

STUDENT COOPERATIVE INTERNSHIP PROGRAM
STUDENT INFORMATION SHEET
SUMMER 2013

OVERVIEW

Since 1990, the City & Regional Planning Department at Cornell University has partnered with many local, regional, and national organizations to offer summer internships to graduate students.

Each year, the Cornell Graduate School provides a grant to sponsor City & Regional Planning Department graduate students who participate in the 10 week, 20 hours/week summer internship program. In cooperation, we ask that participating organizations match that amount with a stipend of \$1,875 for the internship period, so that students can receive a total of \$3,750 for their 10-week commitment. Sponsored internships are granted based on the quality of the student's application and interest. First-year MRP and MA students have priority for funding.

ACADEMIC EXPECTATIONS

The summer internship program allows students to gain valuable first-hand experience in the planning field. Students are required to complete a thoughtful final evaluation of their experience. The limited 20-hour work week enables students to focus on academic obligations, mainly their exit project, while completing their internship. For many students, the internship can serve as the basis for their exit project.

THE ROLE OF THE STUDENT

Interested students should fill out a *Student Application* (attached), identifying their areas of interest and goals for the summer. The form is also available in Room 109 Sibley Hall and online on the CRP Student Resources page. Students are strongly encouraged to seek out specific internships in which they are interested and either contact the organization themselves, or bring the organization's contact information to the internship office so we can send them information about our program.

A list of interested employers and their required materials for application will be available in a presentation binder in Room 109 Sibley Hall. If students find an internship in the binder to which they would like to apply, they are responsible for contacting the organization and pursuing the opportunity. When an internship position is offered, the student, in collaboration with the organization, should create a job description outlining work schedules and summer objectives.

Again, students are strongly encouraged to seek out specific internships on their own, in addition to using the internship program's compiled list.

THE ROLE OF THE SPONSORING AGENCY

The organization must provide a *Letter of Intent* on company letterhead and a signed *Cooperative Summer Internship Agreement* to the internship office no later than **April 1, 2013**. The *Letter of Intent* should state the name of the student they would like to hire and whether the \$1,875 stipend will be available. A sample letter is included in the information packet sent to the organization upon initial contact. The *Letter of Intent* should also include a job description and work expectations of the intern.

The sponsoring agency will assume the role of employer for the internship, and has the right to control and direct the employment of the student. Cornell University's role is limited to determining the student's eligibility for employment, reviewing and approving the student's work assignment, and providing financial assistance in the form of an internship grant. The agency will direct the details, means by which the result is to be accomplished, and verify the actual hours worked by the student.

PAYMENT

Organizations willing to provide a matching \$1,875 stipend should make arrangements for the student to be placed on payroll and the monies to be disbursed throughout the internship period. Cornell University grants will be disbursed in one lump sum (minus applicable taxes) towards the end of May.

PROCESS

Interested students should fill out and submit the enclosed *Student Application* and *Student Agreement*. An internship need not be arranged prior to handing in the application; however, internship interests and potential organizations should be indicated on the form. **In order to be considered for an internship, we must have the application, student agreement, as well as a *Letter of Intent* from the hiring organization by Monday, April 1, 2013.**

Once summer funding is approved, students must register with the Graduate School for the summer and sign a *Summer Internship Acceptance Letter*. All forms and documents, including those provided by the hiring organization, must be turned in for summer funding to be released to the student.

For questions, please call the Cooperative Internship Office at (607) 255-4889.

Department of City and Regional Planning Cooperative Summer Internship Program 2013 Checklist

- o Identify your interests, goals, and desired location.
- o Research potential agencies or organizations that match your interests.
- o Review your funding needs for the summer. *No additional employment beyond the 20-hour per week requirement and \$3,750 stipend are permitted during the course of your 10-week internship.* (Note: The \$3,750 stipend assumes that the cooperating agency is able and willing to match Cornell University's summer award.)
- o Funding for travel expenses may be available as well; interested students should fill out a separate *Travel Grant Application*. Travel funding depends on fund availability. For international travel, applicants must also apply to the Mario Einaudi Center for International Studies in Uris Hall.
- o Update your resume and write a polished, concise cover letter stating your interests and qualifications. It is advisable to have your resume critiqued by a CRP Career Center officer, in B1 W. Sibley Hall.
- o Consult the Summer 2013 internship binder, (available in February/March) which lists identified internship opportunities on fact sheets located in 109 W. Sibley Hall.
- o Contact target agency according to guidelines on the fact sheet.
- o If invited for an interview, rehearse probable questions in advance. Talk to Career Center for more information about interview tips and practice. Be sure to bring extra copies of your resume and business cards, if applicable.
- o Follow-up with a thank you note after the interview.
- o Fill out an *Internship Application* and a *Student Agreement* available in Room 109 W. Sibley or online at <http://aap.cornell.edu/crp/resources/forms.cfm>. Submit completed forms by **April 1, 2013**. International students will also need to complete a *CPT Form* (found on the ISSO website) and submit for approval along with the application and agreement.
- o Sign and return the *Summer Funding Acceptance Letter* upon approval and prior to starting the internship.
- o Students wishing to intern will be required to register (at no cost) with the Graduate School for the summer. You can register online through your Student Service Center.
- o For questions, contact Melinda Cirri at (607) 255-4889 or email mt333@cornell.edu.



Cornell University

Department of City and Regional Planning
Cooperative Summer Internship Program
Summer 2013

Cooperative Summer Internship Program
Department of City & Regional Planning
www.crp.cornell.edu
(607) 255-4889

MRP/MA CANDIDATES

PLEASE FILL OUT AND RETURN NO LATER THAN APRIL 1ST, 2013

APPLICANT INFORMATION:

Name

Cornell ID#

Current Street Address

Net ID

City, State and Zip

Telephone Number

Degree Program

Expected Graduation

SUMMER EXPECTATIONS:

Please describe your interests and goals, what geographic area you are interested in and any organizations you are specifically pursuing. Be specific and detailed as to:

- the academic relevance or future usefulness of the internship with regard to your career development,
- what you hope to learn from the experience,
- why you want to work for this agency (if applicable).

Signature

Date

Please return completed form along with the signed Student Agreement by Monday, April 1, 2013 to:
Melinda Cirri, Cooperative Summer Internship Coordinator, Department of City & Regional Planning,
Cornell University, 109 W. Sibley Hall, Ithaca, NY 14853, Phone: (607) 255-4889, Fax: (607) 255-1971
E-mail: mt333@cornell.edu



Cornell University

Graduate Field of City and Regional Planning
109 W. Sibley Hall
Ithaca, New York 14853-6701
t: 607-255-6858
F: 607-255-1971

**City and Regional Planning
Cooperative Summer Internship Program
Student Indemnification and
Hold Harmless Agreement**

The following agreement is designed to inform and protect all participants in the CRP Cooperative Summer Internship Program: the student, Cornell University, the sponsoring agency and individuals cooperating with the CRP Cooperative Summer Internship Program.

Student Name: _____ Cornell ID #: _____ Net ID: _____

Sponsoring Agency: _____

(1) I acknowledge that my participation in this program is entirely voluntary and such participation will require transportation and habitation in _____ and that my participation may subject me to risks relating to my personal health and safety. I further acknowledge that I am traveling at my own risk and will take all precautions that I deem necessary for my personal safety and well-being.

(2) I hereby agree to release, hold harmless and indemnify Cornell University, its trustees, officers, directors, agents and employees from any and all damages or claims of any nature whatsoever arising out of my participation in the CRP Cooperative Summer Internship Program. On behalf of myself, my estate, assigns, and heirs, I do hereby indemnify and hold Cornell University, its trustees, officers, directors, agents and employees harmless from any damage or liability incurred by Cornell or others as a result of my participation in this program for any costs or expenses including but not limited to hospital and medical expenses, legal and defense costs as well as settlements, judgments, fines and penalties of any nature whatsoever which may be incurred as a result of my participation in this program.

(3) I am aware that Cornell University and the CRP Cooperative Summer Internship Program are not establishing an employer / employee relationship with the agency or me. All funds received have only enabled this internship opportunity and therefore I understand that I am personally responsible to resolve any and all problematic circumstances that arise as a result of my Internship independent of Cornell University or the CRP Cooperative Summer Internship Program.

(4) I acknowledge that the University and/or I may reserve the right to make cancellations or changes in cases of emergency. I understand that my funding is based only on actual hours completed. If I am unable to complete my internship, or either Cornell University or the sponsoring agency cancels my internship, I agree to forgo the remaining funding that would have been provided by the CRP Cooperative Summer Internship Program had the change or cancellation not occurred.

(5) I acknowledge that my total funding will be a maximum of \$3,750, and that it is not intended to be reflective of current summer job or internship salaries for college students.

6) As a participant in this program, I pledge to conduct myself in a manner that reflects favorably on both Cornell University and the sponsoring agency. I agree to show a professional manner at all times reflecting respect and responsibility in my position.

(7) I acknowledge that the terms and conditions of this internship agreement and this release, indemnification, and hold harmless agreement are contractual, and that I am voluntarily signing this document intending to be bound thereby.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

Agency: _____

Supervisor/Director Name: _____

Agency Address: _____

Agency City, State, Zip: _____

Phone: (Include Area Code) _____ Fax: (Include Area Code) _____

Return form to: Melinda Cirri, Cooperative Summer Internship Coordinator, City & Regional Planning, 109 Sibley Hall, Ithaca, NY 14853.