

## **Attleboro Enterprises Internship Program Initial Eligibility Requirements for Internship Participation**

The Pre-Employment Transition Services (Pre-ETS) internship program at Attleboro Enterprises is designed to provide students with real-world work experience to build their employment skills and prepare them for the future. The AEI Pre-ETS internship program is competitive, with limited placements available each year. The following initial eligibility criteria are essential for determining whether a student is ready for an internship placement. These requirements ensure that both students and community partners are set up for success.

### **Initial Eligibility Requirements:**

1. **Three Months of Consistent Engagement in Pre-ETS Programming**  
Students must have at least three months of consistent, meaningful engagement in Pre-ETS programming prior to being eligible for internship placement. Meaningful engagement includes actively participating in classes, completing assignments, and demonstrating progress in key skill areas. Sporadic attendance or gaps in participation make it difficult to track progress and adequately support the student.
2. **Foundational Independence Skills**  
Students must be able to safely access places in the community safely and independently. This is a key indicator of their ability to succeed in an internship setting without constant supervision. Independence does not mean complete autonomy in all areas, but the ability to navigate environments and complete basic tasks without ongoing 1:1 job coaching assistance is essential.
3. **Age Requirement**  
Students must be in their junior year of high school or older to be eligible for internship participation. This ensures that students are ready to take on the responsibilities and expectations of an internship placement.
4. **Reliable Transportation**  
Students must have reliable access to transportation to and from the internship site. This is a firm requirement, as consistent attendance is crucial to both the student's success and meeting the expectations of the internship site. Without transportation, the internship placement cannot proceed. Schools cannot provide transportation, as this is part of the Work-Based-Learning evaluation.
5. **Consistent Attendance and Commitment**  
Students must demonstrate consistent attendance in Pre-ETS programming leading up to their internship placement. Sporadic attendance or gaps in participation can lead to delays in skill development, making it difficult for both students and staff to achieve the desired outcomes. If you know that your child will be absent from Pre-ETS classes for any reason, please let the Pre-ETS program manager know in advance. This will allow us to factor the absence into future internship placement considerations.
6. **Professional Availability/Shift Length**  
Students must be available to attend the internship as if it were a real job. If students have other commitments that prevent them from participating on a scheduled day, that's understandable, but the internship site cannot adjust its schedule to accommodate individual preferences. The employer has set expectations, and we must be respectful of those, as this is a professional opportunity. The intention of an internship is to mirror a "real life work experience" and this includes shift length. A minimum of 3-hour shifts is expected. However, subject to change, based on employers availability/needs.
7. **Unpaid Meet & Greet/Interview with Employer**  
Students must be willing to participate in an unpaid meet-and-greet or interview with the

internship employer. This ensures that both the student and the employer are aligned in terms of expectations, job fit, and mutual interest.

8. **Unemployed Status**

To be eligible for the internship program, students must not currently be employed in a paid position. This internship is designed to provide students with foundational work experience, and students already employed elsewhere may not be able to fully commit to the internship expectations.

9. **Returning Students**

Students who have previously participated in the internship program may return for another internship, but they cannot be placed in a carved internship and will have reduced total hours compared to first-time interns. Returning students will be offered a new experience in a different field or job site to help expand their skill set.

10. **Willingness to Learn and Adapt**

Students must be willing to learn transferable skills, even if those tasks or the field do not align with their personal preferences. This program is designed to provide exposure to various work environments and tasks. Students should remain open to all aspects of their internship experience, even if the tasks are not their preferred choice.

11. **Calendar Class Participation (if applicable)**

If students are enrolled in the Calendar class, they must commit to attending at least one session per week. This class is an essential part of the program, as it provides valuable life skills and work-related learning. The Calendar class includes other students from across the region, and participation in these virtual classes will help reinforce the skills and knowledge needed for internship success.

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**Important Considerations:**

- Although the eligibility criteria outlined above serve as the initial set of requirements, please note that these are not exhaustive. Every student is unique, and individual circumstances may be considered when determining internship placement. Attleboro Enterprises reserves the right to consider other factors at the discretion of the program manager or director to ensure the best fit for the student and program directives.

- **Parental and Guardian Involvement:** Parents or guardians must commit to directing any questions, comments, or concerns about the internship to the Pre-ETS Program Manager, Nichole Gary. ([Ngary@aeima.org](mailto:Ngary@aeima.org)). It is important that parents do not contact the internship employer directly. If a parent or guardian does contact the employer, this will be considered a violation of program protocol and may result in the student being removed from the internship site altogether. The internship is a partnership between the student and Attleboro Enterprises, not the employer, and direct communication with the employer is disruptive to the program's success.

- **Respect for Employers:** The internship program relies on employer partnerships, and we must respect their time, resources, and expectations. It is essential that students engage professionally, as students are ambassadors of Attleboro Enterprises' Pre-ETS programming in the community.