Yale University President’s Public Service Fellowship
Proposal for Fellowship Placement • Summer 2019

- Organization: Achievement First Amistad High School
- Full street address of organization: 580 Dixwell Ave, New Haven, CT 06515
- Website: www.achievementfirst.org/school/achievement-first-amistad-high-school/
- Name and title of person who will be the Fellow’s direct supervisor (the supervisor must be available to supervise Fellow on a daily basis): Lauren Cohen, Associate Director of Summer Programs
- Phone number and e-mail address of proposed direct supervisor: 203-772-1092 x13614, laurencohen@achievementfirst.org
- Placement dates (8-11 weeks between Tuesday, May 28 and Friday, August 9, 2019): Friday, May 31st to Friday, August 2nd
- Are placement dates flexible? If so, please describe: Can be if needed but would like fellow to begin as close to May 31 as possible. Could especially be flexible with individual weeks between June 24 and August 2 if Fellow needed to move any dates around.
- Proposed work schedule (placements should be equivalent to full-time and not more than 37.5 hours/week): Monday-Friday, 8:30am-3:00pm

Placement Description

- Organization description (mission statement, population served. 150 words or less.):
Achievement First Amistad High School is a college-preparatory public charter school in New Haven. Achievement First Amistad High provides a life-altering education that prepares students for the opportunities and responsibilities they will face in college and beyond. The school was founded in 2006 based on one innovative premise: close the achievement gap by providing a prep-school-quality education to inner-city students. Achievement First Amistad High combines rigorous courses and high expectations with a host of support services more common at affluent and private high schools, including SAT prep, intensive college counseling, tutoring and explicit character education. Achievement First Amistad High is recognized as a national model of education reform, proving what is truly possible when urban students receive a world-class education. In 2017, US News and World Report ranked Achievement First Amistad High School as the #1 high school in Connecticut.

One of the important facets of our college focused education is our summer programming. All scholars complete some type of summer program each summer and they qualify for different experiences based on their academic performance. Scholars attend pre-college programs, complete internships, participate in enrichment programs or attend summer academy.

• **Write a 1-2 sentence summary of the work that the Fellow would be conducting (50 words or less. This will be used as your organization’s project description summary on the PPSF website, so be succinct):**

The Fellow will work with the Associate Director of Summer Programs (ADSP) to ensure that all students successfully complete their summer program. This will include checking in with students and families, tracking data, managing partnerships with our internship hosts in the New Haven community and other projects associated with summer programming.

• **Write a more complete description of the specific project you propose and list the duties/outcomes expected of the Fellow. (Suggested length: one to two pages.)**

At the start of the Fellowship, the Fellow will work closely with students to finalize their plans for Summer 2019. This will include:
  - Assisting students with outreach to their program supervisor
  - Tracking student plans

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**Completed proposal must be e-mailed in Word format to ppsf@yale.edu by Friday, November 16, 2018 at 5pm. Do not send PDFs.**

**Questions? Call the Yale Office of New Haven and State Affairs: (203) 432-8412**
• Reporting out data regarding student placements to guide the work in the last weeks of school
• Assisting with workshops and events
• Working with the ADSP to reach out to local organizations/businesses as needed to secure any remaining placements

During the remainder of the summer, the Fellow will work closely with the ADSP and other members of the College Team. This will include:
• Reaching out to students and families to confirm summer plans and to check in on progress of summer programs
• Tracking student completion of summer programs
• Reviewing student updates and summarizing highlights and areas of concern to ADSP
• Going with ADSP to site visits in New Haven and Bridgeport (ADSP can provide transportation if needed)
• Preparing activities for students to complete upon returning to school in August where they will reflect upon their experiences
• Researching and supporting the college team with admissions diversity overnight opportunities
• Assisting with scheduling of family and college counselor meetings

• List specific skills/experience required for the project:
  o Detail oriented
  o Excellent MS Word, Excel and Google Doc skills
  o Great communicator, comfortable speaking on the phone with teenagers and families
  o Motivated with a problem-solving orientation

• Additional requirements (e.g. a car or weekend working hours). If a car is required, include information regarding parking arrangements and mileage reimbursement):

  None.

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• Briefly describe the work that Yale PPSF Fellows have done with your organization in the past and present. If you have not worked with Yale Fellows, describe any work that Yale students have done with your organization.

A Yale PPSF Fellow worked with our Operations Team during the summer of 2016 to assist with school readiness. Additionally, Yale students have assisted with sex education instruction, operation of “club” activities such as choral groups and debate team, and analysis of school academic and culture data.