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
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
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
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
Post Internship Phase (Fall 2013)

- Review intern’s community engagement project report
- Attend Fall Forum
- Participate in Advisory Committee meeting
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?
CONTACT INFORMATION

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