

<b>Application Timeline</b>	<b>2017</b>	2018/2019 Applications Available Assess Applicant VR Eligibility Information Session 1 *	November 15, 2017 November 2017 – March 2018 Wednesday, November 15 (6:00pm)
	<b>2018</b>	Information Session 2 * Applications Due Applicant Interviews Notice of Selection Intern Contract Due (Acceptance Offer) Approval from VR Counselor to Participate Mandatory Incoming Intern Meeting † Intern Kick-off Event Program Start Date	Wednesday, January 17 (6:00pm) Friday, March 30 April 9 – 13 Friday, April 20 Friday, April 27 Friday, April 27 Wednesday, May 16 (4:30pm) Wednesday, July 25 (6:00pm) Wednesday, August 8

\* RSVP to [ProjectSEARCH@west-mec.org](mailto:ProjectSEARCH@west-mec.org)  
† Details will accompany selection notification

**Site Tour  
About the  
Program**

To schedule, contact Colleen McLoone (602-814-7697 or [colleen.mcloone@west-mec.org](mailto:colleen.mcloone@west-mec.org)).

Project SEARCH at Renaissance Glendale Hotel & Spa is an unpaid internship program that trains young adults who have graduated from (or aged out of) high school, who have a significant disability, and who are committed to seeking competitive employment in the community. This nine-month employment training program model features total immersion in a business setting in which interns complete a series of three rotations (11 weeks) in various departments within the Renaissance Glendale. It also includes instructional time for reinforcement of employment skills and career exploration opportunities — all while providing on-site job coaching and accommodations design, as needed, to support the goal of independence.

Interns participate in the program as recipients of services through the **Rehabilitation Services Administration/Vocational Rehabilitation**. Staffing for the program is provided by **West-MEC (Western Maricopa Education Center)**.

Host Business: Renaissance Glendale Hotel & Spa  
9495 W. Coyotes Boulevard, Glendale, AZ

Program Capacity: 10 interns

Potential Rotations: Kitchen (Prep Cook)  
Kitchen (Steward)  
Front of House (Lobby Attendant)  
Housekeeping (House Person)  
Housekeeping (Room Attendant)  
Housekeeping (Laundry Attendant)  
Banquet Set-Up  
Banquet Utility  
Banquet Shipping & Receiving



Daily Schedule:  
(may vary)

8:00am – 8:15am	Arrival
8:15am – 9:00am	Classroom Instruction
9:00am – 11:15am	Internship Rotation
11:15am – 11:45am	Lunch
11:45am – 2:00pm	Internship Rotation
2:00pm – 2:30pm	Reflection



**Participant  
Selection/  
Eligibility  
Criteria**

A prospective intern must:

Be between 18 to 28 years of age and have already exited high school.

Be eligible for Vocational Rehabilitation services and approved for participation by their VR Counselor including updated Individualized Plan for Employment (IPE).

Have a strong desire and commitment to work competitively at the end of the program.

Have a goal to work at least 20 hours per week after program completion.

Have the ability to meet host business clearance requirements.

Commit to 100% attendance.

Be willing to utilize and train for public transportation to access Project SEARCH and future competitive employment.

*Program does not provide or coordinate transportation.*

Be able to maintain appropriate behavior, hygiene, and social skills in the workplace without immediate supervision.

*Interns are supported in their rotations by instructors, job coaches, and mentors. However, the expectation is that support fades as interns gain skills and confidence within a rotation. A young adult requiring one-on-one support would not be a candidate for this program.*

Be able to communicate effectively (may be other than verbal) and take direction from a supervisor.

Be willing to participate one evening and one weekend day during each of the three rotations.

Have a significant barrier to competitive employment.

*This program serves individuals with a range of abilities. Selection is not based on an education label or diagnosis. Rather, the selection committee endeavors to develop a cohort that is diverse in its abilities.*

**Note:** The goal of this process is to select applicants who are likely to be successful in the program at the end of which they will have training, experience, and skills necessary to become competitively employed.



**Offer of  
Acceptance  
Requirements**

If selected, candidates are required to comply with the following upon acceptance:

*Project SEARCH Intern Contract and Project SEARCH Intern & Support Person Agreement* (sign and submit; documents included with notification of selection)

Meet with Vocational Rehabilitation to update/develop service plan and obtain authorization to participate in Project SEARCH at Renaissance Glendale.

**Pre-Program  
Requirements  
Renaissance  
Glendale  
and West-MEC**

Prior to the program start date, incoming interns MUST complete and provide the following documentation:

*Renaissance Glendale Intern Training Agreement*

*West-MEC Project SEARCH Application*

*West-MEC Education and Record Information Release*

*Arizona Residency Documentation Form*

*Updated IPE and VR Authorization*



**West-MEC  
Contacts**

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