CCS Develop Your Own (DYO) Summer Internship Program

Information Meeting

Please turn off all cell-phones and laptops.
Agenda

What is **DYO**?

Who qualifies? Are there restrictions?

New on-campus for Summer 2013?

**Community Work Study Program**

Student panel

Contacts: who to go to for what

Find/approach/negotiate with employers?

**How to Apply**

How does the reimbursement work?
What is CCS’ DYO Summer Internship Program?

- Employment incentive program for Federal Work-Study eligible students with OFF-campus employers
- Cornell reimburses employers for hourly wages paid (in November)
- Makes students “attractive” to potential employers
Student Eligibility

Must have Federal Work Study eligibility this academic year

Not graduating before December 2013
Student Eligibility

Must be registered and in good standing (academically, not on leave, with 2014 financial aid application submitted)
Employer Eligibility

Must be non-profit organization or small for-profit business
U.S. employment only
May be virtual work IF you have very regular meetings with your supervisor (phone/Skype)
Employer Eligibility

Pay an hourly wage, at least minimum wage in that area. Employer must be paymaster (cannot be 3rd party or direct personal check)
Employer Eligibility

Full-time employment must be at least 35 hrs/week, 8-10 weeks.
Internship Eligibility

Work or organization must be academically or career-related for you.
Examples

Non-profit (can be public or private): town, school, agency
Examples

Small for-profit single site, very few employees, small law or medical practice.
Make a case for how this internship opportunity / organization will benefit your career exploration

(See handout)
Restrictions

• Jobs with religious, partisan political affiliations not approved
• 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
Working ON-Campus

- Application (not DYO form)
- Eligibility
- Job Requirements
- Procedure/Work period
- Deadline
- Evaluation Documents
Community Work Study Program

The Community Work Study Program has been providing opportunities for FWS eligible students to work in local community non-profits, schools and municipalities for over 35 years.

The CWSP works with over 45 different organizations.
Community Work Study Program

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.

100 Barnes Hall (200 Barnes temporarily)

sites.google.com/site/cucwsp
Community Work Study Program

Student jobs and internships under “Public-services” (as field) and the region of “Ithaca-Tompkins” County + Summer

Meet with and counsel students in-house

100 Barnes Hall (200 Barnes temporarily)

Application and program information available online: sites.google.com/site/cucwsp
Who to go to for what?

- Only one contact now for DYO!
- Cornell on-campus and Cornell employers out of Ithaca (Coop Ext., ILR Ext., Shoals, etc.) go to Student Employment for new FWS application.
- Different procedures, especially reimbursement
- Community Work Study Program (Ithaca) =
  - Public Service Center
- All other Off-campus Employers = Career Services
3 Contacts for Summer Funding

How we work together

• Student employment confirms FWS eligibility for all
• Only ONE application will be approved
• Different requirements for approval
• Different reimbursement percentage (on/off campus)
• Same benefits to you

How we work separately

• Process applications for our own locations/programs only
• Handle questions from employers, and approvals
Panelists

• Eliza Lajoie ’13, History
  - Reporters Without Borders: DC Director Asst.

• Seth Pree ’13, Engineering Physics
  - Radiabeam Technologies: Development Engineer Intern

• Niajee Washington ’13, Biology
  – Mayo Clinic: Summer Intern
Finding Employers

Networking is key

NOT all internship postings online

CCNet and Uportal are just two Cornell resources
Finding Employers

No list of jobs to match with you
Need to conduct a successful job search
Resources for Search

CCS website has many resources and links to other internship sites

You are responsible for active job search, research, postings, and networking
Resources for Search

Ask upperclassmen (Read Surveys)
Ask departments/colleges for special programs (Eship)
When to Introduce DYO?

Research employer, does it qualify for DYO?
If yes: right up front in your cover letter or initial conversations
When to Introduce DYO?

You do not need to be “hired” to complete the application.

Offers a win-win incentive to employers; you may earn more.
Hourly Pay?

• May be able to negotiate based on your savings level, within employer’s budget
• No 100% Procedures
• **Cannot reimburse employer for time you are paid for lunch, vacation, or sick leave.**
• Summer award is $5,000
Articulate Your Skills

Self-assessment

Skills come from a variety of work, academic, and life experiences. You will need to evaluate the skills you currently possess or want to develop.
Skill Categories

1. Work-content skills
2. Functional skills
3. Self-management skills
Elevator “pitch”

Be prepared

• What do YOU bring to the table (skills)
• Focus: how YOU help THEM (mission/goals)
• NOT what you hope to learn/gain
Approach an Employer

Most have an “I wish I had time to do” list

DYO is low-cost way to accomplish some tasks
Approach an Employer

Begin with appointments for informational interviews

Follow-up with DYO info if they seem interested or open to an intern
Employer offers stipends or unpaid internships only?

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

- Stipend = $1,000 per summer
- Your required minimum earnings = $2,000
- Estimate using minimums: $7.25/hour, 35 hours/week, 8 weeks = $2,030
- For-profit 50% reimbursement = $1,015
- Non-profit 75% reimbursement = $1522.50
- Wages minus 75% reimbursement = $507.50 is their bottom line commitment [for-profit=just over $1,000]

Can negotiate higher wage, but they pay up front
UNPAID Internship Employers

Same process

DYO provides a more reliable/dedicated employee, working full-time vs. part-time
How To Apply

• Application materials are online

• Both you and the employer complete sections online

• Only completed applications are reviewed including your
  – Hold Harmless
  – Resume

• If approved – confirm with your employer if you are hired

• Employer must return signed hiring confirmation agreements by June 30, or we assume you were NOT hired
Who gets approved?

- Review three critical components
  - YOU – FWS eligible?
  - EMPLOYER – non-profit or small for profit?
    - Fit any restricted categories (religious/political/lobbying)
  - Pay Hourly Wage (or other compensation…not allowed)
  - Full-time work, 8-10 weeks?
  - INTERNSHIP – is it career related for you?
  - IF PASS – you and the employer will be approved
DYO Reimbursement

• Employer pays your wages on a regular basis throughout the summer
• Employer MUST provide proof of payment and copies of signed timecards
• Cannot reimburse employer for time you are paid for lunch, vacation, or sick leave.
• Check that FWS share of earnings is mailed to employer by mid-November
Jeopardize Reimbursement

- Employers must PROVE they meet requirements or lose reimbursement
- FWS regulations…not Cornell policy
- Submit PROOF documents on TIME in September
Timeline

- **NOW**: Network/Identify-Apply/Interview

- **NOW through June**: Applications reviewed/accepted

- **Mid-March through mid-June**: Approvals sent by email (CHECK SPAM/JUNK box)
Timeline

• Apply by **Friday, May 17** *(before leaving campus if possible)*

• Most interns begin work in very early June (do not start working until you receive approval email)

• **Don’t start unless the hiring forms are complete** *(will not reimburse for dates before that)*!
Words of Advice

• Set realistic job goals, and develop a plan of action
• Prepare thoroughly
• Face-to-face contact is a good strategy
• Do **not** accept, then rescind
Questions?
Contact Information

• **INTERNSHIPS OFF-CAMPUS:**
  Cornell Career Services, 203 Barnes, Nancy Law
  255-9046, NFL1

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

• **Community Work Study Program (Ithaca):**
  Public Service Center, 100 Barnes, Sandy
  Hickey, 255-1107, SH36