



Week-on-the-Job Program FAQs

What is NJ LEEP?

NJ LEEP is a college access and success program serving highly motivated low-income and first-generation students from the greater Newark, NJ area. Our programs help middle school, high school, and college students build academic and social-emotional skills, develop the habits for success, and gain exposure to the professionalism needed in college and beyond. 100% of NJ LEEP students go to college; 85% are currently enrolled or have graduated from college.

What is the Week-on-the-Job Program?

NJ LEEP's week-on-the-job program is a 5-week summer program for rising high school sophomores. Corporations, law firms, and government offices host 2-8 students for one week (Monday-Thursday). The program exposes students to many different professionals and career paths, and is a truly rewarding experience for both students and volunteers. The program will be conducted virtually in 2021, as it was in 2020. We hope to return to in-person programming in future years.

Students will spend four days at a single host and will rotate to different hosts over the course of four weeks, giving students several different experiences. Week-on-the-job hosts during the summer of 2020 included: Endeavor, Hachette Book Group, Barclays, Prudential, Guggenheim Partners, Verizon, Panasonic, PSEG, and more.

Who are the students who will be placed with us?

Students are rising 10th graders who have spent one year in NJ LEEP. NJ LEEP will provide a brief info sheet about each student to the host sites in advance of the week.

What is the most effective and engaging content?

Students want to get to know you, learn about what your company or organization does, and hear about potential careers relevant fields. The best content is hands-on and interactive, with time included for students to work with mentors and get to know the professionals who work at your company.

Mock negotiations, mock trials, and business presentations are great examples of activities you can include. You can either do these on a smaller scale every day, or have one longer project the students do for the week. Recruiting volunteers to serve as mentors to students during the week is highly recommended. It is also valuable for the students to connect to the big issues your business or organization is addressing. This makes programming the week easy, because the mentors will largely be teaching students about their day-to-day work.

What support does NJ LEEP provide to hosts?

An NJ LEEP staff member will serve as the main contact for you. NJ LEEP provides guidance, support, and regular communication to hosts during the planning and implementation of the program. We are happy to

work with you to finalize your schedule and work through any questions you have. We can also connect you with other companies or organizations who have hosted students in the past to help you develop your program.

What support does NJ LEEP provide to students?

Students begin the summer program with a full-week of training to help them prepare for going “on-site” with hosts. While at their host sites, students will have a daily morning check-in with the NJ LEEP team before starting their day. In addition, students can reach out to NJ LEEP anytime if they have questions or need additional support.

How do we get started?

Let NJ LEEP know you want to host students, how many students, and which week you’d prefer. You can choose from the week of July 12th, July 19th, July 26th, and August 2nd. You should begin planning in the early spring by reaching out to your team to see who would like to lead and support with the planning and implementation of the program. Review NJ LEEP’s sample schedules from 2020 and our template 2021 schedule to start filling in your week. Final schedules are due to NJ LEEP by the end of June.

Is there a cost to the program?

Yes, students receive a stipend for participating in the program. Host sites pay NJ LEEP through a donation and student payments are made directly by NJ LEEP. The weekly cost per student is \$280, and hosts are also asked to pay an administrative fee of \$500 (total) to help cover various logistical expenses for NJ LEEP.

Can our team work with students throughout the year as well?

Yes! We have many volunteer opportunities where you can work with our students. Our upcoming events are listed on our website at <https://njleep.org/communityevents>. Volunteers receive all necessary materials and guidance in advance.

How can I learn more about the program?

- Visit our website: <https://njleep.org/host-students>
- Watch a testimonial from a long-time host: <https://www.youtube.com/watch?v=3-muUSgNgFg&t=2s>
- Schedule a call with Claire Dragon from NJ LEEP – cdragon@njleep.org or 917-596-0923.