DEVELOP YOUR OWN (DYO) SUMMER INTERNSHIP PROGRAM

Information Meeting

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AGENDA

• What is DYO?

• Student, Employer, and Internship Eligibility

• Program Restrictions

• Finding and Negotiating with Employers

• How to Apply and How Employers Get Reimbursed

• Other FWS Summer Employment Options
WHAT IS DYO?

• Summer employment incentive program for Federal Work-Study (FWS) eligible students.

• For off-campus employers: 75% wage reimbursement for non-profits and 50% wage reimbursement for small for-profits as well as Weill Cornell in NYC.

• Makes students more “attractive” to potential employers.

http://www.career.cornell.edu/students/jobs/internships/cornell/DYO/
STUDENT ELIGIBILITY

• Must have had Federal Work Study eligibility summer 2015.

• Email: sesemp@cornell.edu (to check/confirm your FWS)

• Cannot be graduating before Dec. 2015.

• Registered with the university and in good standing.

• Returning to school if abroad Fall 2015 or attending a Cornell affiliated program (i.e. Cornell in Washington).
EMPLOYER ELIGIBILITY

• Must be non-profit organization, small for-profit business, (single site or one “branch” in that area) or Weill Cornell in NYC.

• U.S. employers only.

• Full-time employment must be at least 35 hrs./week, 8-10 weeks at the prevailing minimum wage in that geographic area.

• Employer must pay you directly, cannot be 3rd party or personal check.

• FWS Summer work period is from May 13-August 19.
INTERNSHIP ELIGIBILITY

• Work must be academically or career-related.

• May be virtual work if you have very regular meetings with your supervisor (phone/Skype).

• Make a case for how this internship opportunity/organization will benefit your career exploration and we will consider it.
EMPLOYER EXAMPLES

Non-profit:
Government, city, town, county offices/agencies and services; community groups, legal aid clinics, hospitals, schools, colleges and universities etc. Can be public or private non-profit.

Small for-profit:
Sole practitioner law office, entrepreneurs that are getting started, small business owners.

*See handout for a list of specific examples to help you brainstorm options.*
RESTRICTIONS

• No jobs with religious, or partisan political affiliations.

• No jobs involving lobbying.

• Hourly wages only, no stipends or commission salaries.

• If taking classes, must be fewer than 6 credit hours.

• Cannot be self-employed, or work at your family’s business.
FINDING EMPLOYERS

• You are responsible for finding the summer job/internship.

• Research companies, network, and write appropriate cover letters and resumes for each opportunity.

• Networking is **key**; not all internship postings are online.
RESOURCES

• CCS website:  http://www.career.cornell.edu/

• CCNet:  https://cornell-students.experience.com/experience/login

• Idealist.org, and other sites under the “Resources” button at career.cornell.edu

• Summer Experience Survey:  
  http://www.career.cornell.edu/resources/surveys/summer.cfm

• Weill Department websites/HR/Career websites.

• Research and direct outreach/contact with labs, doctors, and departments.
NEED HELP STRATEGIZING ON YOUR SEARCH?

Make an appointment at either your College Career Office or Barnes Hall!

http://www.career.cornell.edu/about/staff.cfm
TELLING PROSPECTIVE EMPLOYERS ABOUT DYO

• Peak their interest in your initial conversations and cover letters; DYO is an enormous incentive for employers!

• Point to the Employer Overview page:

  http://www.career.cornell.edu/students/jobs/internships/cornell/DYO/employers.cfm
EMPLOYER STIPENDS OR UNPAID INTERNSHIPS

• Create a proposal with relevant costs for you, minimum required earnings, and reimbursement, to show them the “bottom line” cost.

• Cannot reimburse employer for time you are paid for lunch, vacation, or sick leave.

• May be able to negotiate depending on employer’s budget.

• Must pay you through their payroll.
APPLICATION TIMELINE

- Applications can be found on the “Forms” webpage of the CCS DYO webpages at: http://www.career.cornell.edu/students/jobs/internships/cornell/DYO/forms.cfm

- Applications accepted now through mid-June or until funding is gone. Final deadline is June 15.

- Will begin review during spring break, and approvals sent by email until mid-June.
HOW TO APPLY

• Apply online at: http://www.career.cornell.edu/students/jobs/internships/cornell/DYO/process.cfm

• Both you and the employer complete your forms and upload required documents online.

• Only completed applications (both you and employer) are reviewed.

• Employer must return signed hiring confirmation agreements by June 30, or we assume you were not hired.
REIMBURSEMENT TIMELINE

• Employer pays your wages on a regular basis throughout the summer.

• At the end of the summer the employer submits copies of your signed timecards, proof of payments, and total amount paid to the Financial Aid and Student Employment Office.

• If all required paperwork is received by September 30 – reimbursement check sent by early November.
Other Summer Employment Options

On-campus/Student Employment

• Cornell on-campus and Cornell employers out of Ithaca (Coop Ext., ILR Ext., Shoals, etc.) apply through Financial Aid and Student Employment Office.

• Same 60% subsidy through payroll as during the semester.

• Same eligibility as DYO.

• May work part-time or full-time.

https://www.finaid.cornell.edu/summer-fws-application
Other Summer Employment Options

Community Work Study Program (CWSP)

• Allows FWS eligible students to work in Ithaca and Tompkins County community non-profits, schools and municipalities.

• The CWSP works with over 45 different organizations.

• Intern is appointed to Cornell payroll – no reimbursement process for employer.

• If currently employed, and want to remain in the job for summer, MUST reapply for summer award.

https://sites.google.com/site/cucwsp/home-1
DYO CONTACT INFORMATION

Cornell Career Services
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