

THE CALS NYS INTERNSHIP PROGRAM

Host
Information
Meeting

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

GOALS AND EXPECTED OUTCOMES

Benefits to Hosts

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

GOALS AND EXPECTED OUTCOMES

Benefits to CALS Students

- Valuable work experience
- Opportunities to learn from seasoned mentors
- Develop connections with NY communities
- Earn a summer income & course credit

GOALS AND EXPECTED OUTCOMES

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 a 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?

QUESTIONS AND COMMENTS

- What questions do you have?
- What do you think?

CONTACT INFORMATION

- Email: calsnysinternship@cornell.edu

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