



*My COMD
Internship
Experience*

Arianna Gonzalez



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Introduction CUNY LEADS

(Linking Employment, Academics & Disability Services)

The CUNY LEADS Program, which is a program linked to the New York City College of Technology, intends to help college students, whether with disabilities, during their job hunting and prepare them for the work world. The office that occupies a prominent and equipped space is the central place of this public project, which targets primarily college students. The assistance disabled persons and other students get here is not attributed to their identification. They are all considered, and the assistance is given uniformly. One of the significant value additions of CUNY LEADS to a student's college life is through the employment readiness efforts that the program initiates. The program activities give the students a lot of early practical exposure in the professional field.





Site



Location: Library Building RM 237

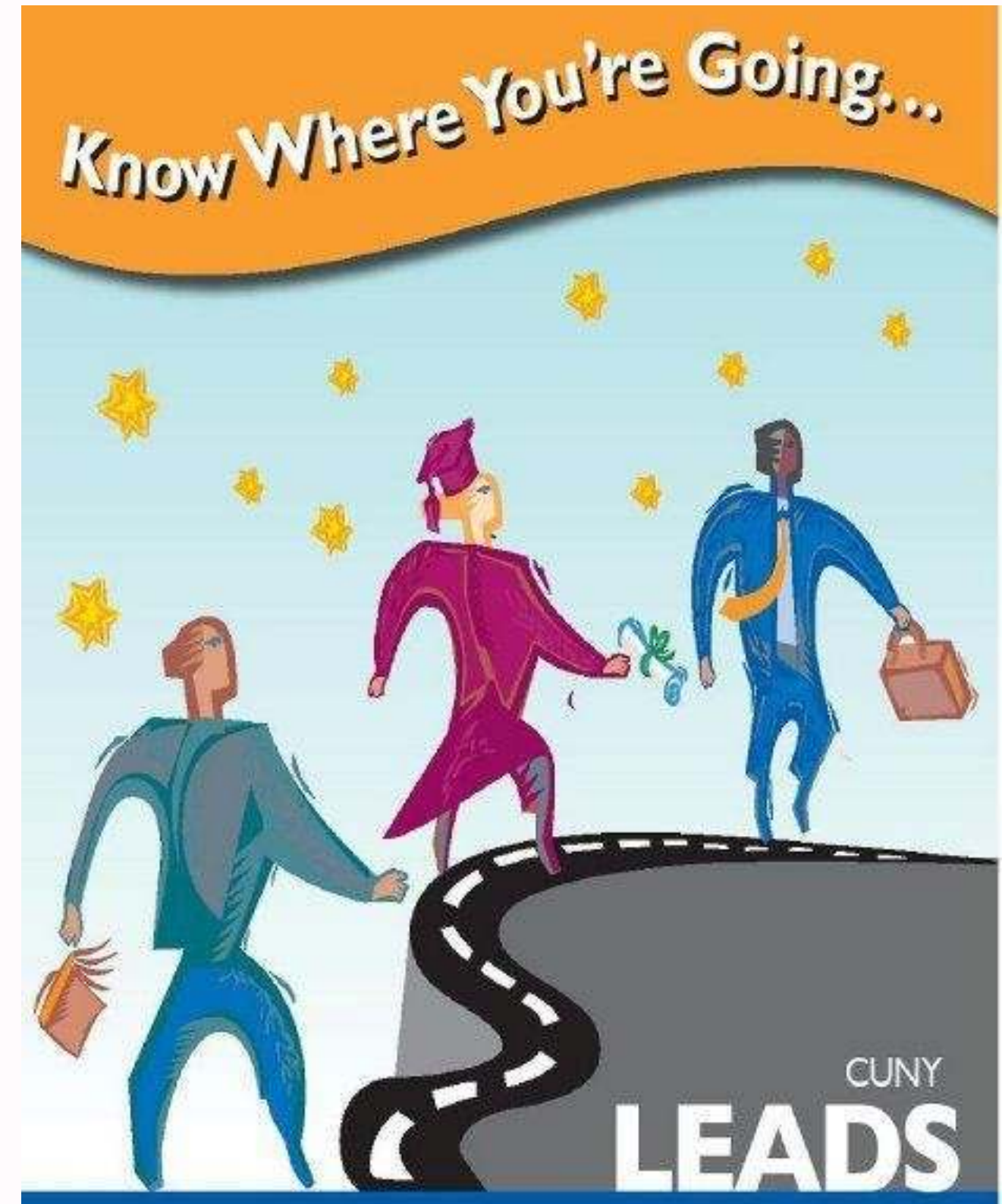
The Center for Student Accessibility
at City Tech



What CUNY LEADS Provides



Additional support program for students with disabilities. Focuses on career readiness.





CUNY LEADS Advisor



Each CUNY Campus has a CUNY LEADS Advisor, I worked closely with City Tech's, Linda Rivera, MSED.



My Work Environment & Culture



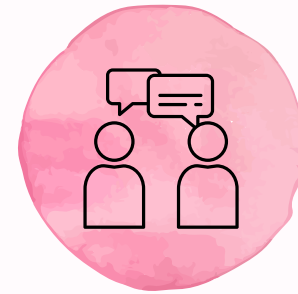
Flexible



Calm



Understanding one another

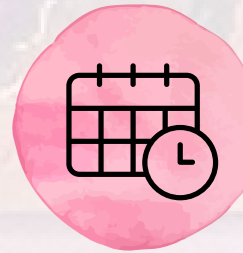


Open Communication

Typical Day



Hybrid Schedule (Virtual & In-Person)



2 hours a day Monday - Friday



Projects: create accessible marketing materials for the CUNY LEADS program including brochures and fliers for university-wide use across all campuses

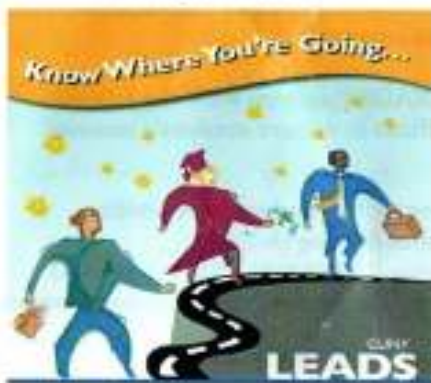
City Tech CUNY LEADS Brochure (2013 - Spr 2024)

Scheduling an Appointment

LEADS Office Room A237
Tel. 718-260-5143
LRivera@CityTech.Cuny.Edu

Office Hours: By Appointment

New York City College of Technology
300 Jav Street
Brooklyn, NY 11201



LEADS Central

Roberta Adelman, Program Director

Barbara Bookman, Director Program
Relations & Professional Development

Tomas Salerni, Data Operations Mgr.

CUNY LEADS Counselors

Baruch College
Sydacia Banbury

Borough Manhattan CC
Jessica Spalter

Bronx Community College
Deborah Greenstein

Brooklyn College
Nelmy Pichardo

City College
Patricia Binchi

Hostos Community College
Simone Sylvester

Hunter College
James Poyard

Kingsborough Community College
Nick Giampetrazzi

LaGuardia Community College
Wendy Nicholson

Lehman College
Lauren McCarthy

Medgar Evers College
Paula Whitney Best

John Jay College
LaQuon Johnson

Queens College
Kristina Arunbayeva

Queensborough Community College
Jennifer Fletcher

College of Staten Island
Jennifer Sullivan

York College
Truett Vaigneur



Linking Employment, Academics & Disability Services at New York City College of Technology

Linda Rivera, MSEd
LEADS Advisor/Counselor

LEADS Office, Room A237
Tel. 718-260-5143, Fax. 718-254-8539
LRivera@citytech.cuny.edu

Mission

CUNY LEADS is a unique program designed to prepare CUNY students with disabilities to make realistic academic and career choices and develop the skills that will result in successful career outcomes.

Vision

CUNY LEADS will establish itself as a national best-practices model. It will serve as a training resource for the development of programs that prepare students with disabilities for realistic and successful employment outcomes.

What is the CUNY LEADS Program?

CUNY LEADS is a unique program designed to prepare CUNY students with disabilities to make realistic academic and career choices and develop the skills that will result in successful career outcomes.

LEADS is available on all CUNY campuses. Each campus has a LEADS counselor that collaborates with campus departments, agencies and businesses to provide career guidance and support to students.

Cost

This exciting program is Free for all eligible CUNY students.

Services

- Academic Advising and Goal Setting for Major/Career Choice, or Transition to a 4 year school
- Career Counseling, Exploration and Development
- Job Search Skills and Assistance Including: Resume and Cover Letter Review and Editing, Mock Interviewing, Interview Follow Up, and Soft Skills Training
- Internship Exploration
- Referrals for Tutoring, Scholastic and Health Service Supports
- Counseling Regarding ADA/504 Modifications and Disclosure
- Self Advocacy Skills

Student Responsibility

- Students must submit medical, educational or psychological documentation regarding their disabilities or medical conditions.
- While it is preferred that the student is registered with the Center for Student Accessibility, it is not required for participation in CUNY LEADS. However, the student must present documentation of disability to the LEADS Advisor. **All documents & information will be kept confidential**

- Students must have a realistic career goal
- Students are responsible for completing the appropriate documentation to determine eligibility for the program as provided by the LEADS Advisor
- Students must meet with the advisor on and ongoing basis

Resources

LEADS Partners with the following offices to ensure student's success:

Center for Student Accessibility

Atrium Building (A-237)
Voice: 718-260-5143, TTY: 718-260-5443
www.citytech.cuny.edu/students/supportservices

Counseling Services Center

Namm Hall (N-108), 718-260-5030
www.citytech.cuny.edu/students/counseling

Veterans Support Services

Atrium Building (A-236), 718-260-4980
www.citytech.cuny.edu/veterans/overview.aspx

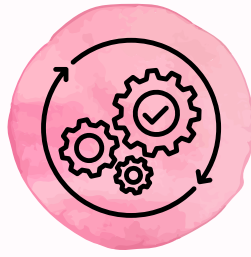
Professional Development Center

Tel. 718-260-5050
www.citytech.cuny.edu/pdc

Partnership with NYSED Office of ACCESS-VR

55 Hanson Place, 2nd Floor
Brooklyn, NY 11217
www.acces.nysed.gov/vr/brooklyn/home
718-722-6700





One of the projects in the internship was to create an updated version of a brochure for the CUNY Leads Program – to be university-wide.

Interested in Scheduling an Appointment?

To schedule an appointment contact City Tech's CUNY LEADS Advisor.

Linda Rivera, MSED
Email: Lriversa@citytech.cuny.edu
Tel: 718-260-51438

Appointments Available: In Person & Virtual

CUNY LEADS Office Location:
Center for Student Accessibility
300 Jay Street RM L237
Brooklyn, NY 11201

Mission

CUNY LEADS is a unique program designed to prepare CUNY students with disabilities to make realistic academic and career choices and develop the skills that will result in successful career outcomes.

Disability & Accessibility Services at CUNY
www.cuny.edu/current-students/student-affairs/student-services/disability/

CUNY LEADS
Linking Employment, Academics and Disability Services

CITY TECH
NEW YORK CITY COLLEGE OF TECHNOLOGY

What is the CUNY LEADS Program?

CUNY LEADS is a free, and unique program designed to prepare CUNY students with disabilities to make realistic academic and career choices and develop the skills that will result in successful career outcomes.

LEADS is available on all CUNY campuses. Each campus has a LEADS counselor who collaborates with campus departments, agencies, and businesses to provide career guidance and support to students.

Services

- Academic Advising and Goal Setting for Major/Career Choice, or Transition to a 4-year school.
- Career Counseling, Exploration and Development.
- Job Search Skills and Assistance Including Resume and Cover Letter, Review and Editing, Mock Interviewing, Interview Follow-Up, and Soft Skills Training.
- Internship Exploration.

- Counseling Regarding ADA and Self Disclosure of both the workplace and college setting.

- Self-Advocacy Skills.

- Students must submit medical, educational, or psychological documentation regarding their disabilities or medical conditions.

Requirements

- While it is preferred that the student is registered with the Center of Student Accessibility is not required for participation in CUNY LEADS. However, the student must present documentation of disability to the LEADS Advisor. All documents & information will be kept confidential.

- Students must have a career goal.

- Students are responsible for completing the appropriate documentation to determine eligibility for the program as provided by the LEADS Advisor.

- Students are expected to meet with the advisor on an ongoing basis.

Resources

LEADS partners with the following support programs to ensure student's success:

Center for Student Accessibility
Location: Library Building (RM-237)
Tel. (718) 260-5143, TTY: (718) 260-5443
www.citytech.cuny.edu/accessibility

Counseling Service Center
Location: Namm Hall (N-108)
Tel. (718) 260-5030
www.citytech.cuny.edu/students/counseling

Veterans Support Services
Location: Library Building (RM-236)
Tel. (718) 260-4980
www.citytech.cuny.edu/veterans/overview.aspx

Professional Development Center
Center Location: Library Building (RM-114)
Tel. (718) 260-5050
www.citytech.cuny.edu/pdc

Partnership with NYSED Office of ACCES-VR
55 Hanson Place, 2nd Floor
Brooklyn, NY 11217
Tel. (718) 722-6700
www.acces.nysed.gov/vr/brooklyn/home

Collaborated Project

CUNY Leads hosted a professional development seminar, Career Connections.

- March 21st had to do with an informative workshop where we will discuss the Who, What, Where, and Why of Networking and the best practices on How to Network.
- April 11th consisted of joining the Student Alumni Panel and the opportunity to network with CUNY LEADS Partner.

The Partners were:

- ACCES-VR
 - IMPACTability
 - Mayor's Office For People with Disabilities
 - Partnerships for Inclusive Internships (PII Program)
 - Workforce Recruitment Program (WRP)
- May 9th contained identifying their transferable skills, articulating them effectively in an interview setting, and engaging in role-playing activities to enhance their communication skills.



The PII Program



Spring of 2024 Events



CAREER CONNECTIONS PART I

Networking 101

Thursday, March 21, 2024
4:00-5:00 PM

How do you land your dream job? Is filling out a job application enough? Did anyone ever tell you to "reach out to your network" when looking for employment? What exactly does that mean?

Please join us for an informative workshop where we will discuss the Who, What, Where and Why of Networking and the best practices on How to Network.

Guest Presenters:

Rhea Faniel, CPDI Sr. Associate Director, CCNY
Lauren Hynd, CPDI Career Advisor, CCNY

RSVP FOR LINK: <https://bit.ly/3UCClSk>



CAREER CONNECTIONS PART II

CUNY LEADS Alumni & Networking Event: Sharing Paths to Success

Join us for our Student Alumni Panel and the opportunity to network with CUNY LEADS Partners

Thursday, April 11th, 2024 | 1 PM TO 3 PM
In Person at Baruch College

55 Lexington Avenue (Enter through the 25th Street entrance)



Participating CUNY LEADS PARTNERS:

- ACCES-VR
- IMPACTability
- Mayor's Office For People w/ Disabilities
- Partnerships for Inclusive Internships (PII Program)/ AHRC New York City
- Workforce Recruitment Program (WRP)

Must RSVP by April 8 for a free lunch & an opportunity to earn a free professional headshot!



REGISTER HERE: <https://bit.ly/3TTdm36>



CAREER CONNECTIONS PART III

Mastering Your Professional Communication

Thursday, May 9th, 2024 | 2:00PM TO 4:00PM
In -Person at City Tech

285 Jay St Brooklyn, NY (Academic Building RM A105)

Join us for a career development workshop to enhance your interpersonal skills and build your confidence with oral and written communication.



JOB SEEKERS CAN EXPECT TO:

- Identify their transferable skills, articulate them effectively in an interview setting
- Engage in role-playing activities to enhance their communication skills

Register here:
<https://bit.ly/3U6j3cY>

RSVP by May 6. Refreshments will be available!



Events Flyers



My Role Throughout Each Event

- I created multiple different flyers on the Canvas platform.
- For the April 11th and May 9th Event:
 - I created a name tag.
 - Handled the registration.
 - Administered other tasks that were assigned to me.
- I had the opportunity to see the CUNY LEADS program in action.
 - I got to meet alumni.
 - Other CUNY students.
 - Network with organizations that support individuals with disabilities towards employment.

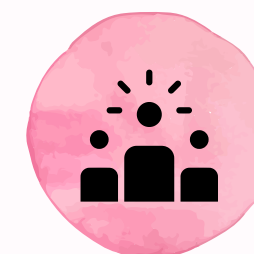




Teamwork



Technology



Leadership



Critical Thinking



Professionalism



Communication



Career-Self Development



Use a New Designing Platform



Got Out of The Internship

The background is a soft watercolor illustration. It features large, overlapping washes of light pink and pale red. Scattered throughout are numerous small, delicate flowers in shades of pink, red, and purple, some with yellow centers. Interspersed among the flowers are small, dark green leaves and stems. The overall effect is a gentle, romantic, and celebratory aesthetic.

Thank You

Arianna