




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: 2014 Academy of Hospitality & Tourism Summer Internship Program

DATE: March 10, 2014

The Academy of Hospitality & Tourism is a four year program designed to introduce high school students to the Hospitality & Tourism Industry. This program is funded by the New York City Department of Education in partnership with Hospitality & Tourism organizations throughout New York City. Presently the program, with over 1,000 students enrolled, is in place (from the 9th grade through the 12th grade level) at the following nine New York City High Schools:

1. Academy of Hospitality & Tourism High School at Erasmus (Brooklyn)
2. Grover Cleveland High School (Queens)
3. High School for Enterprise, Business & Technology (Brooklyn)
4. High School for Hospitality Management (Manhattan)
5. Jacqueline Kennedy Onassis High School for International Careers (Manhattan)
6. New Utrecht High School (Brooklyn)
7. Port Richmond High School (Staten Island)
8. Richmond Hill High School (Queens)
9. Susan Wagner High School (Staten Island)

The Academy of Hospitality & Tourism is looking to establish 2014 summer internships for its students (see attached information). These internships would be for a six to eight week period during the months of July 2014 and August 2014. The students should be paid at the prevailing minimum wage by your hotel. If you are interested in becoming involved with this highly worthwhile program, please fill out the attached form and return it at your earliest convenience. The Academy will then arrange for a student interview. All students are prescreened and have Microsoft Office skills. If you have any questions pertaining to the 2014 Academy of Hospitality & Tourism Summer Internship Program, please contact Tara Bellevue, Director of New York City Academies at (212) 391-8237 (work), (347) 813-1183 (cell) or by emailing tbellevue@nycacademies.org.

Best regards.

JES/lef
Attachment



What is the internship?

- A six-eight week summer position providing challenging opportunities and exposure to the business world.
- Paid at entry level wage; costs for 8 week internship range from \$2000-\$2500
- Students are prescreened for workplace readiness skills
- Students may be assigned to one department or rotated through several.
- We can accommodate part-time intern positions throughout the year.

Our interns are prescreened by the Academy to insure they have resumes, Social Security cards, working papers etc. We interview each student and evaluate their "soft skills" and knowledge specific to the themes of Hospitality, Finance, Engineering, Health Sciences or Information Technology.

Students qualify for an internship after completing at least 2 courses in the Academy Curriculum, and have attended work-readiness activities such as Job Shadowing, student conferences or workshops. All interns have Microsoft Office skills.

Academy of Finance courses include: Principles of Finance, Banking & Credit, Financial Planning, Financial Services, Economics and Accounting.

Academy of Hospitality & Tourism courses include: Hospitality & Tourism Systems, Geography, Principles of Hospitality & Tourism, Lodging Management and Strategies for Success. One of our schools also has a Culinary program.

Academy of Information Technology courses include: Principals of Information Technology, Web Design, Computer Systems, Digital Media and Computer Networking. Some Academies also offer Oracle and C++.

Academy of Engineering courses include: Introduction to Engineering Design, Principles of Engineering, Aerospace Engineering, Biological Engineering, Civil Engineering and Architecture, Computer Integrated Manufacturing, Digital Electronics and Engineering Design and Development.

Academy of Health Science courses include: Principles of Biomedical Sciences, Human Body System, Medical Interventions and Biomedical Innovation.

After that process is complete, we're ready to send resumes to our partners and set up interviews at the worksites.

For more information, contact:

Tara Bellevue
Director, NYC Academies
718-391-8237 or 347-813-1183
tbellevue@nycacademies.org



NYC Academies

A member program of the National Academy Foundation

How can hiring Academy interns help your business?

- Promote workplace diversity
- Develop a new employee pipeline
- Help high school students prepare for careers in business
- Receive local and national recognition

Check Out - <http://www.nycacademies.org>

What is the Academy?

- A partnership between the NYC Department of Education, the National Academy Foundation and the business community of our city
- Prepares students for careers in Financial Services, Hospitality & Travel, Engineering, Health Science and Information Technology
- Leverages NAF Curriculum which is based on nationally recognized educational and industry standards and is vetted by industry professionals
- Allows students to experience industry through site visits, guest speakers, conferences and a paid summer internship
- Part of the National Academy Foundation network: www.naf.org

What is the internship?

- A six-eight week summer position in a professional work environment or part-time during the school year
- Paid at entry-level wage; costs for 8 week internship range from \$2000-\$2500 (*non-profit companies are not responsible for student salaries*)
- The Summer Scholars Program for AOIT and AOE is funded through The Bank of America
- Students are prescreened for workplace readiness skills and have completed work-readiness workshops and activities in addition to their academic courses
- Students may be assigned to one department or rotated through several

Yes, I would like to hire Academy interns for 2014!!

Name of Company _____

Address _____

Phone _____ Email _____

Contact Person _____

of Interns Requested _____

Academy Themes: (check all areas that apply to your company)

- Finance
- Hospitality and Tourism
- Information & Technology
- Engineering
- Health Sciences

**You may attach a job description if applicable.*

Special Qualifications/Skills _____

Academy interns are ready to help you. To hire an intern, return this form to:

Tara Bellevue
Director of New York City Academies
(C) 347-813-1183
tbellevue@nycacademies.org
www.nycacademies.org