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| NAF Coordinator Internship Action Timeline 2017-16 |
| Start date | NAF Student Junior Year Internship preparation | Deadline |
| 11/ 2016 | * Assess your Junior class to see who is prepared for an internship: soft skills and technical skills.
* Send Preliminary #’s to NYC NAF Academies
 | 12/14/17 |
| 1/3/2017 | * Distribute survey and application
 | 2/3/17 |
| November 2016 through January 2017 meetings | Parent engagement - Have PTA distribute Internship forms to parents:* [NAF approach to WBL](https://drive.google.com/open?id=0B6ks9hsJj_4QLW5iekhCa2RfYUU)
* Internship Survey and [Application](https://drive.google.com/open?id=1-qbVfnJ1nYFfUKyojvFUN-aGFzsrn2JFjL_MO5DiEKs)
* [Student Agreement](https://drive.google.com/open?id=0B6ks9hsJj_4QYVF0LU1fTGZBVm8)

Be sure to reiterate the importance of ‘no vacation’ during duration of the internship. | 2/3/17 |
| 1/2017 | Collect responses and evaluate readiness | 2/3/17 |
| 2/3/17  | Compile list of students to participate based on completed file. | 2/10/17 |
| 2/10/17 | Schedule preliminary Interviews with NYC NAF Academies before Mid-Winter Recess (NYC NAF will message details to coordinate conducting interviews to occur in early March 2017) | 2/17/17 |
| 4/2017 | Look to the announcement of [SIF Allocations](https://wblnyc.wikispaces.com/Supplemental%2BInternship%2BFund%2B%28SIF%29) and work with your Work-based Learning Coordinator to see how many allocations you will be able to offer NAF Academy students. | 5/2017 |
| NYC NAF Academies Required Documents for Student Interviews |
| NYC NAF Academies will Interview Students in March, after school during the week and provide feedback to Academies about each student strengths & weakness for interning and make recommendations for positions they may be applying for. In addition NYC NAF Academies will provide Internship Orientation for participating Interns and their parents before they begin the internship.* Survey and [Application](https://drive.google.com/open?id=1-qbVfnJ1nYFfUKyojvFUN-aGFzsrn2JFjL_MO5DiEKs) Completed
* [Student Agreement](https://drive.google.com/open?id=0B6ks9hsJj_4QYVF0LU1fTGZBVm8) signed by students and guardian
* [Coordinator Recommendation](https://drive.google.com/open?id=0B6ks9hsJj_4QOUFKU1NhZm1tdjQ)
* [Teacher Recommendation](https://drive.google.com/open?id=0B6ks9hsJj_4QalEzWC1xcUxjQ00)
* Transcript
* Cover letter
* Resume
* [I9 Documentation](https://drive.google.com/open?id=0B6ks9hsJj_4QZFNvbE1UbTdEbjg) (Authorization to work)
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| NYC NAF Academies Internship Development |
| Start date | NAF Student Junior Year Internship Program | Deadline |
| 11/2016 | Invite Business sites to host interns* Send out Internship Request Email to potential internship worksites.
 | 4/2017 |
| 11/2016 | Track Business Partners/Host using a tracking Spreadsheet.* Follow up with responses by attaching Internship Overview and Internship Reservation Form/Host Agreement to be completed and returned (give deadline).
 | 5/2017 |
| 1/2017  | Confirm Acceptance from businesses.  | 5/2017 |
| 2/2017 | RSVP to NYC NAF Academies to conduct Host Trainings to support worksites with internship development.  | 5/2017 |
| NYC NAF Academies will provide training to Hosts in developing high quality Internship before June 2017 to review elements and expectation of all of the WBL and reinforcing the training plan for the intern. |
| 1. | Matching Students with companies | 3/17- 5/17 |
| 2. | Students attend any company interviews  | 3/17- 6/17 |
| 3. | Confirming with companies as to which students will be interning for them | 3/17- 6/17 |
| 4. | Confirm placement by collecting offer letter/Training plan signed by Guardian and students | 3/17- 6/17 |
| 5. | Coordinate the Student Orientations: Introduce Site monitors and clarify all expectations. | June 2017 |
| 6. | Register Students participating in an internship for summer school for class credit and Metro cards. | June 2017 |
| NYC NAF Academies Internship Tracking |
| Enter the student placement into the NAFTrack system | 5/17 - 6/17 |
| Site monitor provide weekly site visits, updates and feedback to worksites and Interns.  | 7/17 - 8/17 |
| Site monitors will review student project and grade pass fail according to project rubric. | 7/17 – 8/17 |
| Process grade for the Student Internship  | Sept/2017 |
| Plan to participate in the Internship Showcase | Sept/2017 |

Resources for Internships

* [Supplemental Internship Fund](https://wblnyc.wikispaces.com/Supplemental%2BInternship%2BFund%2B%28SIF%29)Nominations Accepted: 04/21/17 – 06/01/17
* SYEP 4/1/2017: Contact nearest SYEP provider or see Student application process <http://www1.nyc.gov/site/dycd/services/jobs-internships/summer-youth-employment-program-syep.page>.
* Ladders 4/1/2017: See Qualifying Student Application process: Contact nearest SYEP provide <http://www1.nyc.gov/site/dycd/services/jobs-internships/nyc-ladders-for-leaders.page>
* TOP: Paid Internships for students with IEP’s: contact TCC@schools.nyc.gov
* In School Youth: For more information, call Youth Connect at 1-800-246-4646 <https://www1.nyc.gov/site/dycd/services/after-school/in-school-youth-isy.page>
* Task force
* Direct pay TBA(Fitch, KPMG Verizon & Earnst & Young NJ) Outstanding candidates will be recommended by NYC NAF for these Internship spots.
* Other programs in schools