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# DEVELOP YOUR OWN (DYO) SUMMER JOB or INTERNSHIP

(For Cornell Federal Work-Study Eligible Students)

## TIPS AND GUIDELINES 2010

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**Q. What is the Develop Your Own Summer Internship Program?**

A. The Develop Your Own Summer Internship Program, commonly referred to as the DYO Program, is an employment incentive program monitored through the Office of Financial Aid and Student Employment and Cornell Career Services for students eligible for Federal Work-Study (FWS) funding. This program allows you to find or develop a paid job or internship with a non-profit organization or small for-profit business that is academically or career related for you. If all aspects of the DYO Program are satisfied, Cornell will reimburse the employer for a portion of your wages: non-profit employers receive up to 75% and for-profit employers 50% of your gross earnings. The typical summer FWS award is \$4,000; additional funds may be available if requested by mid-summer. The benefit to you is that the possibility of reimbursement is a strong incentive for employers to consider you over other equally qualified students, or to offer you a position that might not otherwise be paid! **NOTE: If you work for a Cornell department you must be approved through the DYO Program for summer work-study funding *BEFORE* you start working or your wages may not be reimbursed.**

**Q. Who can participate?**

A. Cornell undergraduates who have Federal Work-Study eligibility during the current Academic Year and who will be returning to Cornell full-time as undergraduates in the fall semester are eligible. You cannot be graduating before December 2010 and you cannot be registered for 6 or more credit hours of summer classes. Because your eligibility for FWS may change each year, you must submit a new DYO application every year. Your funding is NOT automatically renewed even if you are rehired by the same employer (including all on-campus departments).

**Q. Do I need Federal Work-Study eligibility to participate?**

A. Yes. To be eligible for DYO summer funding, all applicants must have FWS eligibility as part of their 2009-2010 academic year financial-aid package.

**Q. Does this program guarantee me a job?**

A. No, unfortunately there are no guarantees. What the DYO program does is help make you more "attractive" to a potential employer in a competitive job market by offering the possibility of a partial reimbursement to the employer for a portion of your gross earnings. It's totally up to you to conduct an effective job search and identify potential opportunities.

**Q. My internship is unpaid, or pays a stipend, will DYO accept my employer?**

A. No. However, we strongly encourage you to negotiate with the employer. Many employers will consider hiring a student for an hourly wage, knowing that after the reimbursement in November they ultimately have paid only a small portion of your gross wages. Prepare a budget proposal based on the amount you must earn to meet your expenses and summer savings, outlining the wage requested (based on minimum 8 weeks, 35 hours/week). Detail what they would pay you during the summer, amount reimbursable, and the total "bottom line" (after reimbursement). Many may consider participating because they will have a full-time intern who is committed to work the entire summer in a position that provides a valuable career related experience.

**Q. How do I apply?**

A. Identify a non-profit or small for-profit employer who is fairly interested in you, then you and the employer complete your respective application sections, and you return the full DYO application form with your statement and resume to the appropriate office. This packet comes with a cover letter that provides the employer a brief explanation of the program. The Funding Request Application is simple; the employer describes the position and you explain why the position is career or academically relevant to you. The DYO Application forms may be picked up at The Office of Financial Aid and Student Employment in 203 Day Hall, Cornell Career Services, 103 or 203 Barnes Hall or printed from their websites (see page 3, application locations).

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**Q. May I submit more than one DYO Funding Request Application?**

A. Yes, but funding will be approved for only ONE employer. If you submit more than one DYO application, we will ask you to choose which employer is more important to you. Therefore, only submit DYO applications for employers with whom you have a realistic potential for being hired.

**Q. Is there an application deadline?**

A. We recommend you submit your application by Friday, May 21, 2010 to allow us to process and approve your application before you leave campus for the summer. (It often takes at least 3-5 days to process.) It is best to submit the completed application earlier in the semester, or as soon as you have identified an employer willing to consider you for a summer job or internship. We award funding on a rolling basis, beginning in March, meaning we approve applications until the funding is spent and typically make approvals into June.

**Q. When do I know if my DYO has been approved?**

A. Starting in March we send approvals and denials to students by e-mail. After April 1, if you have not heard from us in two weeks, check your spam/junk mailbox. If you are approved, we will send hiring confirmation forms directly to the employer. It will be your responsibility to follow-up with the employer to confirm whether or not you are hired and to establish a convenient start date. You will also be responsible for confirming that your employer has completed the hiring papers to accept the DYO funding within two weeks following your approval, and no later than June 30, 2010. **Applications and hiring confirmations received after June 30 are not accepted.**

**Q. What type of jobs/internships are approved?**

A. Jobs or internships must meet the following criteria for approval:

- internship/job must be career related or academically relevant
- U.S. employment only (i.e., location of job must be in the United States)
- full-time employment of at least 35 hours/week
- must work on-site, under regular supervision (not independent, submitting hours for payment)
- employers must be non-profit or small for-profit and pay an hourly wage equal or greater than the prevailing minimum wage in your area, whichever is higher.
- position must last 8-10 weeks

**Q. Are there any restrictions?**

A. YES. Jobs with a direct religious or partisan political affiliation cannot be approved. You cannot work for your own family owned business, lobbying organization, a large for-profit, nor can you be self-employed. You cannot work from home or independent from the employer's work-site. You cannot work for the U.S. Dept. of Education. Internships with large, for-profit employers will not be approved. You must be paid an hourly wage. Stipend or commission based salaries are NOT allowed. You cannot work in a foreign country. And, you must be paid by the employer and not through a temporary employment agency that "places" you with the employer. NOTE: Employers will NOT be reimbursed if you are paid by stipend or commission. No reimbursement will be made for lunch time, holidays, sick days, transportation, or other compensation.

**Q. Can I take summer classes and still participate in the DYO program?**

A. Yes, but you must be taking fewer than 6 credit hours, and be available to work at least 35 hours per week. If you plan to take 6 or more credit hours you would be considered a full-time student and must complete a summer Financial Aid application (in 203 Day Hall) for a summer work study award, and will not be eligible for DYO. If you are unsure about the number of credit hours you will be taking during the summer, complete both applications and keep us and your employer informed of your plans and intentions. You will NOT be approved for both summer Financial Aid AND DYO funding; you will need to notify us which you plan to accept before approval is final.

**Q. Must I complete a DYO form for all summer work-study opportunities?**

A. No. The DYO form is not used if you apply for a job through the New York City Public Service Corps, but you must still have Federal Work-Study eligibility for that program. Nor do you complete the DYO form if you know you will be taking 6 or more credit hours at Cornell during the summer and working on-campus.

**Q. How much money will I make?**

A. This depends on your total FWS award amount (typically \$4,000\*), hourly wage, the number of hours per week, and the number of weeks you work. The typical student earns around \$2,500. For example, if you're paid \$9.00/hr and work 9 weeks for 35 hours/week you'll earn \$2,835. **Please note that your earnings are considered taxable income, including FICA.** If your employer fails to withhold the appropriate State, Federal and FICA taxes,

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you will be responsible for claiming your gross income from the job on your income tax return. And remember, all financial aid recipients have a Student Contribution from Summer Earnings amount as part of their academic year aid package. Detailed information is available at [finaid.cornell.edu](http://finaid.cornell.edu) under Eligibility and Policies.

\*Additional funds may be available should you earn the \$4,000 maximum before the end of the summer term. To request additional funding mid-summer, contact Sandy Hickey at [sh36@cornell.edu](mailto:sh36@cornell.edu).

### **Q. Who pays me...Cornell or the employer?**

A. If you work for an on-campus employer, Cornell Cooperative Extension, Isles of Shoals, or the Community Work Study Program (through the Cornell Public Service Center), you are appointed to the Cornell payroll. Otherwise, your full wages are paid by the employer, and Cornell reimburses the employer a percentage of your wages in the fall. It is your responsibility to understand the employer's payroll process before you start working. According to the Federal Fair Labor Standards Act, non-exempt employees must be paid on a regular (weekly/bi-weekly) basis. In addition, payment for this Program must be made on an established payroll system (i.e., no cash payments, personal checks, stipends or lump sum payments).

### **Q. How does the reimbursement process work?**

A. First, the hiring confirmation forms must be returned within two weeks of your approval and no later than June 30, 2010. Once you begin work, you fill out weekly or bi-weekly time cards and the employer pays you throughout the summer. At the end of the summer employment period the employer must provide Cornell with copies of your time records (signed by both you and the supervisor) and prove that you were paid an hourly wage for the hours you worked. If all the required paperwork is received by a September 30 deadline, Cornell sends a check to the employer for the agreed-upon reimbursement percentage of your gross earnings. It's important to remember that you have a gross earnings limit, typically \$4,000, and the maximum amount an employer can be reimbursed will depend on the approved reimbursement percentage (generally \$2,000-\$3,000 maximum). **Most employers receive their reimbursement checks by the middle of November.** An explanation of the reimbursement process and additional paperwork will be sent directly to the employer once you've been approved. However, if you or the employer have questions about this process, please call our offices. NOTE: If you begin work prior to receiving funding approval, we cannot guarantee reimbursement for the hours that you worked before being approved. Also, **no reimbursement is allowed for lunch, vacation, sick leave or holidays.** (For interns employed by Cornell departments, the reimbursement occurs automatically through the bi-weekly payroll.)

### **FINAL WORDS OF ADVICE**

Remember that the internship listings through Bear Access, Uportal, and CCNet are only a few of the many resources to use for locating summer internships or jobs. The intent of the DYO program is for you to find/develop a career related summer internship that might not otherwise be advertised. A few good examples are the students who "developed" their own summer DYO opportunities over the last several years: a pre-vet major who worked for her state's Humane Society headquarters; a Planning major who worked for his town's Planning office in Maine; the CALS student who did research on the Colorado River for the Grand Canyon Institute; the pre-med student who was the only intern in a small pediatric practice; the pre-law student who worked for her regional Legal Aid Society; or the student who was a Gallery Assistant at the Drawing Center.

Refer to the [Cornell Career Services](http://career.cornell.edu) homepage at [career.cornell.edu](http://career.cornell.edu) or visit your college career office for information about conducting a job search, networking, and writing effective cover letters and resumes.

Don't be afraid to approach a potential employer or faculty member to discuss your career goals, skills, and background, and to explore the possibility of establishing a paid internship opportunity with the organization on a trial basis. You've got nothing to lose!

### **DYO APPLICATION LOCATIONS**

Applications are available in 103 and 203 Barnes Hall (Cornell Career Services). PDFs of the DYO application and employer cover letter are also printable via the DYO website at [career.cornell.edu/jobsandinternships/DYO/default.html](http://career.cornell.edu/jobsandinternships/DYO/default.html) or [www.studentemployment.cornell.edu/employers.html](http://www.studentemployment.cornell.edu/employers.html).

### **APPLICATION PROCESSING**

To avoid delays in processing your application materials, please submit your resume and the ENTIRE Funding Request Application (both the employer's portion and the student's portion) **to the appropriate office based on the geographic location of your employer; we will not be responsible for incomplete applications.**

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## QUESTIONS/CONTACTS?

### **Cornell/Ithaca Employers:**

Sandy Hickey, Office of Financial Aid/Student Employment, 203 Day Hall, Cornell University, Ithaca, NY 14853, sh36@cornell.edu or (607) 255-9051

### **Ithaca Area Non-Profit Organizations:**

Renee Farkas, Public Service Center, 200 Barnes Hall, Ithaca, NY 14853, rcf1@cornell.edu or (607) 255-1107

### **All Other Non-Ithaca Area Employers:**

Nancy Law, Cornell Career Services, 203 Barnes Hall, Cornell University, Ithaca, NY 14853, NFL1@cornell.edu or (607) 255-9046

## TWO OTHER FEDERAL WORK-STUDY RELATED SUMMER PROGRAMS

### **The Community Work Study Program of the Public Service Center**

This program has been working with Ithaca's non-profit agencies, schools, and municipalities for 30 years, helping Federal Work-Study-eligible students find paid jobs in Ithaca. The office lists career- or course-related jobs for over 80 employers. Jobs are available in the summer as both full- and part-time, as well as during the academic year. Jobs range from engineering or environmental positions to daycare to computer administration and marketing, to name just a few! For more information please contact the Cornell Public Service Center at 255-1148 or visit the office at 200 Barnes Hall.

### **The New York City Public Service Corps (NYCPSC)**

The NYCPSC is a placement agency representing many NY Metro non-profit agencies and city departments in the 5 boroughs. The application allows you to specify career-related work areas of interest and rank your preferred work locations. Submitting a resume assists the agency in identifying a position relevant to your interests and experience.

**Salary and Taxes.** You will be paid a flat hourly rate based on your class year, regardless of job placement. Pay rates are determined by NYC payroll policy and, therefore, are not negotiable. You would be paid by the NYCPSC, and not by the agency or department with which you are placed. Due to the payroll schedule, in conjunction with your start date, it may take 3-4 weeks after you begin work to receive your first paycheck. Taxes are withheld from your paycheck, as is the case for all employees, and may seem higher than you expect due to your full-time work schedule. Taxes are assessed based on your W-4 withholding status and earnings. You will need to budget for this.

**Placements.** You learn where you will work when you have attended the placement interview with NYCPSC and are ready to begin work. You are not applying to an individual position or job. If your NYCPSC application is approved for funding through your Federal Work-Study eligibility (either for summer or winter break), it is very likely that you will be placed with an assignment, but not until you are available and ready to work in New York and have attended the required placement interview with NYCPSC staff.

**Interviews.** Unlike other internships, where organizations plan in advance how many student workers they will hire for the summer, the NYCPSC does not receive this information from agencies and city departments far in advance. Therefore, if your application is approved for funding, a specific match with an agency or city department occurs only after your placement interview in New York. The earliest you may schedule the placement interview would be in May, once you know the exact date that you will be in New York and ready to begin work. If you are FWS eligible, not graduating before December 2010, have 35 hours per week available, applying before May 21, and flexible regarding the type of work and agency, you are very likely to be placed.

**More information.** Visit the NYCPSC website at:

<http://home2.nyc.gov/html/dcas/html/employment/psc.shtml> for a brief description of agencies that have hired students in previous years. Review the time card manual carefully, if hired.

**Applications** are available in 203 Barnes Hall and 203 Day Hall. You are required to complete and return the summer application with a resume to Nancy Law, 203 Barnes Hall. We recommend that you submit your application and resume by May 21, 2010. Approvals are made on a rolling basis beginning in March, until the funding is exhausted, typically mid-June.

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