

# MRC Transitional Internship Program (TIP)

## Program Description

The Transitional Internship Program (TIP) provides job and skills training, internship, and placement services to young people with significant disabilities from the ages of 16 to 22 who are exiting special education and transitioning into the adult human services system.

The TIP Program aims to prepare youth with any type of disability, including physical, cognitive, sensory or emotional limitations, for the transition to adult human services and to greater independence in the community. The TIP program supports the MRC's ongoing youth agenda by providing transition age youth with disabilities the kinds of invaluable early work experiences that they often miss out on.

## Program Results 2014

Measure	FY 2014 Results
# of consumers applying	334
# of consumers beginning the program	189
# of consumers completing the program	168
# of internship sites	130
Average length of internship	10.5 weeks
Average # of hours per week	16
# of interns offered continued employment	22
% increase in TIP applications from 2012 to 2014	70%

## Program Benefits

- Opportunities for early work exposure, through summer jobs or internships, developing skills and experience.
- Bringing more transition-age youth with disabilities into the workforce and reducing the high unemployment for individuals with disabilities.
- Soft skill and technical skill development, resumes, references, and workplace exposure.

## Program History & Features

Since 2011, the MRC has utilized federal reallotment monies to fund the Transitional Internship Program (TIP), to provide vocational programming for transition-age youth with disabilities. TIP provides pre-employment skills training, ongoing support, and paid summer employment or internships to youth who are in high school, have recently graduated, or who have left school before graduating.

Funding has grown from a total of \$300,000 in the first year to \$750,000 in FY14. TIP programs provide an expanding range of job placement sites, work experiences, and intern roles that give youth with disabilities valuable first-time exposure to work settings.

Since 2011, over 500 youth have participated in TIP, and more than 82 youth have been offered continued employment by their internship hosts. Participants have had a wide range of functional impairments, including significant cognitive, mental health and behavioral issues. There has been a 70% increase in TIP applications over the past 3 years.

For more information on TIP, contact MaryEllen MacRae at (617) 204-3618 or [maryellen.macrae@massmail.state.ma.us](mailto:maryellen.macrae@massmail.state.ma.us)

- Additional employment opportunities for individuals with disabilities as job coaches, and subsequent peer mentorship and role modeling for program participants.
- The ability to acquire valuable employment references.
- The chance to explore work settings and employment goals.

Transitional Internship Program (TIP) activities at participating Independent Living Centers (ILCs) have provided youth participants with a wide assortment of skills trainings, access to a broad range of organizations serving as intern employment host sites, and exposure to many kinds of real-world work roles.

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### **TIP Vocationally Oriented Employment and Skills Trainings**

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|-----------------------------------|-------------------------------|------------------------------------|
| ❖ Time management                 | ❖ Goal setting                | ❖ Resume/Cover letter writing      |
| ❖ Organizational Skills           | ❖ Interpersonal skills        | ❖ Interview skills/mock interviews |
| ❖ Disclosure                      | ❖ Budgeting                   | ❖ Workplace behavior               |
| ❖ Soft skills                     | ❖ Workplace sexual harassment | ❖ Transportation training          |
| ❖ ADA & Reasonable Accommodations | ❖ Advocacy                    | ❖ Communication skills             |
| ❖ Career Exploration              | ❖ Dress code                  |                                    |
| ❖ Work values                     | ❖ Computer essentials         |                                    |

### **TIP Intern/Employment Placement Sites**

- |                                              |                                |                      |
|----------------------------------------------|--------------------------------|----------------------|
| ➤ Boston City Hall                           | ➤ Perkins School for the Blind | ➤ Museums            |
| ➤ University of Massachusetts                | ➤ Samaritans                   | ➤ Hair salons        |
| ➤ Commonwealth Care Alliance                 | ➤ Childcare providers          | ➤ Auto repair shops  |
| ➤ Department of Conservation and Recreation  | ➤ Restaurants                  | ➤ Hotels             |
| ➤ Harvard University                         | ➤ Fitness centers              | ➤ Insurance agencies |
| ➤ Private non-profit organizations           | ➤ Retail stores                | ➤ Nursing facilities |
| ➤ Boston Public Health Commission            | ➤ Local cable TV stations      | ➤ Attorney's offices |
| ➤ Disability Law Center                      | ➤ Housing authorities          | ➤ Public schools     |
| ➤ Federation for Children with Special Needs | ➤ YMCAs and YWCA               | ➤ Country clubs      |
|                                              | ➤ Farm businesses              | ➤ Hospitals          |
|                                              | ➤ Pet grooming businesses      | ➤ Supermarkets       |

### **Past TIP Employment and Intern Roles**

- |                             |                    |                                  |
|-----------------------------|--------------------|----------------------------------|
| ▪ Clerical                  | ▪ Greeter          | ▪ Graphic arts                   |
| ▪ Research                  | ▪ Customer service | ▪ Art room assistants            |
| ▪ Lab and field observation | ▪ Sales            | ▪ Farm work                      |
| ▪ Data entry                | ▪ Tour guides      | ▪ Dog grooming                   |
| ▪ Food service              | ▪ Cook             | ▪ Animal care                    |
| ▪ Animal care               | ▪ Maintenance      | ▪ Recreational group facilitator |
| ▪ Restaurant server         | ▪ Landscaping      | ▪ Auto repair                    |
| ▪ Retail store employee     | ▪ Cleaning         | ▪ Painting                       |
| ▪ TV production             | ▪ Pottery          | ▪ Cleaning air conditioners      |
| ▪ Child care                | ▪ Blogger          |                                  |



Massachusetts Rehabilitation Commission, 600 Washington Street, 2<sup>nd</sup> Floor, Boston, MA 02111-1704  
(617) 204-3600; (800) 245-6543; TTY 1-(617) 204-3863