



Frequently Asked Questions

1. What kind of an investment will my company/organization have to make by becoming an internship provider for exalt?

Your investment will include providing a meaningful work experience for a young person who might otherwise not have the opportunity to develop professionally in a field of their interest. You will be asked to delegate a specific person to serve as your intern's direct supervisor (and thus liaison with **exalt**.) If you are a first-time internship provider we will help you put together a brief job description for the internship. Internship supervisors should aid their intern in developing a comprehensive understanding of your workplace, the various roles of people within the workplace, and the sector in general.

exalt gives interns weekly assignments that require them to be proactive throughout their internship. Examples of assignments include conducting an informational interview of their supervisor and learning the mission and structure of the business/organization so they can make a substantive final presentation to a larger audience at the conclusion of their internship. Your guidance and help with these projects facilitates your interns' development of the four skill areas that **exalt** focuses on: (1) critical thinking, (2) communication, (3) creative problem solving and (4) resource management.

2. How can my company/organization benefit from an internship partnership with exalt?

exalt provides each intern with a weekly stipend so there is no financial cost to you as an internship partner. **exalt's** structured program – including our six week pre-internship training class, stipends, and high levels of support to interns and employers throughout the duration of the internship – helps guarantee our interns are committed, responsible and focused in their work. While our interns are typically not highly skilled, they can provide you with valuable assistance in the routine but essential elements of running your business/organization. On a larger level, by becoming an internship partner you become a part of a larger effort to shape our domestic workforce for the future.

3. How will I be helping the youth exalt serves by providing an internship?

Your company/organization can expose youth to career paths in your industry's sector and help youth develop networks and resources that increase their future opportunities. The internship you provide can fundamentally change and broaden a young person's vision for what is possible in their life. Additionally, the experience you provide will help youth develop tangible employment skills they can leverage to obtain further employment and educational opportunities.

4. Is there a certain skill set that exalt interns are assumed to have?

exalt provides participants with six weeks of pre-internship employment readiness and life skills training. We match participants on an individual basis with internships that meet their interests, and are appropriate for their skill level, maturity level and experience. Our pre-internship training curriculum helps our interns develop skills in four core areas: communication, critical thinking, creative problem solving and resource management. We introduce our participants to the basics of Microsoft Word, Excel, and various Google applications.

The youth **exalt** serves typically have little to no work experience and often have been disengaged from school for long periods of time or are behind their grade level academically. While the students we serve often range in academic levels, they are generally considered relatively "low skilled."

As an employer, you can rely on your intern to assist with the basic functions of your business/organization. These tasks can include (but are not limited to): administrative work; running errands; assisting with basic manual labor (if that is a component of your industry); assisting with



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organizing events/projects. In that same vein, there are instances where we do serve high functioning young people who can truly “add value” to your business or mission. Without a doubt, **exalt** interns are extremely creative, entrepreneurial and dynamic young people – a phenomenally undervalued and untapped resource for New York City’s economy.

5. Am I supposed to provide my intern with any specific training?

The primary goal of an **exalt** internship is to expose a young person to a career field of their interest and increase their motivation to continue pursuing their education and employment goals. Any and all industry-specific and/or general professional skills that you can help your intern develop are incredibly valuable for their personal and professional development. We recognize that you may not have ample time to teach an intern a highly specific industry-related skill, nevertheless we encourage you not to underestimate the importance of helping your intern practice and learn “basics” such as improving his/her typing, general computer skills, communication skills, or fluency in industry specific language (medical, IT, marketing, etc.)

6. What kind of support will exalt staff provide to me as an internship partner?

exalt Senior Teachers and Program Coordinators are responsible for weekly phone/email contact with internship supervisors and regular site visits. In some instances, the Program Coordinator will contact the internship site to speak directly with the intern to check in. The frequency of contact can vary and depends on the nature of the work and/or unique circumstances that may require a different level of support. We encourage internship supervisors to contact the Teacher or Program Coordinator for any and all questions or concerns at any time.

At the beginning of each internship cycle **exalt** staff will provide internship supervisors with an introduction email that provides a brief snapshot of your intern. At the completion of an internship, we will also send you a brief online evaluation. Your feedback is vital to our ability to refine our relationships with all our internship partners, evaluate our ability to effectively prepare young people for substantive internships, and meet our goal of providing participants with a positive, useful educational and career development experience.

7. What can you tell me about the typical background of the youth who participate in exalt?

exalt's youth typically come from New York City’s most under-served communities. The young people we serve often face a multitude of obstacles such as complicated living situations, foster care involvement, histories of losing family members to drugs, death or incarceration, limited resources including overcrowded schools and a lack of enrichment opportunities. Often times their environments fail to expose and prepare them for future professional and academic opportunities. With your assistance, our goal is to give young people concrete stepping stones towards developing and fulfilling educational and career goals.

8. Is it appropriate or recommended that I inquire about the personal life and/or criminal justice involvement of my intern?

exalt hopes that internship supervisors take on a mentorship role with their interns. With that goal in mind, we encourage you to develop a rapport and relationship with your intern. If you have never worked with an adolescent before or would like further information or advice about how to best approach your intern, please feel free to speak to the Program Coordinator or Teacher. If you would like to talk to your intern about their personal life, including their criminal justice experience, our general advice is to use your discretion. We recommend that you only delve into this area if you have developed a strong relationship and a good level of trust with your intern. The Program Coordinator will inform you of the educational status of your intern. We encourage intern supervisors to have conversations with their intern about their education as helping our youth make linkages between education and employment is a critical component of their success.



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The vast majority of youth **exalt** serves either have juvenile cases which are or will be sealed, or are eligible for a Youthful Offender (YO) status in Criminal or Supreme court cases (if they are 16 or older) which also means their records will be sealed. In order to protect the privacy and rights of our students, we typically do not share specifics about their case(s) or charges. However, we invite you to ask the Partnership Development & Internship Liaison general questions if you would like to get a better sense of what our students are arrested for and why.

9. What is the protocol for when an intern calls in sick or for some other reason?

In the case of an absence, a participant must notify both their internship supervisor and Program Coordinator immediately. Participants are strongly encouraged to not miss any days of work. We ask that you notify the **exalt** Program Coordinator if your intern does not show up for work (whether or not they followed proper protocol) so we can ensure we are constantly on the same page with you and can also follow up with an intern immediately if necessary.

10. Who should I contact if I have questions or need to communicate the progress and performance of an intern?

The **exalt** internship program operates on a cohort model. Different Program Coordinators operate distinct cohorts, which we call "cycles". Your primary points of contact are the Teacher and Program Coordinator who oversee the internship process for your intern's cycle. The Partnership Development & Internship Liaison is responsible for placing your intern with you. However, should you have any trouble contacting the Program Coordinator or Senior Teacher working with your intern, please feel free to contact the Partnership Development & Internship Liaison or any **exalt** staff member (see our website at www.exaltyouth.org for staff names, phone numbers and emails.)

11. How much and how often does an exalt intern get paid?

exalt raises every dollar that we use to pay our interns and strives to remain competitive with minimum wage here in NYC. Throughout the school year **exalt** pays participants \$12 an hour for up to 10 hours of work each week. During the summer season students can work 15 hours throughout the week. Participants can also earn increases to \$12.50 after several weeks at their internship site based on their performance at the internship, in school and in our program overall. The Program Coordinator will incorporate your input into their determination on an intern's raise. Participants are paid on Fridays when they attend our weekly seminars. Participants are required to fax or bring in their timesheets for the current week when they attend class on Fridays. While the onus for submitting timesheets is on the intern, we do ask that you help remind your intern about the submitting their timesheet at the end of the week to minimize the risk of them missing a check the following week.