

YorkSpace Collection

Work-Integrated Learning, Accessibility, Accommodations (WILAA)

Materials from SSHRC funded research project
AcTinSite (2020-2023) & Connection Grant (2021-2022)



AcTinSite Research Project Material

Guide for the Lived-Experience Expert Panel

Shared April 2021

Summary

Part of AcTinSite research aims is to ensure the work done is valuable to specific stakeholders. To have input from stakeholders, we set up an expert panel, who would meet a few times a year. Our leading expert panel is for two stakeholders. The first is in, or recently graduated, from a program with work-integrated learning. The second stakeholders are disabled students or students with a disability. This document was created in early 2021 and updated in fall 2021. The documents help guide AcTinSite representatives and LEEP members in running meetings and making decisions.

Document Details

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AcTinSite Partners



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Lived-Experience Expert Panel

LEEP Overview

Lack of accommodation within work-integrated learning (WIL) can cause students to leave their programs or limit their future employment. **We aim to improve accommodations during WIL**, which will also improve education and workplace accessibility. Our work focuses on developing a ‘thing’ to make WIL accommodations easier and more effective for disabled students and the institutions that provide them.

The title of this project is Accommodation to Include Students with Disability in Practicum Sites or AcTinSite. We believe that to make an adequate ‘thing’, **we must have the guidance of people with lived experience** with disability and/or placement. We aim to gain this input through a Lived Experience Expert Panel or LEEP. People who are part of the LEEP provide advice and recommendations on

- Research evidence and lived experience shared through AcTinSite, and
- Making the ‘thing’ accessible and useable to stakeholders.

This document outlines the roles and expectations of people who are a part of this panel.

Expert Panel Members

There are two roles for members of LEEP. People may hold more than one of these roles. The roles are:

1. **Members**
 - a. Students or graduates with disabilities (with or without an official diagnosis),
 - b. Students or graduates who are or have been on placement.
2. **Representatives from the Research Team:** People from AcTinSite’s Research Team who help to gather information from LEEP members.

The research team is a group of researchers and staff who run AcTinSite

Meeting Requirements

For a meeting to happen, there must be

- Four LEEP members, and
- Two representatives from AcTinSite.

If an expert panel meeting does not meet the outlined requirements, we must make a new meeting date.

Roles

Roles outline the expectations of people in preparing for, during, and after meetings. You may have other responsibilities to the AcTinSite project if you are part of another panel or team. This document only details roles and expectations for the LEEP.

Note Taker

A representative from AcTinSite takes notes during the meeting. This person may also send out details about when meetings are happening and how to join the meeting.

Facilitators

Representatives from AcTinSite who will

- provide relevant updates,
- answer questions,
- be a point of contact for members and
- share details of discussion with the research team.

Members:

Members will

- Advise on research goals for AcTinSite.
- Provide feedback on the research methodologies and tools used in AcTinSite.

Member will work on these topics through LEEP meetings that take place every 4 to 6 months. Before the meeting, members will review relevant documents. Members are to attend meetings, share their views, and help make decisions. After a meeting, you may need to do some follow-up tasks.

Your work would take no more than 2 to 4 hours of work pre meeting. Meetings will last between one and two hours. The other hours would come from review materials before the meeting and possible actions after the meeting.

Members will receive the following email communication from the research team.

- AcTinSite Newsletter (sent out bi-monthly)
- LEEP Summary Report
- Details about next LEEP meeting.

Leaving your Role

LEEP meeting will happen over 2 or 2.5 years. This time frame means that you may have to leave LEEP. If you leave, we ask you to give two weeks' notice.

Communication & Accommodations

We strive to share details about the project in a way that meets your needs. We can use different means of communication during the project. Please use our email (actinsite@gmail.ca) to note preferences for communicating or if you want or need accommodations.

Transparency

To remain transparent, the researchers and research staff will share the following:

- A summary of AcTinSite on its website,
- A LEEP Guide,
- Meeting notes and task lists,
- Evaluation conclusions,
- Other documents that need to be shared.

Phases of AcTinSite

There are four phases of the AcTinSite project. Below is a summary of the possible expectations for members for each phase. As a phase completes, this document will update to show what the current expectations are.

Phase 1: Exploration - M1-9 (September 2020 – June 2021)

We aim to find existing resources for accommodations in practicum sites. We are gathering resources by searching online (google and journals) and asking partners to share resources they have/made/use. We are also doing interviews with stakeholders. Finally, we will establish a lived experience expert panel.

Phase 1 Completed—no further expectations.

Phase 2: Participatory design - M10-18 (July 2021 – February 2022)

We will do a co-design process to inform the creation of the AcTinSite toolbox. This process includes the design of both specific toolbox resources and the web-based platform.

Phase 2 Completed. No Further expectations

Phase 3: Development - M18-36 (February 2022 - August 2023)

We create and give feedback on the resources and the web-based platform outline in phase 2. These processes are creating a wireframe, developing resources, testing useability, and piloting the toolbox.

Phase 3 asks maybe to:

- Participate in expert panel meetings, which will happen every 4 to 6 months,
- Feedback on the wireframe for the online platform, and
- Advise on how to pilot the web-based toolbox.

Phase 4: Demonstration/knowledge mobilization - M26-36 (August 2022 – August 2023)

We share the web-based platform with a select group to assess impact. Then we will evaluate the effect of the web-based platform. Once we have completed the evaluation, we will share what we learned from the AcTinSite project. Finally, we plan to share results with anyone involved in the project, stakeholders, the scholarly community, and the general public.

Phase 4 asks maybe to:

- Participate in expert panel meetings, which will happen every 4 to 6 months,
- Advise on how to evaluate the pilot,
- Review and give feedback on the evaluation outcomes, and
- Recommend how to share our evidence.