THE CALS NYS INTERNSHIP PROGRAM
WHAT WE’LL COVER TODAY...

- Cornell’s impetus for the program
- Overarching goals and expected outcomes
- Internship program components and timeline
- Host responsibilities, benefits, and expectations
- Feedback on the program, to-date, and responses from the private and public sector
- Your questions and comments
THE IMPETUS

- Research re: youth attraction and retention
- Feedback from business & industry
Benefits to Hosts

- Fresh, motivated talent
- Access to new skills & technologies
- Invest in potential employees
- Strengthen mutually beneficial relationships with community institutions
Benefits to CALS Students

- Valuable work experience
- Opportunities to learn from seasoned mentors
- Develop connections with NY communities
- Earn a summer income & course credit
Benefits to New York’s Communities

- Strengthen ties to local businesses and organizations
- Cultivate efforts to attract and retain a young, educated workforce.
PROGRAM COMPONENTS

- Internship Program Orientation and Prep Course (Spring 2013)
  - 8 week class
  - March thru the end of April

- Internship and Community Engagement (Summer 2013)
  - 10 weeks, June – beginning of August
  - 40 hours / week:
    - Internship = 32 hours
    - Community engagement = 8 hours (one day or 2, 4-hour days)

- Independent Study (Fall 2013)
  - Report
  - Fall Forum
TIMELINE

2012
- Thursday, November 8 – Advisory committee meeting
- Monday, November 19 – Internship application packets available online
- Wednesday, December 12 - Completed application packets due
- Wednesday, December 19 – Applicant packages sent to hosts

2013
- Friday, January 11 – Host decision deadline
- Monday January 21 – Internship placements announced
- Friday, February 1 – Intern commitment letters due
- Tuesday, March 5 – Internship orientation course begins
- Tuesday, April 30 - Internship orientation course ends
- Monday, June 3 - Internships begin
- Friday, August 9 - Internships end
- TBD - 2012-2013 - Fall Forum
HOST EXPECTATIONS AND RESPONSIBILITIES

- General Expectations
- Host and Intern Recruitment Phase (Fall 2012)
- Internship Orientation & Prep Phase (Spring 2013)
- Internship Phase (Summer 2013)
- Post Internship Phase (Fall 2013)
HOST EXPECTATIONS AND RESPONSIBILITIES

General Expectations

- Make the most of this unique opportunity
- Help us develop this program
HOST EXPECTATIONS AND RESPONSIBILITIES

Host and Intern Recruitment Phase (Fall 2012)

- Sign a letter of agreement
- Complete the Position Description form
- Attend a fall Advisory Committee meeting
- Review internship applications and make a decision
- Identify a staff person to work with the Program and supervise the intern, fulfilling following responsibilities
HOST EXPECTATIONS AND RESPONSIBILITIES

PLEASE NOTE:

A signed letter of agreement does not guarantee an intern will be placed with your agency/organization.

Successful placement with your agency/organization will ultimately depend upon whether or not the position is a good fit with this year’s applicant pool.
HOST EXPECTATIONS AND RESPONSIBILITIES

Internship Orientation & Prep Phase (Spring 2013)

- Send intern a welcome letter
- Attend one CALS NYS Internship Program Orientation and Prep Class session
- Support intern’s learning action plan development
- Attend a Advisory Committee meeting
HOST EXPECTATIONS AND RESPONSIBILITIES

Internship Phase (Summer 2013)

- Welcome intern and provide him/her with an orientation
- Supervise the intern & support community engagement project
- Participate in three, check-ins (via phone) with CALS NYS Internship Program staff
- Complete an intern evaluation & share with him/her
- Complete CALS NYS Internship Program evaluation
HOST EXPECTATIONS AND RESPONSIBILITIES

Post Internship Phase (Fall 2013)

- Review intern’s community engagement project report
- Attend Fall Forum
- Participate in Advisory Committee meeting
APPLICATION & SELECTION PROCESS

- Intern applicants are provided with all of the position descriptions.

- They identify their top 3 choices, in order of preference.

- CALS NYS Internship Program staff screen applications to ensure basic requirements are met.

- Applications meeting the basic eligibility requirements are forwarded to the hosts by order of preference, meaning
  - “First choice” hosts receive applications first and make a decision; then
  - “Second choice” hosts receive applications and make a decision; then
  - “Third choice” hosts receive applications and make a decision.
APPLICATION & SELECTION PROCESS

- Hosts select the candidate(s) of their choice or, if they do not find a good fit in this year’s applicant pool, decline to host an intern this year, and inform CALS NYS Internship Program of decision.

- The CALS NYS Internship Program informs applicants of the decisions.

- Candidates selected for an internship will be required to sign a commitment letter, indicating their intent to accept an internship position offer and participate in the program.

- Hosts will be notified, accordingly, of acceptances and receive a copy of the commitment letter.
FEEDBACK SO FAR

- In General

- From Hosts
  - For Profits
  - Non-Profits

- From Students
QUESTIONS WE’VE RECEIVED FROM HOSTS

- Am I guaranteed an intern?
- Who is responsible for supervising the intern?
- Does a host provide housing and transportation?
- Will I have to travel to Cornell for Advisory Committee Meetings?
What questions do you have?

What do you think?
Email: calsnysinternship@cornell.edu

Phone:
- Joseph Vinciquerra, Director, Corporate and Foundation Relations
  - 607/254-8586
- Heidi Mouillesseaux-Kunzman, CALS NYS Internship Program Coordinator
  - 607/255-0417