

## Transition Internship Program Sites

We are looking for community organizations and businesses to partner with us and host TIP interns. BCIL provides training to interns before they begin work and throughout their internship. Interns are eager to work and excited for their chance to contribute to a workplace.

TIP staff works in collaboration with interns and host sites to ensure that everyone benefits from their involvement with the program.

Hosting TIP interns doesn't add additional cost to your business or organization. BCIL covers the intern's hourly wage and liability. BCIL offers both school year (7-10 weeks, after-school and weekends) and summer programs (12-14 weeks, Monday-Thursday).

### **TIP job sites should:**

- Need an intern for an important task
- Integrate interns into the work environment by providing supervision and basic training for their job duties on-site
- Support interns in finding creative ways to succeed
- Provider regular feedback to the intern and TIP staff

### **Previous TIP Intern Sites have included:**

- Technical Assistance Collaborative
- Institute for Human Centered Design
- Massachusetts Office on Disability
- Habitat for Humanity ReStore
- Boston City Hall
- Brightview Assisted Living
- Flatbread Pizza Company
- Massachusetts General Hospital Museum
- MIT COOP
- Massachusetts Department of Conservation and Recreation

**To discuss becoming a TIP Site and hosting an intern, contact the TIP Coordinator at 617-338-6665 or email at [TIP@bostoncil.org](mailto:TIP@bostoncil.org) for more information.**

# Transition Internship Program



**Boston Center for Independent Living**  
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# Transition Internship Program (TIP)

TIP is a great opportunity for youth with disabilities, ages 16-22, to gain their first competitive employment experience. Our partner sites are looking for interns who are energetic, committed to coming to work, eager to make a positive contribution to their organization, and ready and willing to learn. To become a TIP intern, students must complete a competitive application process including a written application, interviewing with BCIL staff and interviewing at a host site. TIP hires and pays each intern and matches them with a site where they work on important projects. Past interns have worked in an office where they scanned documents, organized files, answered phones, and copied materials; packaged meals; worked with kids at a summer camp; and fixed wheelchairs.

## Who is eligible for TIP?

BCIL hires high school or post grad applicants with disabilities (16-22) who have little to no job experience. We provide employment skills workshops, help interns find jobs, and support interns during their internship with limited job coaching. TIP is designed to help interns complete their first competitive employment experience successfully. Interns must live in or go to school in BCIL's service area (see map at [www.bostoncil.org/service-area](http://www.bostoncil.org/service-area))

Students may not be eligible for TIP if they've had previous paid employment in the community, in their school or in a non-integrated environment (sheltered workshop, school internship/job placement). Unpaid volunteering does not typically count as employment experience.

## **Questions?**

**Contact the Transition Intern  
Coordinator at 617-338-6665 or  
by email at [TIP@BostonCIL.org](mailto:TIP@BostonCIL.org)**

## Who is a good candidate for TIP?

Good candidates are:

- eager and interested in learning new skills;
- able to follow directions and ask questions when they do not understand something;
- respectful of other interns, TIP staff, and those they work with on-site;
- open to feedback from their supervisor, TIP staff, and other interns; and
- Currently working with a MRC counselor and have an open IPE (Individual Plan for Employment)



*TIP Interns participating in an employment skills workshop*

## Weekly Employment Skills Workshops

Topics include:

- Basic work skills & etiquette
- Self-advocacy
- Disclosure of disability
- Career exploration
- Practice interviews
- Social skills in the workplace
- Resume and cover letter writing
- Business lunch etiquette

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