! Use sans-serif fonts and high-contrast colours. You can review this by using an online contrast checker or by putting an a black and white filter on the image.

## 3. Accessible Text

Social media captions and tweets can be inaccessible for people using screen readers as they read aloud the code for links, emojis and GIFs. How can you make your text more accessible?

- Use emojis sparingly and one at a time.
- Include links at the end of the caption.
- Write in plain language.
- Use Camel Case hashtags by capitalising the first word of every sentence. E.g #SummerInterns

## 4. Captions/ Subtitles

Captions are useful for people who are deaf or hard of hearing to understand video content. They benefit all social media users as many people prefer to watch videos with the audio off.



# Social Media Template



## How to use this template (optional)

1. Open the [template link](#) which will take you to **Canva.com**
2. Click **'Edit Design'**
3. Log in with a **Canva or Google account.**
4. Click **'File'** in the top left corner.
5. Click **'Make a copy.'**
6. Edit the design with your information and change colours to suit your branding.

# Interviews

Successful candidates should be provided with a short email or resource indicating interview details.

This resource should include:

- A form to request reasonable accommodations for interview if required.
- Information on the interview itself (date of interview, style of interview, location of interview with images, directions, and introduction to interview panel where possible.)
- A brief overview of what to expect within the interview and guidelines on how to prepare.

We recommend creating a resource to prepare candidates for the interview with Microsoft SWAY.

## Preparing the interview

- Make sure that questions containing multiple components are repeated and separated into shorter questions.
- When developing your interview questions, ask yourself why you are requesting this information and does it connect with the job description provided.
- Please note that interns may not have previous experience in the workplace but examples can be taken from personal experience or extracurricular activities.
- If candidates are asked to present or complete practical element of interview, candidates should be given multiple options of presentation/practical format.

# Sample Interview Questions

<b>Question</b>	<b>Why is this being asked?</b>
Can you tell us about yourself and why you are interested in this internship?	<ul style="list-style-type: none"><li>• Interpersonal and communications skills.</li><li>• Awareness and understanding of the role.</li></ul>
This internship would give you the opportunity to develop your research and analysis skill set. Can you talk us through an experience you have already gained that has allowed you to	This question is assessing the students current experience with research as an indicated requirement on job spec.
Can you tell us about a time where you have developed your communication skills?	<ul style="list-style-type: none"><li>• Communication experience was a core part of the role.</li></ul>
This internship would allow you to work as part of the overall Careers Service team. Can you tell us about another experience you have had already where you worked as part of a team? What was the most challenging thing about this experience?	This question was provided to give a student some insight into the role while also gaining information on their past experience working as part of a team.
What aspects of this internship do you think you would find most challenging and most satisfying?	<ul style="list-style-type: none"><li>• Awareness of the role.</li><li>• Self awareness/ reflection.</li></ul>

# Checklist for inclusive recruitment and hiring practices



<p>Use inclusive language in your job specification and person requirements. Include non-discriminatory and gender-neutral language.</p>	
<p>Keep the job specification clear and specific, providing details only of what will be required of the candidate should they be successful in their application.</p>	
<p>Avoid requirements for previous training or previous experience/employment. Base requirements on values, interests or suitability, e.g 'This post may be of interest to STEM students.'</p>	
<p>Provide candidates with the expected recruitment timeline.</p>	
<p>Successful candidates should be provided with a short email or resource indicating interview details. Such as:</p> <ul style="list-style-type: none"><li>• A form to request reasonable accommodations.</li><li>• The style of interview.</li><li>• Information about the interview such as the location and interviewers, which images or videos if possible.</li></ul>	

# Reasonable Accommodations

## What are Reasonable Accommodations?

Any action that helps to alleviate a substantial disadvantage due to an impairment or medical condition. ([AHEAD](#))

## Workplace Passport

A Workplace Passport is a document outlining Reasonable Accommodations that will be put in place for the duration of the internship.

A Needs Assessment will be completed by a staff member in the Disability Service which will identify recommended adjustments for the workplace. It is a legal document which will be signed by the line manager.

## Examples

- Assistive Technology
- Environmental Adjustments
- Flexible working hours

	Accommodation(s)	Date Implemented	Date Reviewed
1			
2			
3			
4			
5			

# Disability Service Support

Support	Key information
Needs Assessment	<p>Each intern will have the opportunity to meet with a Disability Officer from the Disability Service to assess their support needs in the specific workplace environment.</p> <p>Reasonable Accommodations will be identified and shared with line managers.</p> <p>The Disability Officer will be available throughout the summer to discuss and review these supports.</p>
Work Preference Profile	<p>Documents made on Microsoft Sway that communicates interns preferences when it comes to the working environment. For example, communication platforms, skills and interests.</p>
Induction Programme	<p>Three days of meetings and training sessions to prepare students for internship. They will meet their peers and line managers and learn necessary skills to start off to a good start.</p>
Weekly peer-mentorship	<p>Each week interns from across Trinity will meet for a peer-support session. They will share project updates and experiences of the internship.</p>
Occupational Therapy Support	<p>Occupational therapy will be offered to interns to support transition to new settings, establish necessary roles and routines, and participate in activities that will support independence in their working environment.</p>

# Supporting Summer Interns

The best way to support summer interns is to create an inclusive environment for everyone in your office.

- Ensure Reasonable Accommodations are in place.
- Engage in Disability Awareness Training (provided by the Disability Service.)
- Understand the rights of disabled people in the workplace, such as disclosure.
- Be aware that everyone has different ways of communicating.

## Onboarding Checklist



Nominate a point of contact to liase with the Disability Service about the internships.	
Complete a workplan using our <a href="#">Workplan Template</a> .	
Attend the Disability Awareness Training for staff in preparation for the internship.	
Take part in the Induction Programme Events	
Understand the rights of disabled people in the workplace, like disclosure.	
Ensure Reasonable Accomodations are in place.	



# Contacts and Resources

A staff member in the Disability Service will be responsible for liaising with services throughout the internship period. Please contact our office and you will be passed onto the relevant person.

If you would like to learn more about this programme, past internships in the Disability Service or disability in the workplace, check out the following resources.

[Disability Service Internship Page](#)

[AHEAD](#)

[Citizens Information Website](#)

## Contact the Disability Service

Phone: +353 1 896 3111

Text: 087 113 3185

Email: [askds@tcd.ie](mailto:askds@tcd.ie)