



Pre-ETS is intended to support students with disabilities ages 14-22 to develop the skills needed to obtain and maintain employment after high school. The program consists of five components: Job Exploration, Work Readiness Training, Introduction to Self-Advocacy, Counseling on Postsecondary Options, and a Work-Based Learning Experience.

This is where **YOU** come in! Work-based learning is an educational approach that uses the workplace to help students connect program experiences to real-life career options. An internship allows the student to develop specific job-related skills before they are qualified for an actual job. These opportunities are meant to engage, motivate and supplement the learning process.

### The benefits of hosting an intern include the following:

- Filling employment gaps and increasing productivity.
- Reducing recruitment costs by training interns to become future employees.
- Promoting your business through a brand ambassador and community partnership.

## Support & Expectations

### As a host site you would be provided with the following:

- On-site support from BFAIR staff during the onboarding process with continued backing on and off-site throughout the placement.
- Resources to facilitate workplace inclusion.
- Certificate of Liability Insurance (at your request).

### As a host site, you would be expected to:

- Collaborate on an individualized Work-Based Learning Plan and participate in two evaluations to communicate objectives and track intern progress.
- Assign appropriate projects and asks that lead to increased knowledge and skill in your field of business.
- Follow all applicable child labor and workplace safety laws.
- Submit bi-weekly timesheets to BFAIR staff.

# Frequently Asked Questions

## Does the student need to be added to my payroll?

No, all internships are paid for by BFAIR through funding from the Massachusetts Rehabilitation Commission (MRC).

## When working with a student who needs accommodations, what is the best way to get additional assistance or advice?

Many times, your best resource is the student! They are experts in their experience and can often offer valuable insights about their disability or a specific situation.

## What other employers in Berkshire County have participated in this program?

- The Williams Shop, Williamstown
- Animal Inn, Dalton
- Shear Expressions, Dalton
- Price Chopper, Great Barrington
- Senior Center, Great Barrington
- Berkshire Dance Theater, Adams
- Mass MoCA, North Adams
- Demayo's Farm, Williamstown
- Cascades School Supply, North Adams
- Gordon's Garage, Clarksburg
- Grey Raven Farm, Lanesboro
- Berkshire Scenic Railway, Adams

and MORE!

## How can I support a student intern while maintaining my usual schedule and duties?

To ensure maximum engagement, we do our best to match students to a host site that fits their career interests. Each student learns at a different pace, but most students should be able to work independently within an hour of shadowing, supported by frequent check-ins and feedback from a mentor.

## How long does an internship placement last?

Internships typically last between 50 and 60 hours, and extensions are reviewed case by case. Intern schedules are arranged to reflect the needs of both the student and the host site. Students are typically available after 3 pm during the academic school year, during the summer recess, and on weekends.



For more information, contact:

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