**2010-2011 Summer Programs Internship Application**

Congratulations! You have qualified to apply for a Summer Scholars internship. The Summer Scholars internship program places highly qualified AFBHS scholars in competitive professional internships with our partner firms, organizations, and schools. Please find below the internships available for this summer, as well as a calendar of important dates and participation requirements.

**DIRECTIONS:**

1. Read the “Dates to Remember” and FAQ sections below.
2. Read the individual internship descriptions and select two to apply to.
3. Complete the attached application.
4. Attach a cover letter and resume to the attached application and submit these documents to Ms. Jackson by the end of lunch on Wednesday, May 25 by email.

**DATES TO REMEMBER:**

|  |  |  |
| --- | --- | --- |
| DATE | EVENT/DUE DATE | LOCATION |
| Monday, May 23 @ LUNCH | **MANDATORY INFORMATIONAL PIZZA LUNCH** | Mr. Saul’s Room (Scholars must have pass.) |
| Tuesday, May 24 from 5 pm to 6:30 pm | **MANDATORY INTERNSHIPS APPLICATION WORKSHOP** | Mr. Saul’s Room (Scholars must have pass.) |
| Wednesday, May 25 by 1 pm | **INTERNSHIP APPLICATION, COVER LETTER & RESUME DUE** | In person to Ms. Jackson or Mr. Saul by the end of lunch |
| Wednesday, May 25 | **Scholars receive word of where you have secured interviews from Ms. Jackson** | Check your @afstudents.org email for these details. |
| May 26 – June 3 | **Internship Interviews** | Off campus (TBA) |
| Friday, June 10 | **Internship placements announced** | Friday Celebration |
| Friday, June 10 from 1:15 pm to 3:30 pm | **MANDATORY INTERNSHIP INFORMATION MEETING** | Mr. Saul’s Room (Scholars must have pass.) |
| Tuesday, July 5 from 2 pm to 7 pm | **MANDATORY INTERNSHIP PRE-WORK ORIENTATION** | Ms. Jackson’s Room |
| Wednesday, July 6 – Friday, July 29 | **SUMMER SCHOLARS INTERNSHIPS** | Varies by internship |
| Friday, August 19 from 11:30 am to 1:30 pm | **MANDATORY SUMMER SCHOLARS CLOSE-OUT WORKSHOP & LUNCH** | TBD |

**FAQ:**

* **How long are internships?** We will work with the partner site team, you and your family to determine the length of your internship – both with respect to dates and hours worked each day. Every intern will work at least 35 hours, in order to get the full experience of an internship. You should expect to work at least 20 hours/week throughout July to complete your internship.
* **Are internships paid?** As of now, internships will not be paid. There will be opportunities to earn compensation in other ways, including free laptops, lunches out with your host firm and other perks at many of our sites.
* **How will I get to work?** We will give you a MetroCard.
* **How will I eat?** You will pack a lunch and snacks to take with you each morning into the real world. Occasionally, your team will take you out for lunch.
* **What do I need to wear to my internship?** Interns will wear professional dress to work each day. We will discuss at length what constitutes professional attire in different industries and workplaces once your placement has been made.
* **Will everyone who applies for a Summer Scholars internship get a placement?** Unfortunately, no, we cannot place every scholar who is eligible this year. Therefore, these are competitive opportunities, and you will want to put your best work into your application.
* **Will Ms. Jackson, Ms. Draizen or Mr. Saul take me to work each day?** Nope. You will have a managing mentor at your site, with whom you will check in each day and who will be your professional coach. Ms. Jackson will visit you unannounced at some point during the course of your internship.
* **What happens if I fail to show up to work or fail to complete my internship?** If a scholar were to miss work more than one day, s/he would get fired from the internship. If a scholar fails to complete the internship, s/he will not receive graduation requirement credit for the summer opportunity this summer and will have to complete an 80-hour Saturday service project this fall to make up the credit.
* **Can I write about my internship in my college application essay?** Of course!
* **Can I ask my managing mentor to write recommendations for me in the future?** If they are impressed by your professionalism and performance? You bet!

**SUMMER 2011 Internships**

Please read the internship descriptions below and place a check in the box next to all internships that you are applying for.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **X** | **Internship title** | **Firm/team** | **Contact person** | **Location** |
|  | **Technology Support Intern (x2)** | Team IT, Achievement First Network Support | Steve Myrthil, IT Associate | 510 Waverly Avenue, Brooklyn |
|  | **Recruitment Support Intern** | Team Recruit, Achievement First Network Support | Genna Weinstein, Director, Recruitment | 510 Waverly Avenue, Brooklyn |
|  | **Operations Intern (x2)** | Team Operations, AF Crown Heights Middle School | Petrina  Hospedales, Student Services Manager | 790 East New York Avenue, Brooklyn |
|  | **Operations Intern (x2)** | Team Operations, AFBHS | Sabrina Silver, Director of School Operations | 1485 Pacific Street, Brooklyn |
|  | **Fundraising Intern (x2)** | I Have a Dream Foundation | Lisa Castillo, Director | Midtown, Manhattan |
|  | **Camp Intern (x3)** | Camp Fowler | Debra Batcher, Camp Coordinatorr | 1790 Grand Blvd. Schenectady, NY |

**Technology Support Intern:** See attached job description.

**Recruitment Support Intern:**

**Office organization:**

* Help us organize our office and clean it up (filing, creating “homes” for all of our materials, etc)
* Help us to create an inventory of SWAG and brochures so recruiters know how much is available

**Data entry:**

* We’ll need a lot of data entry to help clean up our contact management system

**Candidate cultivation:**

* Writing a letter about their AF experience that we could send to candidates we really love to show them how great our scholars are (then revising, etc.)
* Writing a description of what their teachers do every day (from the perspective of a student) and what advice they would give a new teacher coming to AF
* Helping us think through great phone screen questions for candidates

**Building recruitment skills:**

* Practicing interview skills with recruiters (4 hours)
* Attending or participating in recruitment events (not sure if we’ll have any)

**Operations Intern:**

* School set-up
* Space improvement projects
* Data entry
* New student on-boarding
* Errands

**Fundraising Intern:** Help the CEO team at the I Have a Dream Foundation run the main office by managing data, helping with fundraising campaigns, helping plan and prep for events, and teaming on a number of different projects and tasks.

**Camp Intern:** Live at Camp Fowler this summer and support the base camp team with maintaining the grounds, welcoming and hosting camper groups, and by helping out in the office. Camp Fowler will take care of your room and board, and you’ll get to live in the Adirondacks all summer.

**Scholar Internship Student Application**

Please print neatly and remember to write in complete sentences where applicable!

Contact Information

Name: Age: Birthday:

Cell Phone: Email address:

Address: (Street, Apt. #):

City: State: Zip:

Name of Parent or Guardian: Relationship:

Current Grade: □ 9 □ 10 □ 11 Expected Graduation Year:

School Name: Advisor:

STUDENT PROFILE

Total number of days absent from school this year: Total number of tardies this year:

In complete sentences, please briefly describe your involvement in:

Extracurricular activities (sports, drama, clubs, etc.):

Community or volunteer activities:

Special skills or talents you possess and/or machines and equipment you can use:

Are there any languages you use fluently in addition to English? Please list them below.

Listen & Speak: Read: Write:

Do you know how to type? □ Yes □ No Words per minute:

Please rate your computer experience: □ expert □ some □ very little □ none

Nature of experience (classes taken, operating systems and software programs you can use):

Student Reflection

Please answer the following questions completely on a separate sheet of paper. This is an opportunity to display your written communication skills, so use complete sentences.

1. Why are you interested in this internship program?

2. What do you expect to gain from this internship?

3. What is the one accomplishment of which you are most proud? Please describe any obstacles that stood in between you and that accomplishment.

4. List three things you feel you do particularly well.

5. List three things you would like to learn to do better and why.

6. What is your favorite academic subject? Why?  
 7. How do you feel about learning new skills?

8. Do you prefer to work alone or in a team? Why? Please explain.

9. Describe yourself in three words.

10. How do you respond when given directions from other people?

11. Grade point average last trimester: . Why do you believe you earned this GPA?

12. What do you expect to be doing 5 years from now?

14. What careers are you interested in?

15. Please write about a significant experience you have had in your life so far. Why was this experience important to you and how has it helped you to develop? How has it prepared you for this internship and/or your future?