CCS Develop Your Own (DYO) Summer Internship Program

Information Meeting
Agenda

- What is DYO?
- Student, Employer, and Internship Eligibility
- Program Restrictions
- Other Summer Employment Options
- Finding and Negotiating with Employers
- How to Apply and How Employers Get Reimbursed
- Contacts
What is DYO?

- Employment incentive program for Federal Work-Study (FWS) eligible students.

- Program offers 50-75% wage reimbursement for off-campus, non-profit, and small for-profit employers 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 this past academic year to qualify for summer 2014.
- Cannot be graduating before Dec. 2014.
- Registered with the university and in good standing.
- Returning to school if abroad Fall 2014 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.

- Summer work period is from May 19-August 9 or 10 only
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
Other Summer Employment Options

On-campus/Student Employment

• Cornell on-campus and Cornell employers out of Ithaca (Coop Ext., ILR Ext., Shoals, etc.) go to Student Employment for new FWS application.

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

• Same eligibility as DYO.

• May work part-time or full-time.

http://studentemployment.cornell.edu/
Other Summer Employment Options

Community Work Study Program

• Allows FWS eligible students to work in local 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
The Three FWS Programs

How we work together:
- Student employment confirms FWS eligibility for all programs.
- Only ONE application will be approved.
- Different requirements for approval for each program.
- Different reimbursement percentage (on/off campus).
- Same benefits to you.

How we work separately:
- Process applications for our own locations/programs only.
- Each handles own questions from employers, and completes own approvals.
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/](http://www.career.cornell.edu/)

- CCNet: [https://cornell-students.experience.com/experience/login](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](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 or Student Tips/Guidelines:

  http://www.career.cornell.edu/students/jobs/internships/cornell/DYO/employers.cfm

• Provide them with the handout, “DYO Program Proposal.”
Telling Prospective Employers about DYO

• Just be sure the employer and internship would qualify for DYO (i.e. size/for profit, restrictions, etc.)

• You do not have to have an offer be hired to complete the application, only a serious or final candidate!
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.

- They will need to pay you up front through payroll.
How To Apply

- Application materials are online at:
  
  http://www.career.cornell.edu/students/jobs/internships/cornell/DYO/process.cfm

- Both you and the employer complete sections online.

- Only complete applications are reviewed.

- Employer must return signed hiring confirmation agreements by June 30, or we assume you were not hired.
Application Timeline

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

- Cannot accept applications later than June 15.

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

- Don’t start unless the hiring forms are complete--will not reimburse for time before start date!
Reimbursement Timeline

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

• At the end of the summer the employer sends us copies of your signed timecards, proof of payments, and total amount paid.

• Employers are sent reimbursement information and materials in late July/early August.

• If all required paperwork is received by September 30 – reimbursement check sent by late October/early November.
Contact Information

- **DYO:**
  Cornell Career Services, 203 Barnes, 255-9046, Lisa Todzia, LMT12 or Sheri Mahaney, SFM3.

- **CORNELL On-CAMPUS:**
  Student Employment, 203 Day Hall, 255-5145, Nicole Waterman, NCJ4 or Nelson Burdick, JB24.

- **COMMUNITY WORK STUDY PROGRAM:** Public Service Center, 100 Barnes, Sandy Hickey, 255-1107, SH36.