

Intern Handbook

Trinity Inclusive Internship
Programme - Summer 2025

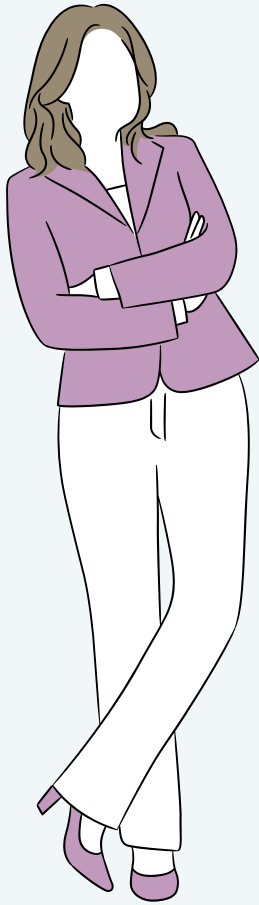


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Welcome Message



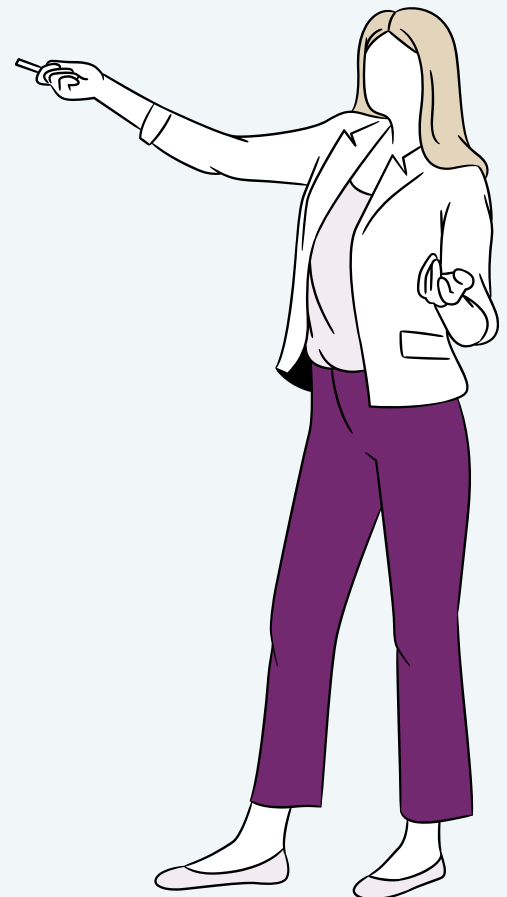
Eithne Coleman

SENIOR
OCCUPATIONAL
THERAPIST & TEAM
LEAD

We are so happy to have you here as our wonderful interns for this summer - you are so welcome!

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

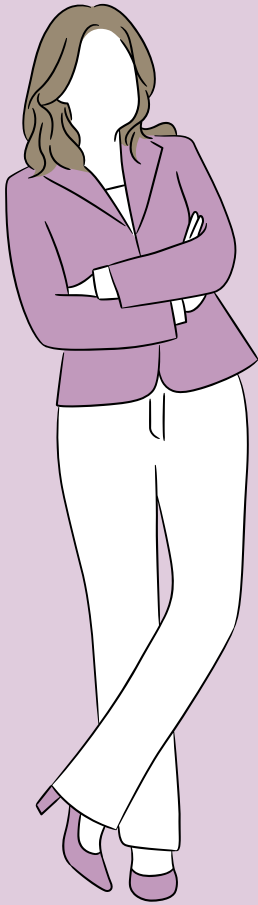
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As interns, you are a key and valued part of this process. When we consider the high unemployment rate among disabled individuals in Ireland, we know that this is not a true reflection of the capacity of our community - instead, it is an opportunity!



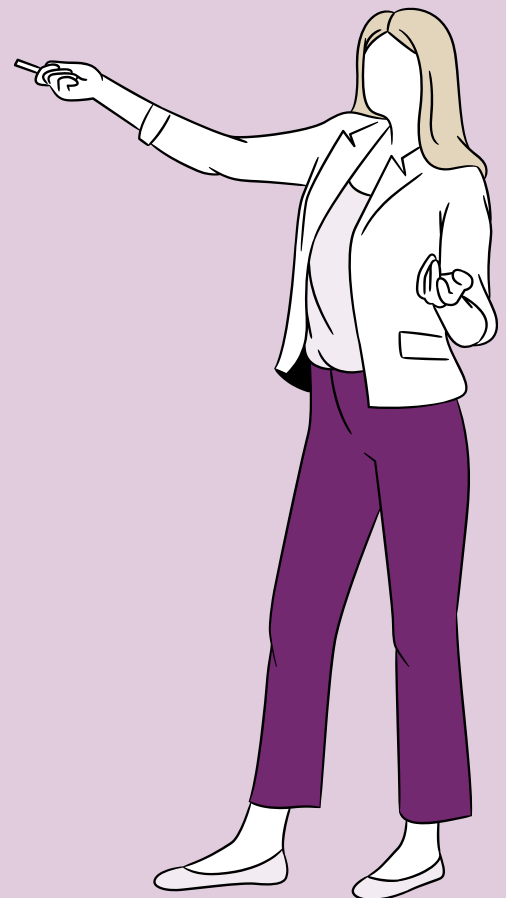
Who are we?



Eithne Coleman

SENIOR
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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.



Jen O'Connor

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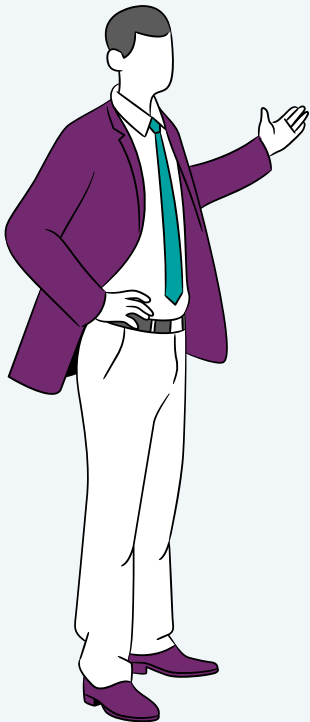
Jen is a graduate from the University of Galway with a Bachelor of Arts in Modern Languages and Creative Writing. She has since completed a Master of Science in Disability Speech and Communication Skills which highlighted her interest in narrative studies, particularly in the context of autistic adults.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

Who are we?



Odhrán McLaughlin

PROJECT ADMINSTRATOR



Odhrán joined the Trinity DisAbility Service in October 2024 as Project Administrator, having provided support throughout the summer as the Executive Officer. Odhrán holds a Research MSc in Social Science from the University of Amsterdam and a B.A (hons) in Sociology and French from Trinity College Dublin. His postgraduate research focuses on Medical Anthropology, with an emphasis on sexual health, plural understandings of the body, and the philosophy and politics of knowledge production. Odhrán is passionate about social justice, and is committed to transforming misunderstandings to understandings and fostering positive wellbeing through movement.



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PROJECT
ADMINISTRATOR

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A little note on big impacts...

The 2024 Inclusive Internship Programme was the largest yet and whilst the number of interns grew, what grew most significantly was the impact these disabled students had upon the campus!



It is our hope that your time taking part in the Inclusive Internship Programme will be just as rewarding and enjoyable!



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.



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 interns who agree to take part in the internship will receive training around communicating in the workplace, self and conflict management and self-advocacy. Staff receive disability awareness training, inclusive language training and the environment will be assessed for physical and sensory accessibility.

Available Resources

- Workplace Passport (outlining your accommodations)
- Workplace Profile from both Intern and Workplace (outlining information both parties would benefit from knowing about one another)
- Training via Human Resources regarding payroll, leave, etc.

Information Prior to Beginning Your Internship

- Primary location of your role (on campus, remote, hybrid, etc.)
- Accessibility of your internship location (with images provided)
- Your line manager and their contact details
- Dress code
- Working hours (including tea breaks, lunchtimes, etc.)

Internship Supports



1 1:1 Employment Support with Jen

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

3 Pre-Needs Assessment

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

2 Occupational Therapy with Eithne

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

4 Peer Support

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 employers 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.

However, we also acknowledge that many of the barriers disabled students face when they first engage with employment are often related to a lack of knowledge by non-disabled employers about disability awareness, and reasonable accommodations. Therefore, the Inclusive Internship Programme fostered a mirrored approach to the programme; supports for interns and supports for employers before, during and after the internships.



Disability Awareness

- The importance of moving from disability awareness to disability acceptance.
- Visible and invisible disabilities.
- Challenging stereotypes and stigmas.

Reasonable Accommodations

- Entitlements of a disabled employee.
- What constitutes a reasonable accommodation.
- Implementation of accommodation.
- Sensitivity of disability disclosure.

Inclusive Language

- How importance language contributes to an inclusive environment.
- Addressing anxiety about using the 'wrong' language.
- Long term impact of hurtful, damaging language use.
- The connection between language use and self-advocacy.

Internship Milestones

Internship Timeline



Get started

Begin your internship with support and guidance from the Disability Service



Access Supports

Begin accessing 1:1 employment support, occupational therapy, mentorship and more



Attend Events

Interact with your fellow interns at peer groups, social events and networking events



Give Feedback

We welcome your feedback at all times of the process, especially at the half-way point



Share Your Experience

At the end of the internship, share with the Disability Service how you found your experience

Intern Commitments

Intern Responsibilities

All accepted interns who agree to take part in the Inclusive Internship Programme are expected to be available for the entire agreed duration of the internship. Interns are additionally expected to take part in the supports offered throughout the internship and complete a workplace profile. These include: an induction programme, training, mentorship opportunities, peer meetings and guest speaker events. We believe that by fully immersing themselves within the programme, interns can gain maximum benefit. These responsibilities are **mandatory**.

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 dsemploy@tcd.ie.

✔ **What will happen during induction?**

The induction usually takes place the week before the beginning of the internships and runs several information sessions throughout the week. These events are both trainings and also an opportunity for you to ask any questions concerning you, and meet your fellow interns.

✔ **What do I do if I do not feel supported in my workplace?**

If you are experiencing challenges in the workplace, we suggest that you speak both with the Disability Service and your line manager to work toward a solution. We will be happy to help you throughout this process.

✔ **I am feeling overwhelmed and I don't know what to do.**

We understand that, like anyone, workplaces can be overwhelming. Additionally, we understand that unforeseen events may take place; illness, bereavement, for example. We suggest that you connect with the Disability Service and your line manager to have a constructive conversation, throughout which you will be supported.

✔ **I might find attending social gatherings difficult. What do I do?**

If you find the concept of attend regular peer meetings with your fellow interns difficult, we understand. We ask that you communicate this to the Disability Service and we will see if there is any accommodations that may be made or alternative communication methods offered.



Reasonable Accommodations

✓ The Reasonable Accommodation Profile is a living record of any agreed workplace accommodations set up between you and your Line Manager. The below acts as a template/sample of a reasonable accommodations passports to be proposed for use in future workplaces.

The purpose of the Profile is to:

- Ensure that you and your line manager 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 you change your job, relocate or are assigned a new manager within the team.
- Provide you and your line manager with a structure to help you regularly review and discuss your workplace accommodations.

Staff Name	
Line Manager	
Staff ID (if applicable)	

Reasonable Accommodation	Date Implemented	Date Reviewed

Workplace Profile - All About Me



The workplace profile that you are required to make using our Microsoft Sway template functions as means of communication between you and your Line Manager. This is different to your reasonable accommodations. Your profile shares information about how you are outside of the internship, what you are passionate about, and if you have any information about how you work, your preferred communication etc. that you would like the office to know.

Aspects of the Workplace Profile:

- Personal information (name, pronouns, etc.)
- Connection to your 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.

Disclosure of Disability



There is a lot to considering when approaching disclosing your disability in all contexts of life, including the workplace. Although this programme is supported by the Disability Service, the employers participating in the programme will not receive information regarding your disability. They will only be aware that you are registered with the Disability Service.

Additionally, if you are a regular attendee of any aspect of the Disability Service or have accessed our supports in the past, perhaps through occupational therapy or a peer group, these information will also not be shared with employers. What you have discussed in such spaces is private and is not shared to any additional Disability Service staff.

It's entirely reasonable to be unsure about how to disclose your disability, or if you should. The choice is your own. In the past, interns have disclosed fully at the beginning of their internship journey, whereas others have expressed information about their disability more readily as time went on and they grew additionally comfortable with their workplace.

Whatever you choose, we will be here to support your decision and to treat your own experience of disability with respect.

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 dsemploy@tcd.ie if you would like to schedule an in-person meeting.



Name	Email
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