



Disability Services
Student Center Room 116
Muncie, IN 47306

Phone: 765-285-5293
TDD: 765-285-2206
Fax: 765-285-5295
dsd@bsu.edu
www.bsu.edu/disabilityservices

Off Campus Accommodation Policy

Ball State University (BSU) is committed to providing equitable access to individuals with disabilities, including in off campus academic ventures such as an internship, practicum, clinical rotation, or student teaching site. The internship/practicum/student teaching accommodation procedures are designed to set out a clear process for students to request reasonable accommodations for practicums/field placements and internships (i.e., practicum experiences tied to a specific course/program as well as internships that count for BSU academic credit). If a student is participating in an internship/practicum that is not BSU affiliated, Disability Services staff can assist in coaching the student how to disclose disability status and/or request accommodations.

DS approved classroom accommodations **do not** automatically transfer to an internship, practicum, clinical rotation, or student teaching site. For example, if one were to have an approved classroom accommodation of additional time to turn in assignments, this does not automatically translate into the student teaching site and may not be available as an accommodation. For this reason, it is very important to contact DS and set up an appointment. Non-BSU personnel do not receive student accommodation letters and are not automatically informed of a student's disability status.

Additionally, some accommodations that are appropriate in a classroom setting may not be appropriate in an internship setting. Accommodations at sites are determined in collaboration with the BSU on-campus coordinator of the internship, practicum, clinical rotation, or student teaching site, and may vary based on setting, work requirements, etc. to ensure fidelity of essential experience functions and/or technical standards.

Students are encouraged to reach out to DS to set up internship, practicum, clinical rotation, or student teaching accommodations as soon as the need arises or is anticipated.

There is no deadline to request internship/practicum accommodations, but accommodations are not retroactive. Ideally, a student who wants to request accommodations for an off-campus experience should notify Disability Services the semester before the experience begins.

Accommodations for internships:

- Should a student feel they need accommodations at their internship site, the student should contact Disability Services to determine the best course of action. Students can contact DS by email at dsd@bsu.edu, by phone at (765) 285-5293, or in person by visiting Student Center Room 116 to initiate this process.
- If appropriate, the student may want to sign a release, allowing DS to be in communication with their internship coordinator.
- DS can coach the student how to request accommodations in the internship placement.
- An internship site may require that students submit documentation of their disability. If a student needs a copy of their disability documentation, please contact DS.
- Additionally, if a student needs accommodations in an academic course that corresponds with their internship, students can seek out academic accommodations through Disability

Services. DS will then engage in the interactive process with the student to determine reasonable accommodations in this course.

Accommodations for clinical placements, student teaching, or practicums:

- If a student needs an accommodation in a clinical placement, practicum, or student teaching, the student is responsible for initiating the process of requesting these accommodations with DS. Students can contact DS by email at dsd@bsu.edu, by phone at (765) 285-5293, or in person by visiting Student Center Room 116 to initiate this process.
- The student might then sign a release, allowing DS to be in communication with their academic program director and/or their clinical or student teaching site.
- As with all disability related accommodations, internship accommodations will be determined on an individual, case-by-case basis depending on:
 - The extent to which the submitted documentation supports the need for an accommodation, and
 - The individual requirements, fundamental nature, and essential elements associated with the internship.

In some cases, DS and the student's internship coordinator may suggest that all relevant campus entities convene with the on-ground internship/practicum supervisor to discuss the logistics of accommodations in the field.

DS, the on-campus internship coordinator, and the student will all consider the following questions to equitably assess the student's accommodation request.

- What are the goals or essential functions of the internship? What does it look like to successfully complete the internship?
- With the student's requested accommodation, can the student meet the goals or essential elements of the internship?
- Are there specific technical standards the student is required to meet in the internship experience? What accommodations might provide access for the student to showcase mastery of these standards without compromising the essential elements of the internship?
- How is the student's learning assessed in the internship?
- Did the student sign a contract or agreement with the internship site? If so, what does the contract require? If there is a class associated with the internship, what does the syllabus require?
- How does the student's work in the internship impact the work, experience, or health and safety of others?

Through this interactive process, DS, the student, and other relevant entities will come to an agreement on reasonable and appropriate accommodations for the setting in question. Depending on the individual circumstances, DS may issue an internship-specific accommodation letter, with student permission, to BSU internship coordinators as well as non-BSU on-site supervisors.

Once accommodations are put in place at an internship, practicum, clinical rotation, or student teaching site, it is the student's responsibility to reach out to DS if an adjustment to their accommodations is needed.

Please contact Disability Services at dsd@bsu.edu, by phone at (765) 285-5293, or in person by visiting Student Center Room 116 to initiate this process.