

INTERNSHIP NOTICE #1

The ACE Mentor Program of Greater New York is now accepting applications for the 2011-2012 season.

*ACE is an after-school program for high school students who are interested in a career in **Architecture, Construction, management or Engineering**. The mentors are professionals from leading design and construction firms, who volunteer their time and energy. The benefits include career guidance, skill enhancement, school-to-career assistance, and partial scholarships for selected students.*

*If you are interested, please review the information below carefully and follow **all** instructions. To apply for the program you must visit the website at www.acementor.org and complete an **online application**. No paper applications are being accepted.*

Application deadline is Wednesday, September 28th, 2011.

*If you have any questions, feel free to see me in Room 1W9
Mr. Honor*

Important Note: If you are selected for the internship, please inform Mr. Honor immediately via email at:
ihonor@schools.nyc.gov



September 2, 2011

Dear Educator:

The ACE Mentor Program of Greater New York is now accepting applications for the 2011-2012 season. We would greatly appreciate your help with recruiting appropriate students.

ACE is an after-school program for high school students who are interested in a career in architecture, construction management, or engineering. The mentors are professionals from leading design and construction firms, who volunteer their time and energy. The benefits to the students include career guidance, skill enhancement, school-to-career assistance, and partial scholarships for selected students.

We are looking for students who have a strong interest in a career as an architect, construction manager, or engineer, who are highly motivated, and who are able to commit to regularly attend sessions on a team of their choice located in Manhattan, Garden City, New Hyde Park, Melville, Downtown Brooklyn, Staten Island or Westchester. Meetings are typically held every 2 weeks. An appropriate student is strong in art, math, or science, and has an average or better GPA. Depending on the number of applications that we receive, we may have to give preference to juniors and seniors.

Attached is an application kit, which you may copy and distribute. It explains the program and how to file on line. **Applications are due AS SOON AS POSSIBLE but no later than Wednesday, September 28, 2011.** No paper applications will be issued or accepted. For additional information, please visit our website at www.acementor.org

During the year we will provide interested educators with information on the status of students from their school. If you are interested in being the main contact person for your school, or you would like to appoint someone, please let us know. If there is someone that should be receiving this notice, please give us the information so we can update our mailing list.

Thank you in advance for your help. If you have any questions, please contact ACE at **212-696-1207** or via email at greaterny@acementor.org

Sincerely,

A handwritten signature in blue ink that reads 'Ed Jerman'.

Ed Jerman
Assistant Executive Director
ACE Mentor Program of Greater New York

ACE Mentor Program of Greater New York, Inc
44 West 28th Street 12th fl. ■ New York, NY 10001 ■
212.696.1207 ■ 212.696.1285 fax ■ www.acementor.org



Mentor Program

Is ACE for Me?

What is the difference between an architect and an engineer? What is the difference between an interior designer and an architect? How is a tunnel underwater built? Who designs the buildings around us? How much does an engineer make? Do I need to be good at math to be an architect?

If you have ever asked yourself these kinds of questions, then the ACE Mentor Program is for you!

What is ACE?

ACE is an after-school program for high school students who are interested in careers in Architecture, Construction, and/or Engineering. ACE is made up of mentors from companies in the design and construction industry who provide career directions through mentoring. The mentors are architects, construction managers and engineers who can share with you what it is like to work in their field and help you decide what you want to do.

Students meet as part of a team at the offices of their mentors twice a month during the school year from 4/4:30 pm to 6/6:30pm. The teams are organized like a real life construction project team. For example, a team might include a developed/owner, an architectural firm, a construction company, and an engineering firm.

What will I do in ACE?

Together with your mentors and teammates, you will develop and design a project for the year that is tailored to your interests and receive industry overviews. Sessions include hands-on activities, office tours and field trips. At the end of the year, the teams put on a presentation which parents and teachers are invited to attend.

What are some other benefits of the program?

You can participate in ACE each year until you graduate from high school. Each year you will learn new things and improve upon what you learned the year before.

When it comes time to look for a summer job, you can ask your mentors for a recommendation. If you decide to pursue a career in design or construction and pursue a related course of study, you can apply for financial assistance through the ACE Scholarship Program. You will also be connected to an Alumni Association that can provide support and networking during your college years and job search.

How do I sign up?

To apply for the program, visit our website at www.acementor.org click on the student at the bottom of the page and complete an online application.

APPLICATIONS WILL BE ON LINE IN AUGUST 2011

You will be contacted regarding your acceptance and invited to attend a registration event where you can sign up for a team that meets at a convenient location and on a day that is good for you.

For more information, call the number below or visit our website at www.acementor.org



How to File an Application on Line

All applications must be filed on line for the 2011-2012 season. No paper applications will be accepted. We have established a new data base for all student information. Please read the following instructions carefully.

1. Go to our web site at www.acementor.org Go to the bottom of the page and click on "Student"
2. If you are a **NEW Student** or a **Returning ACE student** but **did not** file on the web site last year. You **must** file as a **NEW** student so your information will be entered into our database.

Option One: New Student Registration or Returning Student that did not file on line last year. Click on New Student application and the link will take you to the registration form.

Once you have filled out the form and clicked SUBMIT, it will take you to the "Thank You for Registering" page. This page will inform you that the application has been submitted, and that you should print the page as it has important information on it. The important information is your **USER NAME, PASSWORD and how to access your local affiliate page on the site.**

3. **If you are a returning student and filed on the web site last year you will complete the "Returning Student" application.**

Option Two: Returning Students

You will be asked to enter your email address and password. **You do not have a password so click on "Forgot your password."** You will be asked to enter your email address. The password will be sent to that email. When you receive the password enter it to access your application from last year. You can then update your information on the application form and submit it. Once submitted, you will see the "Thank You for Registering!" page. It will have your email, password, and information on how to access your local affiliate page on the site.

NOTE: You will be notified as soon as possible if you have been accepted and where you will need to go for registration. If you are a returning student and want the same team that you were on last year send an email to edjerman@optonline.net. You will not have to attend registration.

IMPORTANT

Both applications have the link to the Parent Consent Form, which you are to print and bring to registration or to your first meeting. You cannot attend meetings if you do not submit this form.

Any problems call 212-696-1207 or send an email to GreaterNY@acementorny.org