



**THE NEW YORK CITY
SCHOOL CONSTRUCTION AUTHORITY**
In partnership with the
**NEW YORK CITY DEPARTMENT OF
DESIGN & CONSTRUCTION**

Summer Internship Program
Application Materials

Completed applications must be submitted by February 27, 2015.



THE NEW YORK CITY SCHOOL CONSTRUCTION AUTHORITY SUMMER INTERNSHIP PROGRAM (SIP)

Thank you for your interest in the NYC School Construction Authority's (SCA) Summer Internship Program. This year we are pleased to announce that the **New York City Department of Design & Construction (DDC)** will join our efforts and SIP will be able offer additional opportunities to high school students from New York City. We look forward to reviewing your application and getting to know those selected this summer.

What is the Summer Internship Program (SIP)?

During the summer of 2015 the SCA and DDC will offer a combined program for one hundred and fifty (150) talented NYC public high school students full-time work experience during the summer break. SIP is designed for students interested in pursuing careers in architecture, engineering, building trades, public administration, business administration or information technology. Interns will be placed with the SCA, DDC or with one of their respective business partner firms throughout New York City. Assignments may include AutoCAD (computer aided design) drafting for students interested in architecture or engineering, internet research, word processing, spreadsheet creation, and other clerical work. Students work for six weeks, five days a week in a program that combines hands-on work and educational programming. Participants are paid for the full six weeks and earn one (1) high school credit.

Applicants for the SCA/DDC Summer Internship Program are expected to meet the following qualifications:

New York City public high school juniors and seniors with a grade point average of eighty (80) or higher that are eligible to work in the United States and available for the program's duration.

How to apply:

Complete and submit the **program application, along with the teacher recommendation and a current resume**, to your school's SIP contact, by **Friday, February 27, 2015**. The school contact will submit your paperwork and a copy of your high school transcript to SIP by **March 6, 2015**. Applicants will be notified if they have been selected for an interview via email by **March 24, 2015** and interviews will be held during the NYC DOE Spring Recess from **April 6-10, 2015**. Selection decisions will be communicated to students through their SIP contact and via email by **May 15, 2015**. The program will run from **July 6-August 14, 2015**.

For additional information contact:

Sandrine Fermino, Program Coordinator
NYC Department of Design and Construction
Community Partnership and STEAM Initiatives
30-30 Thomson Avenue – 4th fl.
Long Island City, NY 11101
Email: Ferminos@DDC.NYC.GOV
Telephone: (718)391-1207



**THE NEW YORK CITY
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SUMMER INTERNSHIP APPLICATION-2015**

Application must be written in blue or black ink

STUDENT APPLICANT

Name _____

Gender Female Male D.O.B. ____/____/____

High School _____ OSIS Number _____

Year of Graduation _____ Cum. Grade Point Average _____

Do you have Working Papers? Yes No Do you have a Social Security number? Yes No

Current Address _____

City _____ State _____ Zip _____

Telephone (Home) _____ (Cell) _____

Cell phone carrier (for text messages) _____

E-mail Address _____

Primary Career Interests _____

Top College Choices _____

Intended College Major(s) _____

Extracurricular/Leadership Activities _____

ACE Mentor Program Participant Yes No Year(s) _____ Team # _____

Are you available to work full-time from July 6-August 14, 2015? Yes No

SIP School Contact _____ Position _____

E-mail Address _____ Telephone _____

Nominated by _____ Position _____

E-mail Address _____ Telephone _____



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Computer Applications/Skills Inventory

Applications/Skill Level	Definitions
4	I am very experienced with all of the software's features.
3	I have mastered all the basic and intermediate functions.
2	I am familiar with basic and some intermediate features.
1	I am familiar with basic functions only.
0	I have not used this type of software.

Word Processing	Experience/ Skill Level	Software	Experience/ Skill Level
MS Word		Computer Aided Design	
Other		AutoCAD (version _____)	
		Revit (version_____)	
Spreadsheets		Inventor	
MS Excel		Other	
Other			
		Computer Graphics	
Presentation		Adobe Photoshop	
PowerPoint		Adobe Illustrator	
		Adobe In Design	
Programming Languages		Other	
C++			
Java		Desktop Publishing/Web Page Design	
Java Script		HTML	
Python		Dreamweaver	
Visual Basic		Other	
Databases			
MS Access			
Other			



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List three hobbies or special interests:

What career would you like to pursue? What do you currently know about this career?

What do you hope to experience and accomplish in the NYC SCA's Summer Internship Program?

Please attach a resume to this application.



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RECOMMENDATION FORM

Student's Name _____

High School _____

Your Name _____ **Signature** _____

Position _____

Telephone Number _____ **Email** _____

Please comment on the student's academic and personal characteristics and career interests that would make this student a strong candidate for the NYC School Construction Authority's Summer Internship Program. Please feel free to type your recommendation on a separate sheet of paper and attach it to this form. Please return your recommendation to the SIP contact for your high school or to the student's school counselor by February 27, 2015. A copy of the recommendation should also be emailed to the SIP coordinator Sandrine Fermino at Ferminosa@DDC.NYC.GOV. Please contact Sandrine Fermino at (718)391-1207 if you have any questions.



THE NEW YORK CITY SCHOOL CONSTRUCTION AUTHORITY SUMMER INTERNSHIP APPLICATION-2015

Name _____

High School _____ Grade Level _____

The application process will occur in two rounds. After we receive the applications, we will review them and select a group to proceed to the second round. If you are selected for the second round, we will arrange to interview you at the SCA during the NYC DOE Spring break period from **April 6-10, 2015**. If selected, you will receive an interview appointment confirmation via email by **March 24, 2015**. Please confirm your interview appointment via email to SIP by **March 27, 2015**. Applicants selected to interview for SIP will be notified of their status through their school contact by **May 15, 2015**.

Please check off the dates and morning or afternoon timeframes listed below that you will be available if selected to interview for the program. The morning sessions will run from 9:00 am-12:00 pm and the afternoon sessions will run from 1:00 pm-4:00 pm.

Day	Date	Morning	Available	Afternoon	Available
Monday	April 6	9:00 AM-12:00 PM		1:00 PM-4:00 PM	
Tuesday	April 7	9:00 AM-12:00 PM		1:00 PM-4:00 PM	
Wednesday	April 8	9:00 AM-12:00 PM		1:00 PM-4:00 PM	
Thursday	April 9	9:00 AM-12:00 PM		1:00 PM-4:00 PM	
Friday	April 10	9:00 AM-12:00 PM		1:00 PM-4:00 PM	

FOR OFFICE USE

Interview Date and Time _____ Interviewer _____