

## **InclusiveU Employment & Internship Program**

---

Project SEARCH is a one-year immersive internship program for students with intellectual and developmental disabilities to prepare them for competitive, integrated employment. Syracuse University is a certified host business site for this international model employment preparation program, where students participate in three internships to explore a variety of career paths and to acquire transferable and marketable job skills. Our goal is for all of our students to graduate from the program with competitive, inclusive employment.

- The interns participate in 3 rotations of 10-week internships within a cooperating department at Syracuse University for at least 4 hours per day (with a lunch break), Monday through Friday.
- Each rotation is followed by one week of class time to prepare for the transition to the next internship site.
- A job coach - either from an adult support agency or Project SEARCH staff - provides direct instruction to the intern on job tasks, creates any necessary adaptations needed for effective task completion, and monitors the quality of the intern's work and interpersonal skills on the job site.
- An onsite coordinator provides instruction on employment skills and monitors the interns' progress. The program day begins with an hour of in-class instruction, followed by departure for internship sites. Each day ends with a group debrief with the coordinator.
- All interns participate in a specialized person-centered planning process to help guide internships and job preparation.
- The interns are individuals who have exited high school or a post-secondary program and are typically at least 21 years old.

## FAQs

- *Are these paid internships?*

No, Project SEARCH interns are not paid. This experience is specifically directed at helping the interns learn the complex tasks and employability skills that will increase their marketability in the wider community.

- *What are the eligibility criteria?*

Potential interns should be 21 years of age or older, OPWDD Waiver eligible, ACCES-VR eligible, and have the goal of integrated, competitive employment upon graduation from Project SEARCH. Project SEARCH is a one-year program only. Individuals who are planning to go back to school before seeking employment should delay applying until they have finished their full time education.

- *What about individuals using Self-Directed Funds?*

Self-directed funds can be used to pay the transition program fee under IDGS, which covers the morning and afternoon class sessions, planning and advising, support from our internship and employment coordinator, and access to social and recreational activities on campus through our Peer-2-Peer project. Self-directed funds can also be used to register for internships.

- *Will interns be supervised on site?*

Interns will be supervised by department staff. Job coaches and the coordinator will rotate among internship sites during the program day. There will be no one-to-one supervision, although interns may have access to interpreters and/or direct care staff for individual needs.

- *How does this program work with ACCES-VR?*

ACCES-VR can provide job coaching supports for part of the time that the student is in the internship. The job coach and ACCES-VR coordinator work closely with SU's Internship and Employment Coordinator. Job coaching is a separate part of the day from the transition program. ACCES-VR can also help as students enter the work world after graduation. Our team at SU can help connect you to ACCES-VR during the application process to see if you are also eligible for job coaching.

- *What is the process for applying?*

Complete the attached application and return it to Brianna Shults, 311 Huntington Hall, Syracuse, NY 13244 or email signed and scanned application to [bmsaults@syr.edu](mailto:bmsaults@syr.edu). Applicants will be contacted for an interview. Questions can be directed to Brianna Shults at 315.807.2522.

- *What is the timeline for start-up?*

We are currently accepting students for Fall 2017. It is recommended you submit your application as soon as possible.

# Project SEARCH Application

---

Date: \_\_\_\_\_

## ***Part 1: Intern Candidate Information***

Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## ***Part 2: Parent/Guardian Information***

### *Parent/Guardian One*

Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### *Parent/Guardian Two*

Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Is the candidate under guardianship? (please circle answer)      YES      NO

If YES, please attach court documents to this application.

## ***Part 3: Employment Needs and Goals***

What are the candidate's employment goals? Circle all that apply:

COMPETITIVE  
EMPLOYMENT

SUPPORTED  
EMPLOYMENT

FULL TIME  
(40 HRS/WK)

PART TIME  
(20 HRS/WK)

List the candidate's employment interests:

---

---

Does the candidate plan to work during the academic year of Project SEARCH? YES NO

If YES, where and how many hours per week? \_\_\_\_\_

---

Has the candidate had previous paid work experience outside of school programming? YES NO

**\*\* If the candidate has a resume, please attach. \*\***

If yes, please list employer, job title, hours/week, supervisor & phone number, and dates of employment:

---

---

Did the candidate receive job coaching or other support in previous jobs? YES NO

If yes, please explain: \_\_\_\_\_

Did the candidate receive any employment accommodations? YES NO

If yes, please explain: \_\_\_\_\_

Has the candidate obtained any jobs without assistance? YES NO

Has the candidate ever been fired from a job? YES NO

If yes, please explain: \_\_\_\_\_

Has the candidate ever quit a job? YES NO

If yes, please explain: \_\_\_\_\_

List any disability accommodations the candidate may need during Project SEARCH.

---

---

## **Part 4: Employment Needs and Goals**

Does the candidate have any previous volunteer experience?    YES    NO

If yes, please explain: \_\_\_\_\_

Has the candidate had any school related work study experiences?    YES    NO

If yes, please explain including work site, job duties, etc.:

---

---

## **Part 5: Support Services**

Is the candidate eligible for services with ACCES-VR?    YES    NO    NOT SURE

If yes, please provide counselor's name and number:

---

Is the candidate eligible for services with OPWDD?    YES    NO    NOTSURE

If yes, please provide agency, name and number of Medicaid Service Coordinator:

---

Has the candidate utilized services from other agencies in the past?    YES    NO

If yes, please provide details on services and agency contacts:

---

---

## **Part 6: Health Information**

Does the candidate have any health conditions that might need to be addressed in the workplace?  
(Seizure disorder, medication requirements, limits on lifting, allergies, vision/hearing problems, etc.)

YES    NO

If yes, please describe:

---

---

Does the candidate need personal care services, interpretation services, or communication support? YES NO

If yes, please describe:

---

---

### ***Part 7: Future Planning***

Does the candidate currently have a driver's license? LICENSE LEARNERS PERMIT NONE

Will a family member or staff person provide the candidate with transportation to work after the completion of Project SEARCH? YES NO

Can the candidate travel to the workplace using public transportation? YES NO

### ***Part 8: Dress Code***

Successful candidates will be expected to conform to a dress code on all internship sites, and may be required to wear specific attire for specific internships. Please indicate your understanding of this requirement. YES

What is the candidate's shirt size (indicate men's or women's)? \_\_\_\_\_

Candidate's Signature: \_\_\_\_\_

Guardian's Signature: \_\_\_\_\_  
(required if the candidate is under guardianship)

#### **Please return completed applications by mail to:**

Brianna Shults  
311 Huntington Hall  
Syracuse, NY 13244

Or scan the completed and signed copy and email to [bmsults@syr.edu](mailto:bmsults@syr.edu)

Questions? Contact Brianna Shults at [bmsults@syr.edu](mailto:bmsults@syr.edu) or 315-807-2522.