



**NEW YORK CITY SCHOOL CONSTRUCTION AUTHORITY**  
**SUMMER INTERNSHIP PROGRAM ("SIP") APPLICATION**  
**JULY 6-AUGUST 14, 2020**

During the summer of 2020, the New York City School Construction Authority (SCA) will offer one hundred twenty-five (125) talented New York City public high school students full-time work opportunities. The SCA Summer Internship ("SIP") recruits talented college-bound NYC public high school students for a six-week internship with various SCA divisions and business partners throughout New York City. SIP is designed for students interested in pursuing careers in industries including, but not limited to, architecture, engineering, construction management, business administration, information technology, real estate and or public administration. We seek to provide a diverse internship experience along with career mentoring. Assignments may include maintaining files, organizing documents, managing spreadsheets, conducting internet research, attending meetings, and or drafting for students with AutoCAD/Revit proficiency. Students may participate in limited supervised construction site visits with their intern host. Students spend four days a week with their intern host and the remaining day attending educational training and career development training and workshops.

**Eligibility Requirements:**

SIP is open to current New York City public high school students with a grade point average of eighty (80) or higher that are eligible to work in the United States and are available for the program's duration.

**Application Process:**

- Students must submit the following as part of their completed application by **March 6, 2020**:
  - Online application for the **Summer Intern 2020** position
  - Current resume
  - Complete official transcript
  - SIP Recommendation Form (must be completed by a teacher or guidance counselor and returned directly to SIP)
- The active fillable PDF version of the **Recommendation Form** may be accessed from the Summer Internship Program page on the SCA website at [www.nycsca.org](http://www.nycsca.org). Click Careers-Internship Program-Summer Internship Program-Recommendation Form. The completed form must be returned directly to SIP electronically.
- Students will be notified of the selection decisions for the interview process by **March 20** by email. Students selected to interview will receive a **Doodle Poll** invite by email asking them to select an interview appointment during the NYC DOE Spring break from **April 13-17, 2020** at the SCA.
- Students who complete the interview process will be notified of the selection decisions for the program by **May 11** by email. Students selected for SIP will receive an SCA employment packet by email. They will also receive a **Doodle Poll** invite by email asking them to select a registration date during the **first week in June** at the SCA. They will be required to bring in their completed employment packet, **original** age-appropriate working papers (for those born after July 6, 2002) and **original** I-9 documentation, to show identity and work authorization, in order to register for the program.

**For more information contact:**  
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**RECOMMENDATION FORM**

**Student's Name** \_\_\_\_\_

**Career Interest Area(s)** \_\_\_\_\_

**High School & Year** \_\_\_\_\_

**Your Name** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Position** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_ **Email** \_\_\_\_\_

Please comment on the student's academic, personal characteristics and career interests that would make this student a strong candidate for the SIP. Please feel free to type your recommendation on official school letterhead and attach it to this form. Please return your recommendation as a PDF file to the SCA's SIP manager, Ruby Saake, at [SCAINTERNSHIPS@nycsca.org](mailto:SCAINTERNSHIPS@nycsca.org) by **March 6, 2020**. Please contact Ruby Saake if you have any questions. For more information on the SCA's Summer Internship Program, please visit [www.nycsca.org](http://www.nycsca.org). Click Careers-Internship Programs -Summer Internship Program.