



Develop Your Own Internship (DYO) Information Session

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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 Summer Employment Options



What is DYO?

It is a summer employment incentive program for Federal Work-Study (FWS) eligible students.

This program, managed by our office, is for off-campus employers (nonprofits or small for-profit businesses) outside of Tompkins County who hire students with FWS.

Through this program participating nonprofits who provide community service receive 75% wage reimbursement, and other participating nonprofits and small for-profit businesses receive 50% wage reimbursement.

<http://www.career.cornell.edu/students/jobs/internships/cornell/DYO/>



Student Eligibility

- **Must have Federal Work Study eligibility summer 2017. (If you're not sure if you are eligible, email sesemp@cornell.edu to check/confirm your FWS.)**
- **Cannot be graduating before December 2017.**
- **Must be registered with the university and in good standing.**
- **If currently away studying abroad or attending a Cornell-affiliated program (i.e. Cornell in Washington), must be returning in fall 2017.**



Employer Eligibility

- **Must be nonprofit organization OR a small for-profit business, (single site or one “branch” in that area with no more than 20 employees).**
- **Must be U.S. employers only.**
- **Must pay students directly, cannot be third party or personal check.**
- **Must provide regular supervision.**



Internship Eligibility

- **Work must be academically or career-related.**
- **May be virtual work if you have very regular meetings with your supervisor (phone/Skype).**
- **Must be full-time employment, at least 35 hrs./week, 8-10 weeks at the prevailing minimum wage in that geographic area. For NY's latest wage rates go to: <https://www.govdocs.com/new-york-state-15-minimum-wage-paid-family-leave/>**
- **Must take place during the summer work period, which is from May 11-August 16.**



Employer Examples

Nonprofit:

Government, city, town, county offices/agencies and services; community groups, legal aid clinics, hospitals, schools, colleges, museums, and universities, etc. Can be public or private nonprofit.

Small for-profit:

Sole practitioner law office, entrepreneurs that are getting started, small business owners.



Restrictions

- **No jobs with religious or partisan political affiliations.**
- **Hourly wages only, no stipends or commission salaries.**
- **If you are taking classes, must be less than six credit hours.**
- **Cannot be self-employed, or work at family's business.**
- **No employer who restricts their membership.**
- **No to U.S. Dept. of Education or U.S. Dept. of Justice.**
- **Cannot be a student-led or recent grad-led organization.**



Finding Employers

- **You are responsible for finding the summer job/internship.**
- **You can look in handshake with the title DYO for some employers who may post there.**
- **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/Resources page: <http://www.career.cornell.edu/>
- Handshake: <https://cornell.joinhandshake.com/login>
- Idealist.org (nonprofits)
- Summer Experience Survey:
<http://www.career.cornell.edu/resources/surveys/summer.cfm>
- Weill Department websites, HR, and other career websites of employers you are interested in.
- Research and direct outreach/contact with labs, doctors, and departments.



Need Help Strategizing Your Search?

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

[http://www.career.cornell.edu/about
/staff.cfm](http://www.career.cornell.edu/about/staff.cfm)



Telling Prospective Employers about DYO

- Pique their interest in your initial conversations and cover letters; DYO is an enormous incentive for employers to hire students!
- Point to the Employer Overview page:
http://www.career.cornell.edu/students/jobs/inter_nships/cornell/DYO/employers.cfm



DYO Program Proposal

- **You can create a proposal with relevant costs for you, minimum required earnings, and reimbursement, to show them the “bottom line” cost for them.**
- **You may be able to negotiate a DYO internship depending on employer’s budget.**
- **You can possibly turn an unpaid internship into a paid one OR increase an hourly wage.**
- **Employer must pay you through their payroll.**
- **FYI, we cannot reimburse employer for time you are paid for lunch, vacation, or sick leave.**



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. Final deadline is June 16.
- We will begin reviewing applications when both employer and student applications are submitted.
- Approvals are sent by email until mid-June.

Students



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FORMS

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APPLICATION PROCESS

Please do not begin the student or employer application process until the student hire has been confirmed.

We continue to accept applications on a rolling basis until all of the available funding is allocated or through June 16. Therefore, we encourage both students and employers to submit their applications as early as possible.

It will be the student's responsibility to follow up with the employer to confirm the hire and to establish a convenient start date. Students are also responsible for confirming that the employer has completed (and submitted) all of the DYO application paperwork no later than June 30. If no hiring form is received by June 30, the funding approval is withdrawn, and no image reimbursement will be processed.

APPLICATIONS

Both student and employer will need to click on their respective link below and complete all of the forms listed in their checklist. This link for each party will also allow both student and employer to track each other's submitted forms and check on the status of the application.

[Students](#)



[Employers](#)

Questions? email DYO_Program@cornell.edu

IN THIS SECTION:

[DYO Summer Internship Program](#) ▾

[Overview for Students](#)

[Overview for Employers](#)

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- 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.

STUDENT INSTRUCTIONS AND FORMS

Please do not begin the student or employer application process until the student hire has been confirmed by the sponsoring agency with our office!

Directions: Both student and sponsoring agency will need to complete the appropriate forms below and submit required materials to be approved for funding.

PRE-INTERNSHIP

| STUDENT | Due by December 31, 1969 | Date Completed |
|--------------------|---|----------------|
| Online Application | Enter online application | Not Complete |
| Hold Harmless Form | Complete Hold Harmless form | Not Complete |
| Resume | Upload your resume | Not Complete |

Forms below are to be completed by Sponsoring Agency through the DYO employer website.

| SPONSORING AGENCY | Due by December 31, 1969 | Date Completed |
|------------------------|--------------------------|----------------|
| Online Application | | Not Complete |
| Wage Subsidy Agreement | | Not Complete |

Our office will not consider your application complete and ready for review until we also receive your sponsoring agency's application and all required documentation.

| | |
|---------------------------|--------------|
| APPLICATION STATUS | Not Complete |
|---------------------------|--------------|

POST-INTERNSHIP

| STUDENT | Due by December 31, 1969 | Date Completed |
|--------------------------|---|----------------|
| Evaluation of Experience | Enter online evaluation | Not Complete |

Forms below are to be completed by Sponsoring Agency through the DYO employer website.

| SPONSORING AGENCY | Due by December 31, 1969 | Date Completed |
|---|--------------------------|----------------|
| Evaluation of Experience | | Not Complete |
| Wage Reimbursement Form | | Not Complete |
| Proof of Payments made to Student (e.g. cancelled checks, account statements, check stubs, etc.) (get instructions) | | |

For questions related to this program, please email: dyo_program@cornell.edu.



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 Federal Work Study Summer Employment Opportunities

On-campus/Student Employment

Find opportunities at: <http://www.studentemployment.cornell.edu/>

Cornell on-campus and Cornell employers out of Ithaca (Cooperative Extension, ILR Extension, Shoals, EXCEPT WEILL, etc.) apply through Financial Aid and Student Employment Office.

Same subsidy through payroll as during the semester. If not taking six credits or more, FILL OUT ON-CAMPUS FEDERAL WORK STUDY APPLICATION: <http://finaid.cornell.edu/forms>

If taking six credits or more, FILL OUT 2017 SUMMER SESSION AID APPLICATION:
<http://finaid.cornell.edu/forms>



Other Federal Work Study Summer Employment Opportunities

Community Work Study Program (CWSP)

<https://sites.google.com/site/cucwsp/resources-for-student-employees>

- This allows FWS eligible students to work in Ithaca and Tompkins County community nonprofits, schools and municipalities.
- The CWSP works with dozens of different organizations.
- An intern is appointed to Cornell payroll – no reimbursement process for employer.
- If you are currently employed and want to remain in the job for summer, you **MUST** reapply for summer award.
- This program is managed through the Public Service Center, 3rd floor of Kennedy Hall.



New York City Public Service Corps

Cornell Career Services

103 Barnes Hall

<http://www.career.cornell.edu/students/jobs/internships/cornell/nyc.cfm>

Email: [NYCPSC Summer Program@cornell.edu](mailto:NYCPSC_Summer_Program@cornell.edu)



**Blumenthal Internship Program
(No Federal Work Study Needed)
For Current Sophomores and Juniors
Nonprofit Internships in Westchester County, NY, and NYC**

Search in handshake Blumenthal

<http://www.career.cornell.edu/students/jobs/internships/alumni/blumenthal-internship-program.cfm>

Email: ccscareerexplore@cornell.edu



**Summer on the Cuyahoga Program
For Current Sophomores, Juniors, and Seniors
(No Federal Work Study Needed)**

**PAID internships in Cleveland in various fields with
FREE housing and social programs and activities with other
college students and alumni**

Search in handshake Summer on the Cuyahoga



DYO Contact Information

Cornell Career Services

103 Barnes Hall

Email: dyo_program@cornell.edu



Questions????