

Tab 1

Accommodation Guidelines for Internships and Specialized Experiential Learning

Overview

Endicott College is committed to fostering a supportive and inclusive educational environment for all students, both in the classroom and during internships. This includes ensuring equal access to programs and services for students with disabilities.

All undergraduate students at Endicott are required to complete three internships. Additionally, students in nursing, education, and athletic training programs engage in specialized experiential learning through clinicals, pre-practicums, and student teaching. Students enrolled in internships may need reasonable accommodations to have equal learning opportunities as their peers. Those needing accommodations should contact the Center for Accessibility Services (CAS) to discuss their needs before starting their internship, as accommodations in an internship setting may differ from those in the classroom, i.e., testing accommodations may not pertain to the internship setting and physical accessibility may need to be considered at sites.

An accommodation is considered reasonable if it:

- Addresses a disability-related barrier,
- Allows full participation in the educational experience,
- Enables performance of essential functions,
- Does not pose a significant risk of harm to the student or others,
- Does not impose an undue burden on the institution.

Internship sites cannot refuse or dismiss students based on a slightly increased risk, speculative future risks, or generalizations about a disability.

Since accommodations are assessed on a case-by-case basis, early notification allows CAS to collaborate with students, advisors, faculty, and internship sites to develop and implement an appropriate accommodation plan. Each party plays a role in ensuring these accommodations are properly implemented.

Responsibilities

Student:

As you progress through your program of study, it is important to engage with your academic advisor regarding your degree requirements and your internship faculty about internship requirements early on.

If you anticipate needing accommodations for your internship, please complete the accommodation process through the Center for Accessibility Services (CAS). Ideally, this process should be completed in advance of the internship site selection. This process involves:

1. Completing the Accessibility Services Accommodation Request Form.
2. Submitting the necessary supporting documentation.
3. Meeting with CAS staff to discuss your needs.

For any questions or additional guidance, please contact CAS at access@endicott.edu.

Please be assured that CAS will not disclose any information about your disability or approved accommodations to external organizations without your explicit consent. You have the right to disclose this information at your discretion, and CAS is available to support you throughout this process.

If you elect to share your need for accommodation(s) and/or your disability with your internship site, you, with the support of your internship faculty member and CAS, as needed, will discuss your accommodation plan with the internship site supervisor to help facilitate the accommodations.

Should you encounter any issues or concerns related to your accommodations, do not hesitate to reach out to CAS.

Endicott's Internship Faculty:

1. In conjunction with the internship site, clearly communicate to the student the competencies, expectations, and standards required for internships and the essential eligibility requirements and necessary functions of a specific site.
2. If a student elects to share their need for accommodation(s) and/or their disability with their internship faculty member, the **faculty member will:**
 - a. Collaborate with CAS to discuss the student's specific needs and help identify appropriate accommodations and internship sites.

- b. Contact CAS if there are any questions about the applicability of the student's accommodations or if there are concerns that the accommodations may fundamentally alter the internship requirements.
3. If, at any point, the site is unwilling to respond to the College's legal mandate to provide accommodations to students with disabilities, the internship faculty member, in collaboration with xxx480 instructors, school deans, and CAS, as appropriate, is responsible for assisting the student in identifying an alternative experiential learning opportunity.

Internship Site:

1. The internship site agrees to uphold all policies within the Site Supervisor Handbook.
2. The internship site ensures that students with disabilities have an equal opportunity to participate fully in the internship experience, including the provision of reasonable and appropriate accommodations determined by the College.
3. When a request for accommodation is initiated, meet with the internship faculty member and CAS, via an online meeting and/or phone call, to discuss a student's approved accommodation for the internship site.
4. It is the student's decision whether to share specifics about their disability. Information related to the student's disability or accommodations are confidential, and should not be disclosed to others without the student's written consent. Please limit discussions of a student's disability or accommodations to private conversations with the student and, when appropriate, the student's internship faculty member and CAS.
5. Ensure that the student's approved accommodations are implemented at the internship site, in coordination with the CAS.
6. Ensure that the student is evaluated on essential competencies, activity expectations, and behavioral and technical standards of the internship program, not the student's disability status. Internship requirements should be communicated at the onset of the internship.
7. Contact CAS if there are any questions about the student's accommodation plan.

Center for Accessibility Services:

1. Meet with the student to discuss possible accommodations for the student's internship experience.
2. Manage the interactive process with the student, the student's internship faculty, career center staff, school dean, and/or the internship site to formulate a reasonable accommodation plan for the specific site.

3. Determine reasonable and appropriate accommodations to support and facilitate equal access for the student.
4. Distribute the accommodation letter detailing the approved accommodations to the student, internship faculty, school dean, and the appropriate internship site personnel.
5. Provide consultation and serve as a resource to the student, career center, internship faculty, and the appropriate internship site personnel if any questions arise about the student's accommodations.
6. Coordinate and provide the auxiliary aids or services necessary to support a student's access in the internship.

Additional Considerations:

Disability Disclosure

Students with disabilities are not required to disclose the presence of a disability to the institution or to the internship site unless seeking reasonable accommodations. The decision to disclose is personal and complex. Disability disclosure may not be necessary if the student is placed in an environment that is already accessible to them.

Site Selection

Site selection can be the most critical step toward creating an optional learning experience. During this stage, students should work closely with their school and internship faculty to identify sites that align with their professional interests, personal perspectives, and qualifications. Students should consider the nature of the work environment and required duties/responsibilities.

Application or Interview Process

Any application or interview process associated with an internship should be made accessible to students with disabilities. During the interview process or application stage, the site cannot ask questions about a student's disability, whether observable or voluntarily disclosed. Neither can the site ask whether reasonable accommodations are necessary. However, it is appropriate to ask a student how they would perform a specific function, task, or activity that is required for the internship placement.

Request for Accommodations in Internships

Whenever possible, students should request accommodations proactively or as soon as they can reasonably identify a need. However, requests for accommodations may be

made at any point during a student's internship, as a student encounters a barrier related to their disability.

Accommodation Appeal & Grievance Procedure

At times, the College may deny a requested accommodation based on a lack of supportive documentation, the impact of undue hardship, the risk to the health and safety of our community members, or concerns that the requested accommodation would fundamentally alter the nature of the College's academic objectives and technical standards. In these instances, if a student disagrees with the decision made by the Center for Accessibility Services, the student can file an informal or formal appeal.

Further, Endicott has established an internal grievance process for the prompt and equitable resolution of complaints of discrimination prohibited by the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, the ADA of 1990, and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA).

This procedure pertains to any accommodation denial. Students can submit an appeal or a formal grievance through our [Endicott College website](#).