



# NYC Department of Education 2015 Summer Internship Program Project Form

**INTERNSHIP TITLE:**

Literacy and Literature Development Intern

**DIVISION/OFFICE:**

Department of Literacy and AIS

**ADDRESS:**

52 Chambers Street, Room 205, New York, NY 10007

**OFFICE DESCRIPTION:**

The Department of Literacy and AIS provide professional learning opportunities to both school-support and school-based staff to increase literacy achievement for all students in our New York City Public Schools.

**INTERNSHIP RESPONSIBILITIES:**

The intern will assist with:

- Reading and reviewing children’s and young adult trade books
- Reading and reviewing professional books on literacy topics
- Creating recommended book lists for multiple purposes
- Review and update department web site links and resource pages
- Other related tasks as assigned

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

A strong love of children’s and young adult fiction and nonfiction is a plus as this internship will involve extensive reading and writing about these genres. Strong skills with navigating the web are essential; however, programming or web design skills are not required.

**SALARY INFORMATION:**

This is an unpaid internship.

**ADDITIONAL INFORMATION/COMMENTS (Optional):**

This position is ideal for anyone studying education, writing or any field requiring leadership skills. By reading and reviewing professional texts, interns will learn about current theory in leadership development, best-practices in teaching, and explicit techniques for writing well-developed pieces in



**Department of  
Education**

*Carmen Fariña, Chancellor*

multiple genres. By reading and reviewing children's and young adult trade books, interns will learn the current trends in literature for young people as well as skills for literary critique of both fiction and nonfiction. Interns will have an opportunity to build skills in working collaboratively, managing time to meet deadlines, attending to the requirements of multi-faceted projects, and developing computer skills in Word, Excel and internet research.