



Are You Accessible? How to Accommodate Individuals Who Have Disabilities

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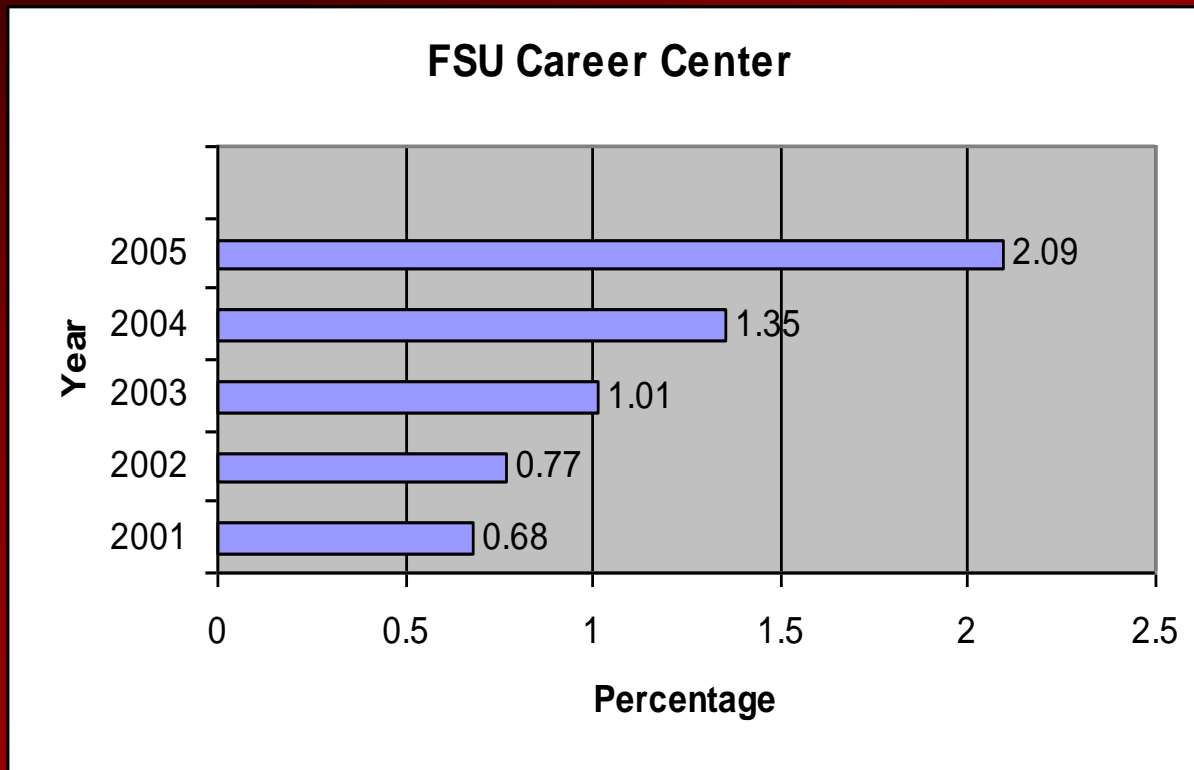
Jill A. Lumsden, MS/EdS

The Career Center, Florida State University
NCDA Conference, June 2005

Outline

- Importance
- Discussion
- Accommodating Disabilities
- Building Relationships
- Developing and Evaluating Technology-based Resources
- Question & Answer

Why is This Important?



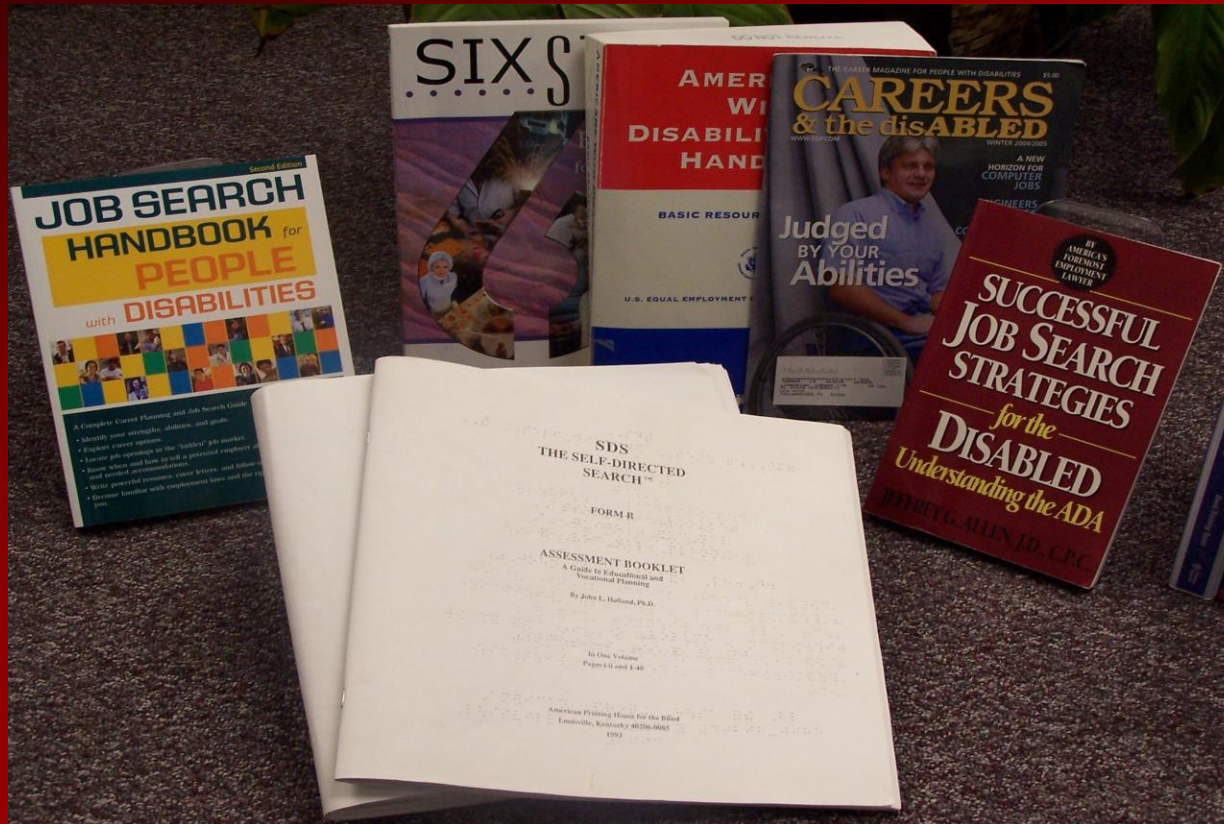
Why is This Important?

- Employment Rate (ages 16-64) (Cornell, 2000)
 - Sensory: 48.9%
 - Physical: 33.7%
 - Mental: 30.7%
- Overall, 37% of people with disabilities, as opposed to 79% of people without disabilities, were employed (CDC, 1995)

Discussion

- What are career-related issues faced by individuals who have _____ disabilities? And how might those issues affect career services?

Accommodating Disabilities



Accommodation Defined

- Any change in the work environment or in the way things are usually done.
- Two types
 - Structural Accommodations
 - Operational and Equipment-Related Accommodations

Understand Disabilities

- Recognize needs related to specific disabilities
- Determine corresponding delivery & interaction methods
- Determine resources & accommodations

Resource Types

- Acquire, develop, and revise resources
 - Disability Module
 - Community Referral Directory
 - Print
 - Web Sites
 - Customized Career Workshops

Customized Career Workshops

- Make sure workshops are accessible
- Examples of topics to address
 - ADA during the job search and in the workplace
 - Disclosure
 - Accessibility issues at interview site
 - Illegal interview questions
 - Discussing your disability in an interview
 - Advocating for oneself
 - Discrimination

Building Relationships



Student Disability Resource Center Association for Creating Community for Every Seminole Student (ACCESS) Ability First Adult Learning Evaluation Center Entry Point! Division of Blind Services Project Goals Able Trust Vocational Rehabilitation Visual Disabilities Department Center for Autism and Related Disabilities

Disability Liaison

- Increase awareness
- Develop and maintain relationships
- Serve as a ready resource for career information
- Share information about issues faced by individuals with disabilities
- Collaborate in developing relevant resources (e.g., workshops)

Educate Through Campus/Community Agencies

- Invite speakers to staff meetings to share knowledge of disability issues:
 - Referral recommendations
 - Respectful ways to work with individuals
- Visit disability centers:
 - View facilities
 - Learn about services

Establish & Maintain Relationships

- Workshops/Presentations
 - Division of Blind Services
- Project Collaboration
 - Disability Mentoring Day
 - ADA in the Workplace
 - Usability testing
- Advising at student disability resource centers

Developing & Evaluating Technology-based Resources

Welcome to the FSU Career Center - Microsoft Internet Explorer

Address: <http://www.career.fsu.edu/>

FSU CAREER CENTER

home | help | about us | contents | index | search: [] go

First time user?

Welcome to The FSU Career Center!

What brings you here today?

I am a:

- Student** seeking career, education or job assistance.
- Alumni** looking for help with career, education or employment decisions.
- Community Member** seeking information about career and education choices.
- Employer** interested in recruiting FSU students and/or alumni.
- Faculty, Staff or Administration Member** seeking career resources and services.
- Family Member** wanting to assist in the career process.
- Professional** delivering career services or creating career resources.

I would like to provide feedback on [Career Center services](#) or [the web site](#).
The Career Center is part of the [Division of Student Affairs](#).
We gratefully acknowledge the support of our [Corporate Partners](#).

The Career Center
Suite 3430, University Center
FSU, Tallahassee, FL 32306-2490
Phone: (904) 941-4333

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Address: <https://apps.oti.fsu.edu/CareerPortfolio/ssp/login.jsp>

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Career Portfolio

Welcome to the FSU Career Portfolio

Chart Your Course for Success!

- First Time User: **START HERE**
- FSU Students: **ENTER PORTFOLIO**
- Referred Users: **VIEW PORTFOLIOS**

Preparing students for the world of work through planning, reflection, skill development, and portfolio documentation.

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Access - Site Login - Microsoft Internet Explorer

Address: <http://www.bridges.com/cpl/florida/>

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High School Students
Choices PLANNER
• Sign in to your portfolio
• New User?
• Jump in without portfolio
(Site ID required)

Adults
Choices PLANNER
• Sign in to your portfolio
• New User?
• Jump in without portfolio
(Site ID required)

Visitors
Choices PLANNER
• High school student visitors
• Adult visitors
(Site ID not required)

Questions?
For answers to questions about accessing BRIDGES products in Florida, contact the Florida Department of Education at 800-342-9271

FACTS.org
It's all academic.

Web Accessibility Guidelines

- Ensure documents are clear & simple
 - Multiple modalities
 - Ability to change look
 - Ensure user control within the site
-

Multiple Modalities



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Career Center | Portfolio Home

When you log into your Career Portfolio, you'll be taken to the **Main Menu** screen. This is your jumping off point to all the areas you can create and customize in your Career Portfolio.

In the **Build** area, you can work on your Profile, Skills Matrix, Resume, References and Artifacts to add and update them with new information. In the **Manage** area, you can personalize what you want seen by employers, graduate schools or even your parents.

If you need assistance with your Career Portfolio, the **Learn** area contains **self-guided tours** of the different features, as well as technical help and answers to frequently asked questions.

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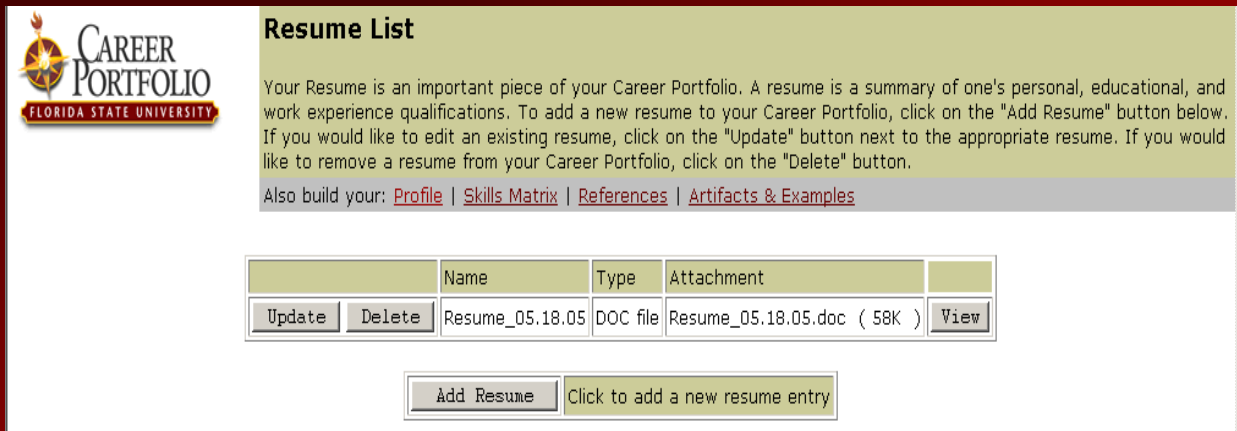
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Screen reader is able to describe the content of the photo. The user is able to use an auditory method to help with a visual item.

Ability to Change Look

User is able to enlarge text and change colors using browser accessibility features



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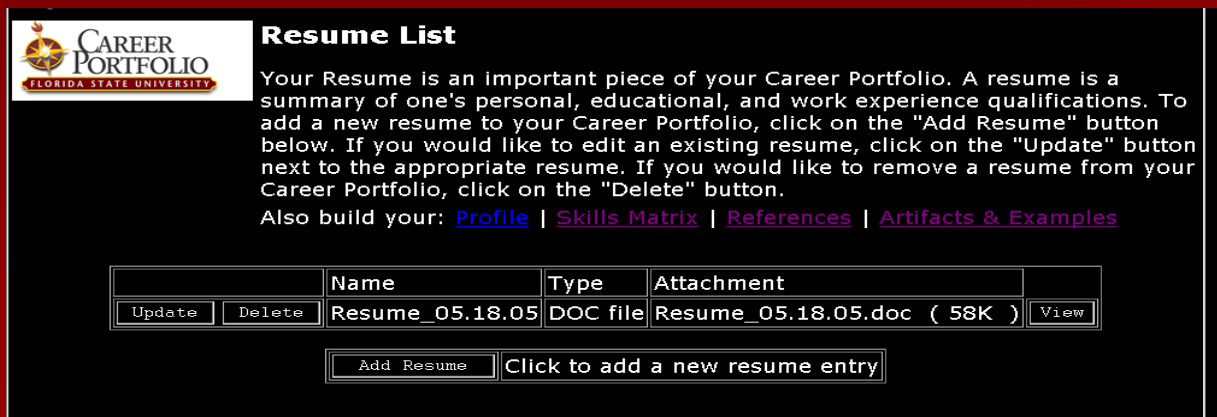
Resume List

Your Resume is an important piece of your Career Portfolio. A resume is a summary of one's personal, educational, and work experience qualifications. To add a new resume to your Career Portfolio, click on the "Add Resume" button below. If you would like to edit an existing resume, click on the "Update" button next to the appropriate resume. If you would like to remove a resume from your Career Portfolio, click on the "Delete" button.

Also build your: [Profile](#) | [Skills Matrix](#) | [References](#) | [Artifacts & Examples](#)

| | Name | Type | Attachment | | |
|------------------------|------------------------|-----------------|------------|-----------------------------|----------------------|
| Update | Delete | Resume_05.18.05 | DOC file | Resume_05.18.05.doc (58K) | View |

[Add Resume](#) [Click to add a new resume entry](#)



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Ensure User Control Within Site

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Welcome! The FSU Career Portfolio is an interactive tool that will allow you to record, reflect upon, and evaluate your experiences, both in and out of class, while at Florida State University.

Through the FSU Career Portfolio, you can:

- Learn about skills that employers value.
- Discover opportunities available on and off campus that allow you to develop these skills.
- Build a detailed portfolio of your skills, experiences and accomplishments.
- Include an online resume, references, transcripts and even samples of your work.

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Number is highlighted to show user's place. All of the numbers are linked to the corresponding page.

Examples of How Accessibility Features Impact Different Disabilities

- Limited scrolling
 - Physical: less effort
 - Cognitive: less likely to lose place
- Descriptive tags
 - Visual: screen reader can describe the image
 - Auditory: clients can read transcripts of videos

Steps to Evaluate Accessibility

- Be aware of the standards
 - Web Accessibility Initiative
 - Federal Section 508
- Check program with Bobby
- Navigate without a mouse
- Use screen reader to review
- Review with JavaScript turned off
- Conduct usability testing with people who have disabilities

Accessibility of Computer Information Systems

■ Findings

- At least 1 version accessible with JAWS

■ Considerations

- Accessible vs. User Friendly

■ Recommendations

- Contact developer
 - Test usability
-

Create an Inviting and Accessible Environment

- Maintain awareness of needs of individuals with disabilities
- Be aware how to interact with individuals who have disabilities
- Provide alternate formats and accessibility tools
- Have accessible computer programs
- Continue to learn more about disabilities
- Establish and maintain a working relationship with community and campus disability centers/agencies

Questions?