



Princeton  
Internships in  
Civic  
Service

## PICS 2010 Internship Description

**Organization Name:** The TEAK Fellowship

**Internship Location:** TEAK Office & The Dalton School (New York, NY)

**Required Dates:** Yes  No  If yes, internship must start on: 6/10/10 and end on 8/12/10 or must include the period:

**Housing Will Be Available to Intern:** Yes  No  If yes, housing will be free:  or housing will cost the student:

### **Expected working schedule for this internship:**

Start Time: 8:30am                      End Time: 5:00pm  
Lunch break: 30 mins (duration)                      (specific time, if applicable)

### **Additional Information, if necessary:**

*Although TEAK believes that Program Assistants will often have enough time during the day to prepare for classes, interns should not necessarily expect that their day will end at 5pm every day. Program Assistants must be flexible in their schedule and understand that they may need to do additional work outside of the specified work schedule in order to be best prepared for their classes.*

## Organization Description

*Please describe your organization briefly, including mission statement, activities, size etc. Please also explain the benefit that will be derived by your organization by sponsoring a Princeton intern.*

The TEAK Fellowship makes high quality educational opportunities available to motivated New York City students who face significant economic disadvantages. TEAK is a race-blind academic and personal enrichment program that helps its Fellows gain access to and succeed at top public, independent, and parochial high schools by developing their skills through after-school, weekend, and summer programs. TEAK's preparation continues throughout high school and includes comprehensive college guidance counseling.

TEAK prepares Fellows for success and leadership in high school, college, and beyond. We believe motivated young people deserve opportunity, and that with support our Fellows will become well-rounded leaders of both their communities and society at large.

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Justine Stamen Arrillaga founded TEAK in 1998 in memory of her childhood friend, Teak Dyer, who was murdered in Los Angeles in 1988, and in memory of her student, DeWitt White, who was murdered in New York in 1997. TEAK currently employs eleven full-time and two part-time staff members who serve nearly 150 Fellows and over 100 alumni.

TEAK's programs are categorized under the umbrellas of 'pre-placement' and 'post-placement.' The goal of pre-placement programming is to prepare students for the highly competitive high school admissions process, as well as for future academic success and personal growth. These programs include: the Spring Intensive, the Summer Institute, field trips, Summer Speaker Series, mentoring, weekly meetings, test preparation classes, CATS (Culture at TEAK on Saturdays), and 8<sup>th</sup> grade writing and math classes. TEAK's commitment to its Fellows continues through high school until graduation through the following post-placement programs: high school visits, monthly meetings for day school students, TEAK Parents' Association, outdoor leadership camping trip, community service, public interest and private enterprise internships, study abroad, and college counseling guidance. In addition, Fellows continue to participate in mentoring and CATS and have the option of participating in a new individualized tutoring program known as Specialized Tutoring at TEAK (STAT). In 2008, TEAK also began offering formal assistance to its alumni, including summer internships for college students, professional mentoring and support with graduate school applications, interviewing and resumes.

We are very proud that 100% of our first ten classes of Fellows were accepted to one or more academically selective high schools, and that, collectively, they have earned over \$24 million in financial aid. The Fellows attend 48 different public, independent and parochial schools including Dalton, Bronx High School of Science, Phillips Academy Andover, Deerfield, Spence, and Trinity. TEAK's 123 alumni have collectively earned \$17 million in aid over their four years of post-secondary education; 25% of TEAK's most recent high school graduates (the Class of 2009) matriculated to the Ivy League and 64% to other top tier schools.

### Internship Description

*Describe in detail the work or project will do; please be as specific as possible. Please also explain the benefit that a student will obtain by interning with your organization.*

Summer Institute Program Assistants are an integral part of the full- and part-time Summer Institute staff. The two Program Assistants report directly to the Director of the Summer Institute and to the Director of Academic Studies and/or the Mentor Teacher. Each Program Assistant has several projects and responsibilities to fulfill through the duration of the summer. Specifically, each Program Assistant will:

- *Be a leader and role model for the students*  
We want our students to have ample opportunity to get to know and to learn by example from full- and part-time staff. Program Assistants are expected to demonstrate their awareness of this fundamental role.
- *Teach/Facilitate 'Cover Stories' class*  
This class requires students to read *The New York Times* each evening and write summaries and reactions or conduct other projects/reflections. It provides students an opportunity to discuss their ideas and opinions regarding current events with one another in a guided conversation. In addition, students will have the opportunity to practice their research and presentation skills as part of a final project.

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Each Program Assistant will be responsible for leading two class sections of 12-15 students each and will a) prepare lessons and provide students with background information, b) facilitate discussions and activities on articles/topics, c) grade assignments, d) prepare written evaluations on each student (mid-summer and end of summer), and e) conduct appropriate follow-up with students and staff. Classes will be approximately 45 minutes long and will meet Mondays-Thursdays for the six weeks of the Summer Institute.

- *Plan and facilitate PM TEAK Time & Spirit Days*  
TEAK conducts afternoon gatherings of all students and full-time Summer Institute staff called 'PM TEAK Time.' Each day, one student is assigned to be the 'Word Wizard' and s/he presents a new word, its meaning, part of speech, and etymology to the rest of the students. During this time, we also play games that involve mental challenges, learn fun facts and trivia, and foster teamwork. Program Assistants are responsible for helping to organize and facilitate these activities. Program Assistants are also responsible for choosing weekly Spirit Day themes ('Ninja & Pirate Day,' 'Animation Station Day') and organizing related activities during PM TEAK Time.
- *Plan and facilitate Color Wars*  
Both Program Assistants will be responsible for coordinating, facilitating, and supervising Color Wars (team-based mental and physical competitions) which meets once per week for 1.5 hours. Activities take place at Dalton or in Central Park.
- *Serve as a TA to 1-2 teaching artists for a co-curricular class in art, dance, drama or drumming*  
All TEAK students take 3 different arts classes taught by teaching artists during the Summer Institute. Program Assistants will help facilitate one or two of these arts classes which each meet for two hours once per week. Although the Program Assistants may not be familiar with these arts, they are still expected to be actively involved with each class, whether by learning the material with the students and/or by helping to keep classroom control.
- *Supervise students during study hall periods, lunch, on field trips and during guest speaker presentations*  
TEAK believes that learning takes place in all types of arenas, not just the classroom, and that the time outside of class is a great opportunity for students and staff to get to know each other in a more informal way. Thus, during each 30-minute lunch period, Program Assistants are expected to supervise and interact with students. In addition, Program Assistants, along with one or two adult staff members, will chaperone students as they attend field trips that will help expose them to the treasures of New York City. Program Assistants will also attend guest speaker presentations that take place once each week. During that time, they are responsible for monitoring the students' attention and participation. Finally, Program Assistants will also be responsible for supervising detentions and study halls/tutorials one or two times each week.
- *Facilitate a weekly Book Club group*  
During the Summer Institute, students meet weekly to discuss a pre-chosen book during a 30-minute Book Club period. Program Assistants will be expected to read the books along with the students and help facilitate these weekly Book Club meetings.
- *Provide additional support to the Summer Institute as needed*  
As with any program involving students, unexpected events often occur. As an integral part of the full-time summer staff, Program Assistants are expected to provide additional support to the Summer Institute Director, Director of Academic Studies and/or Summer Institute teachers in whatever ways necessary (i.e., facilitating a lunch-time chess competition or covering an extra

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study hall period). Program Assistants are expected to demonstrate initiative, flexibility and enthusiasm at all times.

It is TEAK's hope that PICS interns will gain a greater understanding of the demands of a classroom teacher through this internship. Prior to the start of the Summer Institute, a thorough orientation is provided and Program Assistants are given ample time and resources to begin planning their curricula. Throughout the summer, they will receive support from the Director of Academic Studies and/or the Mentor Teacher, as well as from the Master English and math teachers. In addition, TEAK hopes that the Program Assistants will enjoy being role models to the TEAK students and will take that responsibility seriously. The Summer Institute is an extremely busy, fast-paced environment and Program Assistants must be prepared to hit the ground running while gaining experience working for a well-established and respected non-profit that greatly values professionalism, efficiency and enthusiasm.

### **Intern Qualifications**

*Describe any particular skills, background, or qualities you are seeking in an intern.*

Program Assistants must be conscientious, meticulous people with strong writing, organization, time management, and computer skills, who love engaging with young people, and who are able to communicate professionally. Program Assistants are friendly, outgoing, upbeat individuals who feel comfortable interacting and speaking with all of our constituents, including supporters, parents and teachers.

The Summer Institute is like a school in many ways. TEAK has high expectations for all of its staff and hires Program Assistants who can and will thrive in a demanding work environment. Additionally, it is important to have professional and organized staff answering phones, talking to parents and teachers, and caring for the students. As such, all summer staff members are expected to contribute administratively to the best of their abilities and demonstrate themselves as professionals while also being accessible to students.

Prior education experience preferred (teaching, tutoring, etc.). *When applying for this position, please be sure to specifically mention this prior experience in the application essay, as well as how you believe this internship ties into your future goals.* All interested candidates from any academic field, who are sincerely interested in making high quality educational opportunities available to all students, are encouraged to apply. A background in Latin and/or fluency in Spanish or Cantonese is a plus.

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