



FUTURES AND OPTIONS INC.

Connecting Urban Youth to Careers

Students in the Futures and Options (FAO) Educational Internship program participate in paid, supervised internships at various businesses and non-profit organizations in New York City. This guide provides basic information about the FAO program; including how to apply, what is expected of our students, and what our students may expect from FAO.

Admission Process

1. Please email, fax or mail your completed application, along with a signed Memorandum of Agreement and your resume to the FAO office at 212.601.0005 or info@futuresandoptions.org.
2. Once received, you will be contacted by our Program Assistant who will schedule an interview with a FAO Program Coordinator. On the day of your interview, please bring the following with you:
 - A copy of your most recent transcript
 - One letter of recommendation from a teacher or advisor
 - Your current working papers (*if under the age of 18*)
 - Your social security card (or a copy)
 - Your school identification card

Internship Placement

FAO staff works to place students at sites that best match their interests and skills. Once a potential internship placement is identified, students will interview with the supervisor at the selected job site. In some cases, students will interview at several sites.

Student Responsibilities

Internship Placement: During the school year, students can work up to five days a week for a maximum of 15 hours. During the summer, students can work a total of 35 hours per week. All internships are paid. The specific hours are determined by each site supervisor and each student's schedule. Students are expected to be on time each day and work the required number of hours. The appropriate attire is dependent on each internship site and the supervisor's guidelines.

Educational Workshops: Our monthly FAO educational workshops provide on-going support, professional development, as well as college guidance. Interns have the opportunity to share ideas and learn from each other's internship experience. Attendance is required and students are excused from their job site to attend.

Contact Information

Futures and Options

120 Broadway, Suite 913

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P. 212.601.0002

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Program Coordinator: Tyran Williams – twilliams@futuresandoptions.org

Program Coordinator: Digmarie Ruiz – druiz@futuresandoptions.org



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Futures and Options Internship Program Student Agreement

The Futures and Options Internship Program is designed to provide motivated New York City high school students with the opportunity to work under the direction of professional adults. Futures and Options enables businesses and not-for-profits to gain access to promising, motivated and diverse young interns, who in turn gain much needed access to the economic mainstream, career development and support from caring adults.

Futures and Options internships are paid and interns are required to work at their assigned job placements according to a schedule of hours and days that are mutually agreed upon in advance between the intern and the site supervisor. Interns are required to communicate in advance with the Futures and Options program coordinators and site supervisor if, for any reason, they are not able to fulfill their commitments to be at their internship site as scheduled.

Participating interns are expected to follow proper business decorum and dress in appropriate attire for the duration of the internship program.

Participating interns must be available for the entire internship duration and attend the Futures and Options workshops in order to successfully complete the program.

Participating interns will be required to complete pre- and post-tests and evaluations during the program. Evaluations of interns' performance will be completed by intern supervisors and shared with interns at the end of each term.

Participating interns and parents/guardians may be required to complete additional forms granting permission for drug testing, fingerprinting and background investigation, if it is the policy of the internship site.

I give Futures and Options permission to utilize my image (photograph/videotape), tape recording, and/or quotes for any Futures and Options literature, press release, advertisement, website, e-newsletter, and/or in any other Futures and Options materials and/or internship site materials that promote the mission and philosophy of Futures and Options.

I have read the above description of the Futures and Options High School Internship Program and, if chosen to participate in the program, I agree to the terms stated above. I understand that if I do not fulfill the program requirements as stated above I will not be allowed to continue in the Internship Program. I also certify that all of the information in my application is true and correct to the best of my knowledge.

Signature of Applicant

Date

Signature of Parent/Guardian

Date