

P-TECH MODEL RESOURCE

SAMPLE INTERNSHIP EMPLOYER INFORMATION SHEET

What is P-TECH?

Pathways in Technology Early College High School (P-TECH) is an innovative grade 9-14 school in Brooklyn, New York. The school opened in September 2011, and currently has students in grades 9, 10, and 11 of the six-year program. Students attending P-TECH will graduate with an Associate in Applied Science degree that will enable them to garner a job in the IT industry or continue their studies in a four-year institution.

What are P-TECH Brooklyn Internships?

P-TECH Brooklyn internships are skills-based, paid internships designed to help P-TECH students build upon their considerable skills and get real-world experience in the workplace that will help them become truly career- ready.

Internships are:

- 6-8 weeks, late June through mid-August
- Monday-Thursday, 9am- 5pm (no more than 32 hours/week); on Fridays, students report to P-TECH
- Brooklyn for a weekly seminar
- Skills-based
- Paid (recommended: \$11+ hour)
- Based in New York City and accessible by public transportation

Who are the P-TECH Brooklyn interns?

P-TECH Brooklyn interns are in their third year (traditional junior year) of their school program, pursuing their AAS degree in either Computer Systems Technology or Electromechanical Engineering Technology. Most students are 16 years old. These students are eligible for internships based on two factors:

- Enrollment in college classes at the New York City College of Technology (Students already have attained up to 33 college credits)
- Participation in Workplace Learning courses, including Virtual Enterprise

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What is Expected of P-TECH Brooklyn Employers?

- Provide meaningful work experiences that enable students to showcase their skills (not copying or answering the phones)
- Provide supervision and mentorship for students
- Provide weekly feedback to school supervisor

What will employers receive?

- Guidance on how to work with young people
- An opportunity to showcase the best of your organization to the future talent pipeline
- Recognition as a P-TECH 9-14 school Employer Partner
- An opportunity to provide dynamic young people with great promise a unique opportunity to build their skills and expand their life purviews

What will employers receive?

P-TECH Brooklyn will provide employers with profiles of a handful of P-TECH Brooklyn students to give them an understanding of the range of skills that students have. Based on this information, employers will develop internship descriptions for students and provide to the school.

P-TECH Brooklyn staff will then match students to potential internships. Employers will have the opportunity to interview up to three students and choose a student to hire. P-TECH will do its best to provide the employer with its first choice of student.

What type of work can P-TECH Brooklyn interns do?

very intern will contribute to a real and meaningful work project that is aligned with their skill set. While the work assignments do not have to be technical in nature, they should expose students to various aspects of the work in include:

- Social media/Communications strategy
- Team consulting projects
- Client research and competitive analysis
- Testing new applications/products/software
- Designing and administering client surveys
- Assisting with a marketing campaign
- Coding and website re-design

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Timeline

- Student profiles
School makes available to employers March 10, 2014
- Internship descriptions
Employers provide to school by March 31, 2014
- Employer preparation
Begins March 31, 2014
- Interviews
April 14-May 2, 2014
- Interview placements
By June 2, 2014
- Internships
June 16-June 30 – mid-August, 2014

For more information about the P-TECH 9-14 model, please visit ptech.org