



**NYC Department of Education  
2016 Summer Internship Program  
Project Form**

**INTERNSHIP TITLE:**

Literacy and Academic Intervention Intern

**DIVISION/OFFICE:**

Department of Literacy and Academic Intervention, Division of Teaching and Learning

**ADDRESS:**

52 Chambers Street, Room 113, New York, NY 10007

**OFFICE DESCRIPTION:**

This office supports literacy for all of NYC Public Schools. Within this department exist the Office of Literacy, Office of Academic Intervention Services, Office of Library Services, and the newly-forming Office of Early Literacy

**INTERNSHIP RESPONSIBILITIES:**

- Research – reading professional books, journal articles and student materials and writing comprehensive summaries
- Attending meetings
- Assisting with professional development events
- Possible school visits to obtain student/teacher work samples
- Assist with creating book lists of children’s and young adult books to recommend to schools, including critical reviews
- Assist with data collection, compilation and analysis
- Assist with developing pd plan for upcoming school year
- Telephone tasks, including calls to authors, booking appointments, surveys
- Writing, including creation of advertisements/flyers, correspondence, white papers, reports, PowerPoint presentations, and Excel spreadsheets

**QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY:**

- Excellent written and oral communication skills
- Strong critical reading ability
- Ability to work both alone and collaboratively, including with members of the full team
- Strong computer skills, including strong knowledge of Microsoft Office Suite (Word, PowerPoint, and Excel); knowledge of publishing programs a plus
- Able to self-initiate a work plan and problem solve as challenges are encountered
- Ability to accept supervision
- Cordial personality

**SALARY INFORMATION:**

This is an unpaid internship.