

This document was created to support the development and implementation of the Advisory Board at P-TECH Brooklyn. This document serves as one key tool related to the P-TECH 9-14 model.

## ADVISORY BOARD ROLES AND RESPONSIBILITIES

### GENERAL PURPOSE

Participation on the P-TECH Brooklyn Advisory Board provides a significant opportunity for employers to invest in and shape talented young people into the professionals IT companies need. Advisory Board members open doors and leverage their contacts to help support the education and career dreams of a group of promising young students. Board members come from both the public and private sectors. They play a key role in ensuring that P-TECH 9-14 school students have access to and are trained in current trends and skills in the industry. As such, an Advisory Board member will have a direct say in how one or more cohorts of students will be developed.

### SPECIFIC PURPOSE

The P-TECH Advisory Board offers advice, support, guidance and a variety of resources to the school. It is primarily focused on Workplace Learning, a key curricular strand of the school designed to prepare students for careers in the IT industry. Advisory Board members leverage their networks to provide paid internships and apprenticeships to P-TECH 9-14 school students beginning in the summer of 2014. The Board does not act as an ancillary entity but rather is invited into the life of the school. Board members interact with teachers, staff and students, and participate in school events. Most importantly, they further the school's mission by providing students with creative opportunities to explore careers in the IT industry and to learn how their classroom experiences connect with the real world.

### ROLES AND RESPONSIBILITIES

The P-TECH 9-14 School Advisory Board promotes collaboration between businesses, nonprofits, and P-TECH and its core partners, in guiding and/or providing the following essential functions:

- Paid internships for eligible P-TECH Brooklyn students and encourages other New York City businesses to provide paid internships for all other eligible students (with a goal of 100% of eligible students placed in paid internship positions by summer 2014).
- Professional mentors who can provide career, academic and/or social guidance and support for students.
- Worksite visits that provide students, teachers and staff with a real sense of what a career in IT means and provides.
- Speakers who can provide advice and insights on key industry and workplace topics.
- Project-based learning projects and support as well as participation in student conferences and classroom work.

- Professional expertise to support the unique P-TECH 9-14 curriculum with periodic reviews and updates that ensure that the curriculum will provide students with the skills that they require for in-demand jobs in the IT sector.
- Professional development and technical assistance to give teachers adequate growth opportunities.
- Advocacy that supports and grows the P-TECH 9-14 model in educational, political, civic and business communities.
- Encouragement that employers support P-TECH Brooklyn efforts company-wide and facilitates the relationship between the school and its partner-employers .
- Assistance to build a sustainable “ecosystem” for P-TECH 9-14 schools in the IT industry.

## STRUCTURE

The Advisory Board meets at least quarterly to discuss and plan various aspects of the Workplace Learning component at P-TECH Brooklyn. Additional meetings may be held by sub-committees in order to give counsel and address specific functional responsibilities, including internships, curriculum, and other matters related to work-based learning at the school.

## SAMPLE MEETING SCHEDULE FOR NEW ADVISORY BOARD

- **October: Orientation**
  - This meeting will orient prospective members to the P-TECH 9-14 model, and specifically the work-based learning strand. Attendees will get a tour of P-TECH Brooklyn, and will meet students, staff, professors, and other partners (IBM, City Tech, CUNY). During this time, we will also discuss broad roles and the time commitment for advisory board members throughout the year.
- **November: First Advisory Board Meeting**
  - The Board will discuss goals, set a timeline on deliverables for the year, and define sub-committees for ongoing work. The Board will also review P-TECH Brooklyn’s degree pathways and technical/workplace skills to discuss what successful outcomes for students should look like, and outline areas in the curriculum with deeper learning opportunities.
  - *Sub-committee work to begin reviewing student profiles to develop a plan to get 50 internship placements that offer appropriate deliverables and match student skill levels.*
- **January: Second Advisory Board Meeting**
  - The Board will discuss internship readiness and the application process for students. Members will also report on the number of secured internships, and highlight best practices for host sites.
  - *January – March: Sub-committee work to continue working on the logistics of the internship program.*



- *February: Internship Fair for P-TECH Brooklyn students with Advisory Board members and other industry partners.*
- **March: Third Advisory Board Meeting**
  - Board members will review student applications for the summer internship program. They will also plan screening interviews and internship readiness workshops for students.
  - *March – June: Sub-committee work: Participate in student interviews and workshops for internships.*
- **June: Fourth Advisory Board Meeting**
  - Advisory Board members will evaluate the current year and create a strategic plan for the following year. This closing meeting will also recognize the key achievements and milestones throughout the year.

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For more information about the P-TECH 9-14 model, please visit [ptech.org](http://ptech.org)