

The New York Institute for Collaborative Education

Senior Internship Program

At the New York Institute for Collaborative Education (N.Y.I.C.E.), a progressive, diverse, and academically rigorous public middle and high school in the East Village, our seniors' high school experiences culminate in an internship during their final semester.

For more than 20 years, N.Y.I.C.E. seniors have made valuable contributions working with and learning from professionals in every industry imaginable, exploring and developing their passions while gaining invaluable experience and professional contacts for the future.

N.Y.I.C.E. seniors come to their internships uncommonly well-prepared for the world of work after years of project-based learning, close relationships with staff members, collaboration with their peers, intensive research projects, and self-directed inquiry. For more on how they consistently outperform expectations, you can read about some of our mentors' experiences below. To learn more about our school, please visit iceschoolnyc.org.

What are the dates of the 2023 program?

Seniors can start on January 31. The internship finishes in the middle of June.

How many hours per week do seniors intern?

Up to 26 hours per week, 4 or 4.5 days/week, depending on their school-related commitments.

What kinds of work can the interns do?

Our goal is for our seniors to be challenged and learn new skills while gaining a wide range of experiences and making meaningful contributions at their site. Basic administrative tasks should not be the main focus of the internship.

What are the mentor's responsibilities?

- Supervise the intern's work and provide her/him with actionable feedback
- Identify appropriate tasks and responsibilities for the intern
- Verify the intern's hours and performance on a short weekly timesheet
- Be in touch with N.Y.I.C.E.'s Internship Coordinator as needed
- Provide a written evaluation in the middle of the semester and one at the end

I'm interested! What are the next steps?

- Contact N.Y.I.C.E.'s Internship Coordinator, Josh Torpey, to discuss at josh@iceeducate.org
- Receive cover letters and resumes from applicants
- Interview candidate/s
- Decide if a candidate seems like a good fit for your organization!

Here's what some of our mentors have had to say about their NYICE interns:

"Asha was an outstanding intern and her work was on the level of someone with much more experience in the workplace. Her responsibilities included screening calls for the live radio show and greeting guests and getting them to the studio, duties that require an ability to think on her feet, keep her cool, and juggle demands on her time. She accomplished all of that with poise and good humor. As she progressed in her role, she produced segments on a range of topics including foster care, the philosophy of old age, and the legacy of Nelson Mandela."

Lisa Allison, Executive Producer, The Brian Lehrer Show on WNYC

"A lot of ink is spilled about the attention span (or lack thereof) and capacity for work (or lack thereof) demonstrated by Blaise's generation; about their self-centered worldview and the entitlement with which they approach their responsibilities. I hope that the people with this impression get to meet Blaise and other kids like him. In the time he has been with us there has not been a single task that he was not happy to tackle and complete with diligence and attention; there has not been a single day that he did not show up happy and ready to work; at a moment in his life that is filled with distractions Blaise was focused, competent and unfailingly upbeat. It has been a pleasure having him at ValueWorks."

Steve Zell, COO, ValueWorks

"When Stella arrived at Willie Mae Rock Camp, she put herself out there to learn a variety of new tasks and take on projects from all staff. What she did not expect was to actually become a mentor herself during her internship. Stella managed to absorb so much information about Garageband that when the teaching artist for our digital production program could not attend, she stepped up and helped the other participants with their own songs. She was able to grab the students attention, give them advice on content, and break down the steps for the art form in a palatable way for the age group. We can't wait for her to visit us again during her college breaks or even future employment!"

Christina Rodriguez, Program & Operations Coordinator, Willie Mae Rock Camp for Girls

"I had never had a high school intern before and I was concerned about how it would go. But Elona surprised me! Within a couple of weeks she was a solid part of our research team, and she made many important contributions to our research study. As her main project, we had her analyze a qualitative data set focused on persons living with HIV, exploring their perspectives on taking HIV medications. We worked with her and supported her to do something really challenging; namely, identify a research question and then answer that question. She brought her own sensibilities to the project, came up with a good question, learned the data analysis software, and analyzed the data. The findings she came up with were interesting and we are incorporating them into a paper for publication, on which Elona will be an author. Elona had a lot of interesting insights. I was impressed."

Marya Gwadz, Ph.D., Professor and Associate Dean for Research, NYU Silver School of Social Work

"It has been my great privilege to help shape the mind and actions of my interns. I have had three these past several years and each of them has brought something different to the table. Even after 28 years in business, we learn from each other. My greatest joy has been exposing them to different ideas and opportunities outside the realm of their familiar comfort zone."

Paulette Manos, owner, Mailed, Inc.

"Throughout Christopher's internship he impressed me with his willingness to learn and proactive nature. Always looking for his next task, he displayed a level of maturity far exceeding what would be expected of a high school senior. Christopher is a natural born problem solver with the ability to approach tasks with a can do attitude that shines through in his work."

Elena Gonzalez, Marketing Project Coordinator, American Field Service (AFS)

Some Recent NYICE Internship Sites

Memorial Sloan Kettering Cancer Center
New York State Supreme Court
The Metropolitan Museum of Art
Makerspace Brooklyn
The Brian Lehrer Show on WNYC
Laboratory of Neurogenetics of Language at Rockefeller University
The New York Aquarium
Bellevue Hospital
East New York Farms
Human Rights Watch
PEN America
NYU Press
New York Lawyers for the Public Interest
The Vera Institute of Justice
The Robert Rauschenberg Foundation
The International Center of Photography
Lincoln Center
The American Museum of Natural History
The New Museum
American Ballet Theatre
The Center for Computational Astrophysics at the Flatiron Institute
US Representative Jerrold Nadler's district office
NYC Council Members Brad Lander and Stephen Levin
The Brooklyn Botanical Garden
New Immigrant Community Empowerment
US Equal Employment Opportunity Commission (EEOC)
The New York Horticultural Society
HLW International architecture firm
The Brooklyn New School
NYU College of Nursing / Silver School of Social Work
Animal Haven rescue center
Little Missionary's Day Nursery
Columbia University Laboratory of Intergroup Relations and the Social Mind
Hunter College and New York University neuroscience labs
Willie Mae Rock Camp for Girls
The Brooklyn Conservatory of Music
The Brooklyn Music School and Playhouse
American Field Service (AFS)

...and many more!

The Mentor's Role

The success of our program depends on the commitment of amazing mentors who have a passion to help teach, guide, and challenge the next generation in this foundational, and often transformational, life experience.

What do amazing NYICE internship mentors do?

1. Orient the intern to the organization, its policies, and guidelines, and introduce them to other personnel as appropriate.
2. Serve as the intern's main point of contact within the organization.
3. Give the intern a variety of appropriate and meaningful assignments and responsibilities, according to the needs of the organization and the demonstrated abilities and interests of the intern.
4. Provide the intern with clear expectations and timely and actionable feedback about their job performance on a regular basis.
5. Complete NYICE's short weekly timesheet / evaluation form to facilitate and document this feedback. Discuss areas of success and in need of improvement with the interns before submitting the form to NYICE.
6. Complete two written evaluations of the intern throughout the course of the semester, one halfway through the internship and the other in early June.
7. Help the intern resolve any issues that may arise at the site.
8. Be in contact with NYICE's Internship Coordinator as needed, advising him if there are any issues or concerns that cannot be resolved directly with the intern, either on the weekly evaluation form or by email or phone.

Please reach out to Internship Coordinator Josh Torpey with any questions at josh@iceeducate.org. Thank you!