

High School Summer Internship Program 2016

ABOUT THE PROGRAM

During the summer of 2016 the New York City Department of Design and Construction (DDC), in partnership with the NYC Department of Youth and Community Development (NYC DYCD), will offer a summer internship program for forty (40) talented NYC high school students to work full-time in house at New York City Department of Design and Construction.

The High School Summer Internship Program is designed for students interested in pursuing careers in architecture, engineering, building trades, public administration, business administration or information technology. The program is structured to enable students to gain exposure to the many careers in the built environment and to learn about what it takes to build NYC. It is a unique opportunity to prepare students for the growing demands of the job market.

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.

LENGTH OF PROGRAM

The 6-week Internship begins Tuesday July 5, 2016 and ends Friday August 12, 2016. All students are required to also attend an unpaid mandatory work orientation on Friday July 1st, 2016.

STRUCTURE OF PROGRAM

- Each intern is assigned to a mentor within a division, and will be assigned to a project for the term of the program, or may rotate through different types of projects, depending upon the availability of projects.
- There will be seminars with DDC senior staff and DDC summer college interns.
- Interns participate in Community Day, a day of service working on various projects within the City of New York.
- Field trips to significant projects, such as the Public Safety Answering Center (PSAC) II; High Bridge, and Fordham Plaza.

ASSIGNMENTS

Students will be assigned to one of the following agency's divisions:

- Administration Division
- Architecture & Engineering (A&E)
- Community Partnerships and STEAM Initiatives
- Infrastructure
- Law/General Counsel's Office
- Office of the Chief Architect
- Program Management
- Public Buildings

PROGRAM QUALIFICATION REQUIREMENTS

- Applicants must reside in New York City;
- Applicants must be in high school and at least 16 years of age
- Applicants must be eligible to work in the United States;
- Applicants must be available for the entire duration of the program.



APPLICATION PROCESS

You are required to submit the following as part of your completed application:

- DDC High School Summer Internship application
- Letter of recommendation
- Current resume
- School transcript (SYEP Applicants Only)
- DYCD Ladders for Leaders and/or Summer Youth Employment Program Application

STEP 1:

Submit your completed DDC High School Summer Internship Program application online by April 15, 2016. Please choose one of the following options to submit your application. If you encounter any difficulties, please call us at 718.391.2888 for assistance.

ONLINE SUBMISSION:

1. Please find DDC High School Summer Internship application on Google Form on our website www.nyc.gov/ddc. Please visit the STEAM Tab section of the website.
2. All supporting documents should be emailed to STEAM@ddc.nyc.gov with the following subject heading "2016 HSSIP – FIRST NAME LAST NAME"

EMAIL:

1. Please find DDC High School Summer Internship application in PDF form on our website www.nyc.gov/ddc. Please visit the STEAM Tab section of the website.
2. Download the PDF application to your desktop and open using Adobe Reader (Free Software). You will be able to complete your application electronically and submit your application by clicking on the Submit Form button on the upper right hand corner.
3. Completed PDF applications and all supporting documents should be emailed to STEAM@ddc.nyc.gov with the following subject heading "2016 HSSIP – FIRST NAME LAST NAME"

STEP 2:

Based upon your grade average, please complete the appropriate DYCD application:

- If your grade average is 80 and above, please complete the NYC DYCD Ladders for Leaders application (due April 4, 2016).
- If your grade average is below 80, please complete the NYC DYCD Summer Youth Employment Program (SYEP) application (due April 4, 2016). This year our partnering community provider is HANAC Community located at 23-16 30th Avenue, Astoria, NY 11102. Please select them as a provider if you are interested in this internship opportunity.

After March 1st, all applicants must fill out both SYEP and Ladders for Leaders applications, regardless of grade average.

STEP 3:

If selected, you will receive notification for an interview by Wednesday April 20th, 2016 via email. Interviews will take place during the week of April 25th, 2016 unless your application is selected via the SYEP Lottery system. If your application is selected via the SYEP lottery system, interviews will be on a rolling basis.

Incomplete packages will not be considered, both NYC Department of Design and Construction and Department of Youth and Community Development applications must be completed.

CONTACT INFORMATION

STEAM hotline: 718.391.2888

STEAM email: steam@ddc.nyc.gov

NYC DDC: www.nyc.gov/ddc

PARTNERS

