




# HOTEL ASSOCIATION OF NEW YORK CITY, INC.

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320 PARK AVENUE, NEW YORK, NY 10022-6838

(212) 754-6700 FAX (212) 754-0243

**TO:** General Managers, Directors of Human Resources – Member Hotels  
**FROM:** Joseph E. Spinnato   
**RE:** 2016 National Academy Foundation Job Shadow Initiative  
**DATE:** December 14, 2015

The 2016 National Academy Foundation Job Shadow Initiative will be held during the months of January 2016, February 2016 and March 2016. 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) 391-8237 (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 2016

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 my cell: 516-993-9244 NYC NAF main office: 718-391-8237

- Contact Person for Event: (Name, Email and phone #)
Job Shadow Location: (please include any special instructions)
Date and Time for the Job Shadow Day: (Note: School Days from January 2016 to March 2016)
Number of Students:
Academy Themes: (Indicate all areas that apply to your company)

Finance Hospitality and Tourism Health Sciences
Information & Technology Engineering

- Are you interested in hiring a spring or summer NYC NAF intern?

Thank you for supporting NYC National Academy Foundation