



NYC Department of Education 2015 Summer Internship Program Project Form

INTERNSHIP TITLE:

Research and Evaluation Intern

DIVISION/OFFICE:

Research and Policy Support Group, Division of Teaching and Learning

ADDRESS:

65 Court Street, Brooklyn, NY 11201

OFFICE DESCRIPTION:

RPSG ensures that DOE policymakers have access to sound and timely research, analytics, and program evaluations. It is responsible for promoting the DOE’s long-term policy and research agenda. As part of this role, RPSG conducts its own research and program evaluations as well as serves as a bridge between the DOE and external research parties.

INTERNSHIP RESPONSIBILITIES:

The intern will support current program evaluation work related to the DOE’s Principal Pipeline Initiative (PPI) and the Progressive Redesign Opportunity for Schools of Excellence (PROSE), including but not limited to stakeholder engagement, theory of change development, research design and implementation, and data analysis and reporting. As part of this work and broader office-wide efforts to build capacity and align collaborative action research methodology, the intern will have an opportunity to learn best practices for conducting research and evaluation in an applied, education setting, contribute to the development of resources for programs and schools, and assist with data analysis and reporting. The intern will also assist with data requests as needed and have an opportunity to gain experience working with large data sets comprising of thousands of records.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY:

The intern should have an interest and background in applied research methodology and data analysis, including a familiarity with SAS, SPSS and/or STATA. Attention to detail is essential.

SALARY INFORMATION:

This is an unpaid internship.



ADDITIONAL INFORMATION/COMMENTS (Optional):

This position will be an excellent opportunity for any student interested in conducting research and program evaluation to inform education policy and practice. The intern will have ample opportunity to learn or expand skills related to research methods, data analysis, project management, stakeholder engagement, presentation development and reporting, and public speaking, all within a supportive and affirming environment.