



FUTURES AND OPTIONS INC.

Connecting Urban Youth to Careers

Pre-Internship Program Application

Students in the Futures and Options (FAO) Pre-Internship program participate in 10 supervised workshops that focus on communication, presentation and workplace etiquette skills. This guide provides basic information about the Pre-Internship program, including how to apply, what is expected of our students, and what our students may expect from Futures and Options.

Admission Process

1. Please email, fax or mail your completed application, along with a signed Memorandum of Agreement 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 school identification card

Program Information

Workshops are held once a week for two hours during a 10 week span in both the fall and spring semesters. Participants in the program learn interviewing skills, presentation skills, workplace etiquette, time management, resume and cover letter writing, and have the opportunity to explore careers. Two career exploration field trips are included to offer students exposure to different career options. Students also have the opportunity to network and learn with fellow peers from different boroughs and high schools.

Student Responsibilities

Students are required to attend and be on time to all workshops and events that are part of the program. It is important to communicate in advance with the Futures and Options program staff if you have any schedule conflicts.

Contact Information

Futures and Options

120 Broadway, Suite 913

New York, NY 10271

P. 212.601.0002

F. 212.601.0005

www.futuresandoptions.org

Program Coordinator: Digmarie Ruiz – druiz@futuresandoptions.org

Program Coordinator: Tyran Williams – twilliams@futuresandoptions.org

Assistant Program Coordinator: Stefanie Jones – sjones@futuresandoptions.org

Please answer the following questions in complete sentences:

1) List three things you would like to learn from a Pre-Internship Program. Please be specific.

2) What career(s) are you interested in exploring/pursuing and why?



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Futures and Options Pre-Internship Program Student Agreement

The Futures and Options Pre-Internship Program is designed to provide motivated New York City high school students with the skills and knowledge needed to be successful in a professional workplace. Futures and Options' pre-internship workshops support students in developing increased confidence and stronger communication skills.

Students are required to attend 10 two-hour workshops, which are held once a week. Students must communicate in advance with Futures and Options' program coordinators if, for any reason, they are not able to attend a workshop and/or fulfill their commitment to the program.

Participating students must be available for the entire duration of the program and attend all 10 of Futures and Options workshops in order to successfully complete the program.

Participating students will be required to complete pre and post program questionnaires and evaluations during the program.

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 Pre-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 Pre-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