

Director of Internship Opportunities
CUNY – New York City College of Technology
City Tech Placement, Room NG-08
300 Jay Street
Brooklyn, NY 11201

Date: October 25, 2013

To: Employers

From: New York City College of Technology Art Dept.

Subject: New Internship Program

Dear Employers,

I am excited to announce that we just started our new internship program. We are looking to recruit business and industry partners to help provide internship opportunities for our students. Would you like to participate? We want to help provide the experience they need to thrive in the working environment. Our students have an eagerness to learn and gain the experience needed to become efficient in their field, but we have been lacking an internship program to help them. This would also help you find the designers with the necessary skill that you are looking for.

This is where our program comes into place. It's hard to find good hardworking design employers. Our communication design courses cover all types of media. We also showcase an art show every year with our students work if you would like to participate. Our design courses also cover web design, ebooks, animation, photography, and typography. We make sure our students are prepared, and it would help you find the designers you are looking for.

The students selected to work with you in the internship would follow a few requirements and so will the mentors choosing to participate. This will help insure comparability. Here are some of the conditions.

- Four courses in area of internship with grades of "B" or better.
- 100 hours minimum in the workplace.
- Must involve substantive work supervised by a qualified workplace mentor.
- Mentors must provide a short weekly evaluation for each intern.

If Interested in taking part in our internship program please contact the Director of Internship Opportunities, Dr. Pla Y. Doh. We look forward with working with you.