




HOTEL ASSOCIATION OF NEW YORK CITY, INC.

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TO: General Managers, Directors of Human Resources – Member Hotels
FROM: Joseph E. Spinnato 
RE: 2015 National Academy Foundation Job Shadow Initiative
DATE: December 15, 2014

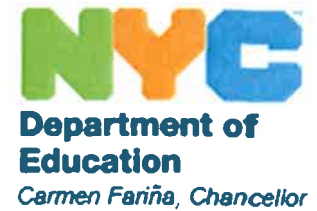
The 2015 National Academy Foundation Job Shadow Initiative will be held during the months of January 2015, February 2015 and March 2015. This initiative is in conjunction with the National Academy Foundation and the New York City Department of Education – Career Technical Education Department. Businesses, Educators and Communities throughout New York City will be supporting this initiative by providing students with work place job shadowing experiences. Students will be invited into the workplace for a day (usually four-six hours) and paired with a workplace mentor who they will “shadow” throughout the day to learn how the skills they are taught in the classroom can be applied in the business world.

We strongly encourage you to get involved with this worthwhile program. If you are interested in obtaining additional information on this program and/or bringing in students to “shadow” selected hotel mentors, please contact:

Ms. Sharon Fine
New York City NAF Industry Coordinator
(718) 391-8238 (office)
(516) 993-9244 (cell)
sfine@schools.nyc.gov

Best regards.

JES/lef
Attachment



Please join NYC National Academy Foundation in
Making a Difference in the Next Generation of Leaders for your Industry
For the Job Shadow Initiative 2014-2015

NYC NAF students are selected by their eagerness to learn your industry. Each student attends classes in their Academy theme that lays the groundwork for future success. The next step is the hands-on experience that only you can provide. **Job Shadowing** gives them an opportunity to take an up-close look at what a real job is like in your organization and how the skills they learn in school can be put into action in the workplace.

A typical Job Shadow Day might include:

- An orientation describing your workplace and what you do.
- A tour of the work facility
- Students meet with their work-place mentor who will discuss the various aspects of their job and the skills required to work in the industry.
- *Lunch is greatly appreciated*

RSVP with the **Following Information** to Sharon Fine, NYC NAF Industry Coordinator
sfine@schools.nyc.gov office: 718-391-8238 cell: 516-993-9244

1. **Contact Person for Event: (Name, Email and phone #)**
2. **Job Shadow Location: (please include any special instructions)**
3. **Date and Time for the Job Shadow Day: (Note: School Days from Dec . 2014 to March 2015)**
4. **Number of Students: _____**
5. **Academy Themes: (Indicate all areas that apply to your company)**

_____ Finance _____ Hospitality and Tourism _____ Health Sciences

_____ Information & Technology _____ Engineering

6. **Are you interested in hiring a spring or summer NYC NAF intern?**

Thank you for supporting NYC National Academy Foundation