

Begin to consider accommodations that the student might want to request that are most appropriate to position

DSS will have meeting with student to:

Discuss essential functions or technical standards of position/clinical rotation
Discuss differences between academic accommodations and worksite accommodations (including how some academic accommodations may not apply to the worksite)

Review disclosure options

Resource: [Job Accommodation Network - Disability Disclosure](#)

Review appropriate and needed workplace accommodations

Resource: [Job Accommodation Network - Accommodations](#)

Discuss how to request accommodations (orally, in writing, etc.)

Resource: [How to request an accommodation: Accommodation form letter](#)

DSS and student will communicate with field placement coordinator/instructor to review worksite accommodation request.

Modify accommodations as needed.

Once accommodations have been approved for the worksite, field placement coordinator/instructor and worksite supervisor will receive an accommodation letter with approved accommodations listed via email.

Student or field placement coordinator/instructor will request a meeting with the worksite supervisor (and possibly worksite HR if needed) to discuss accommodations.

If field placement determines that any of the requested accommodations are not reasonable or create a fundamental alteration, contact DSS to identify effective alternative accommodations and/or to further negotiate reasonable accommodations with the worksite.

Field placement coordinator/instructor will check in regularly with worksite supervisor to discuss progress, challenges/barriers, etc.

If there are challenges, inform DSS staff to determine other potential accommodation needs

Field placement coordinator/instructor and/or DSS meet with student halfway through internship to discuss accommodation implementation, progress, additional needs, etc.

[Employees' guide to reasonable accommodations under the ADA](#)

Accommodation requests may be denied if they:

- Fundamentally alter essential curricular elements
- Pose a legitimate health/safety risk to others

