**Department:** Disability Services for Students

**Mission Statement**
Disability Services assures that programs of The University of Montana are as accessible to and usable by students with disabilities as they are for any student.

**Responsibilities**
SAIL Interns in DSS will work with each operational unit (Student Coordinators, Interpreters, Assistive technology/Test Administration) under the supervision of the unit lead. Interns will develop a working knowledge of daily operations. Interns will become knowledgeable about the Americans with Disabilities Act (ADA) and a civil rights model of disability.

**Weekly Schedule***

**Week One**
1. Participate in an introductory meeting with the Director
   a. Review mission and office structure (org chart), staffing, etc.
   b. Discuss strategic plan and core values
   c. Participate in a new employee “orientation”
2. Tour facilities.
3. Establish work schedule and establish four week plan
4. Provide access to resources and reading material
5. Attend DSS all staff meeting

**Week Two**
1. Focus on Student Coordinators
   a.) Meet with lead for ADA 101 training
   b.) Sit in on student appointments
   c.) Discussion of how disability is determined, the right to reasonable modifications, differences between high school and college
   d.) Travel to COT east and west campuses

**Week Three**
1. Focus on E-text, Assistive Technologies, and Testing modifications
   a) Meet with lead for overview of services.
   b) Learn the basics of E-text and Section 508
   c) Learn the procedure for providing testing modifications, role of student proctors, confidentiality, and student responsibilities.

**Week Four**
1. Focus on Interpreters
   a) Meet with lead for overview of services
   b) Learn Professional Code of Conduct, Roles, and Responsibilities for Students, Interpreters and Instructors
   c) Observe Interpreting and C-print
   d) Learn the basics of Video Captioning
2. Attend an exit meeting with the Director to clarify any questions, review the Supervisors Evaluation of the Intern, and discuss interest in a 16 week spring rotation.

*Weekly schedule plans are included for comparison purposes only. Schedules may change based on events, student intern availability, and specific interests.

**Observation and Job Shadow Opportunities**
DSS employs 11 full time staff, 2 contract employees and approximately 15 student employees/auxiliary aides. Interns will shadow the DSS director, Sign Language Interpreters, Student Coordinators, E-text staff and Testing Service administrators. In addition, depending on interest and meeting availability, interns may attend the ADA team, building planning committees, Alliance for Disability and Students of the University of Montana (ADSUM) and other relevant meetings.

**Recommended Reading**
The Americans with Disabilities Act- Selected readings
Section 504 of the Rehabilitation Act
DSS Expect Access

**Learning Outcomes**
Knowledge of the implementation of section 504 and the ADA in University Settings.
Knowledge of how modifications are recommended and provided to students with disabilities.
A comprehensive understanding of the various models of disability service provision.

**Assessment**
Assessment will include, but is not limited to, the department’s evaluation of the SAIL intern following the four week rotation and the intern’s evaluation of the department.

**Terms of Employment**
This is a four week rotation with the option of continuing the next semester. The 15 – 20 hours per week schedule is flexible and is based on classes and availability. Students will be compensated at $10.00 per hour and receive an in-state tuition waiver.

**How to Apply**
Application process is through the SAIL program. For application and additional information, go to the Student Affairs website at [www.umt.edu/sa](http://www.umt.edu/sa).

**Department Contact Information**
1. Contact the SAIL Departmental Coordinator Amy Capolupo at 406.243.4584