Institute for Collaborative Education (I.C.E.)
Senior Internship Program

During their last semester of high school, seniors at the Institute for Collaborative Education (I.C.E.), a diverse, progressive, and academically rigorous public school in Manhattan’s East Village, have the opportunity to put their education to work in a full-time internship.

For the past 20 years, I.C.E. seniors have made meaningful contributions alongside small business owners, non-profit professionals, public officials, journalists, scientists, artists, doctors, teachers, and in countless other areas, exploring and developing their interests while gaining invaluable experience and professional contacts for the future. The rigorous, writing-heavy, project-based nature of their education makes ICE seniors exceptionally well-prepared to handle significant responsibilities in an adult environment. Our mentors regularly report how impressed they are with their maturity, work ethic, creativity, and intelligence.

When are the interns available?
The 2017 program will run from January 31 until the middle of June. Interns are available all weeks except for school holidays.

How many hours per week are interns available?
Seniors intern at their sites between 20 and 26 hours per week. Most seniors fulfill those hours Monday through Thursday, but some work on Friday afternoons as well.

Is this a paid internship program?
No. Since the students are receiving a semester’s worth of high school credit, they may not be paid for interning up to 26 hours per week. However, a small stipend for food and transportation costs may be provided. Any work over 26 hours per week may be compensated.

Are there limitations on the kinds of work they can do?
We want our seniors to gain the widest range of experiences possible while remaining safe and using their time productively. “Busy work” (copying, getting coffee) should not be a significant part of their responsibilities. They should intern during daylight hours, with rare exceptions as approved by a parent/guardian.

What do you ask from the mentor?
- Provide appropriate, meaningful tasks and projects for the intern
- Monitor the intern’s progress and provide her/him with feedback
- Verify the intern’s hours and performance on a short weekly timesheet
- Be in touch with I.C.E.’s Internship Coordinator as need be
- Provide a written evaluation in the middle of the semester and one at the end

How can I help?
- Interview and (hopefully) hire an intern!
- Allow seniors to contact you to share your knowledge of a particular industry
- Welcome seniors to your workplace for an informational interview / tour
- Spread the word about our program to your colleagues and contacts

If you have any questions or think you might be able to help in any way, please contact Josh Torpey, I.C.E. Internship Coordinator, at jctorpey@gmail.com or 917-674-6480.

Thank you!