

KINGSBOROUGH



Office For Student Development/Dean of Students
Career Development, Placement & Transfer | Vice President For Student Development | Bilingual
Child Development Center | College Discovery | ESL Counseling | Evening Student Advisement Center
Health Services | New Start | Personal Counseling | Retention | Student Life

March 7, 2006

Dear Employer:

Kingsborough Community College's Office of Career Development, Placement and Transfer would like to invite you to attend our Spring 2006 Internship Fair for students, where your organization will have the opportunity to actively recruit and interview candidates for summer and fall 2006 internship positions (and, of course, to promote year-round internship positions where applicable). We welcome the opportunity to work with you and have enclosed information and registration material pertaining to the event.

The Internship Fair will be held on **Thursday, March 23rd from 12:00 p.m. to 4:00 p.m., in Room U219.** Approximately students seeking internship and volunteer positions within their career fields will be in attendance. All students will be required to bring a resume for your review.

As a two-year Liberal Arts college, Kingsborough prepares students for professional work in the following career areas:

- Accounting
- Broadcast Technology
- Business Administration
- Computer Science/Computer Information Systems
- Early Childhood Education/Educational Studies
- Exercise Science/ Personal Training
- Graphic Design and Illustration
- Journalism and Print Media
- Marketing Management
- Mental Health
- Nursing
- Office Administration and Technology
- Physical Therapist Assistant
- Retail Merchandising
- Sports, Fitness, and Therapeutic Recreation
- Tourism and Hospitality
-and many more!!!!

Our students are eagerly looking forward to discussing internship opportunities within your company that either match their chosen career programs or introduce them to unexplored career areas.

To reserve your table for this fair please fill out the enclosed registration form, or call our office at (718) 368-5587. I thank you in advance for your time and look forward to seeing you soon.

Sincerely,

Daphne Grant
Internship Coordinator



Internship Fair, March 23, 2006 Registration Form

Name _____

Company _____

Address _____

City _____ State _____ Zip _____

Phone # _____ Fax # _____

Email _____

Website _____

Please check one:

My Company **will** _____ **will not** _____ be attending the Internship Fair on Thursday March 23rd, 2006.

If attending, please complete the following:

How many representatives will be attending? _____

Do you require On-Campus Parking? _____ Yes _____ No If Yes, How many vehicles? _____

Brief Description of your company:

What type of internships will you be recruiting for on March 23, 2006? (Please list)

Please mail or fax, by March 15th, the registration form, to:

**Kingsborough Community College
Office of Career Development, Placement and Transfer
2001 Oriental Boulevard, Room C-102
Brooklyn, NY 11235
Attn: Daphne Grant
(718) 368-5366**

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Thank you for your interest in the
Kingsborough Community College
Spring 2006 Internship Fair!

Thursday, March 23rd
1:00 – 4:00 pm
Room U-219

Please plan to arrive at Room U-219 between 12:00 noon and 12:45 pm. Lunch and light refreshments will be provided.

We expect over 150 students throughout the afternoon. Students will be interested in internship positions and should have resumes to give to you.

Below is information that provides all the information you need to prepare for the fair. If you have a question that is not addressed below, please feel free to contact Daphne Grant at (718) 368-5587.

DIRECTIONS TO THE COLLEGE

BY CAR:

From Manhattan and Staten Island:

Belt Pkwy eastbound to Exit 8A (Coney Island Ave.). Cross Coney Island Ave. and continue along Guider Ave. to the traffic light. Turn right onto E. 12th St. for one block. Turn left onto Neptune Ave. at the traffic light. Turn right at traffic light onto Cass Pl. and proceed to the second traffic light. Turn right onto West End Ave. Turn left at second traffic light onto Oriental Blvd, which leads directly to the College.

From Queens and Nassau:

Belt Pkwy westbound to Exit 8A (Coney Island Ave.). Turn right onto Voorhies Ave. Turn right at second traffic light to Sheepshead Bay Rd. At third traffic light turn right onto Emmons Ave. At second traffic light turn left onto West End Ave. Turn left at the third traffic light onto Oriental Blvd.

BY SUBWAY:

F Line:

Take the F Line to the Ave. X Station, then transfer to the eastbound B1 to KCC

N Line (Sea Beach):

Take the N Line to the Bay Parkway / 86th St. Station, then transfer to the eastbound B1 to KCC

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Q or B lines:

Take the Q or B Line to the Brighton Beach Station, then transfer to the eastbound B1 to KCC or take the Q or B Line to the Sheepshead Bay Station, then transfer to the B49 to KCC.

D Line (West End):

Take the D Line to the 25th Ave. Station, then transfer to the eastbound B1 to KCC

2, 3, 4 or 5 Lines:

Take the 2, 3, 4 or 5 to the Franklin Ave. Station/Eastern Pkwy, then transfer to the S Line to the Prospect Park Station, then transfer to the Q or B Lines; take the Q or B Line to the Brighton Beach Station, then transfer to the eastbound B1 to KCC

BY BUS

Direct to the College:

Take B1 or B49 to the last stop, Oriental Blvd. and Mackenzie St., then walk east on Oriental Blvd., which leads directly to the entrance of KCC

Connecting Buses:

- B2:** Transfer to B49 at Ocean Avenue and Avenue R.
- B3:** Transfer to B49 at Ocean Avenue at Avenue U.
- B4:** Transfer to B1 at Ocean Parkway and Neptune Avenue, or to B49 at Shore Road and Neptune Avenue.
- B6:** Transfer to B1 at 86th Street and 18th Avenue, or B49 at Ocean Avenue and Avenue J.
- B7:** Transfer to B49 at Ocean Avenue and Avenue P/Kings Highway.
- B8:** Transfer to B1 at 86th Street and 18th Avenue, or to B49 at Ocean Avenue and Foster Avenue.
- B9:** Transfer to B49 at Ocean Avenue and Avenue M.
- B11:** Transfer to B49 at Ocean Avenue and Avenue J.
- B12:** Transfer to B49 at Bedford Avenue and Clarkson Avenue.
- B16:** Transfer to B1 at Bay Ridge Avenue and Fort Hamilton Parkway.
- B25:** Transfer to B49 at Franklin and Fulton Street.
- B31:** Transfer to B49 at Ocean Avenue and Avenue R.
- B35:** Transfer to B49 at Bedford Avenue and Church Avenue.

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- B36:** Transfer to B1 at Ocean Parkway and Neptune Avenue, or B49 at East 16th Street and Sheepshead Bay Road.
- B43:** Transfer to B49 at Bedford Avenue and Empire Boulevard.
- B45:** Transfer to B49 at Bedford Avenue and Saint Johns Place.
- B48:** Transfer to B49 at Franklin Avenue and Fulton Street.
- B68:** Transfer to B1 at Brighton Beach Avenue and Coney Island Avenue.
- B82:** Transfer to B1 at 86th Street and Bay Parkway, or B49 at Ocean Avenue and Avenue P/Kings Highway.

SHIPPING INFORMATION

- **Where to Ship** – Please ship all supplies to: Kingsborough Community College, Attn: Daphne Grant, 2001 Oriental Boulevard, Room C-102, Brooklyn, NY 11235
- **Returning Materials** – All companies are responsible for supplying their own waybills and paying their own return shipping charges. Please make arrangement in advance for your shipment to be picked up with the carrier of your choice.

WHAT TO BRING

- **Provided Materials** – You will be provided with an 8-foot table and a small company sign to serve as a place card for your table.
- **Table Displays** – Displays are encouraged and will assist you in publicizing your organization.
- **Company Information** – We expect over 150 students to attend the fair. Business cards, position descriptions, and information about your company are all good items to bring with you. If you are coming to Kingsborough to conduct on-campus interviews, please bring a list of these dates so that students will know when you are coming. If you would like to schedule on-campus interviews, please contact Daphne Grant at (718) 368-5587 and on-campus recruitment forms will be provided to you.
- **Toys or Candy** – Bringing these items often helps generate interest in your table by bringing students over to get a better look.
- **Extension Cords** – If you are requesting electricity, you will need to bring a 25 foot extension cord with you to the fair. We will not be able to provide you with a cord once you get to the college.

Sincerely,

Daphne Grant
Internship Coordinator, Career Development and Placement

2001 Oriental Boulevard | Brooklyn, New York 11235 | Telephone 718 368 5115 | Fax 718 368 5366
A College of The City University of New York