

# THE SYRACUSE COE OFFICE FOR INDUSTRY COLLABORATION INTERNSHIP PROGRAM

SUMMER 2008

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The Syracuse CoE Office for Industry Collaboration (Syracuse CoE OIC) is pleased to announce the Summer 2008 Internship Program. This program provides support for qualified college students hosted by Central Upstate New York companies working in the environmental quality and indoor air quality fields, including water resources and high performance/green building design. Our goal is to increase post-graduation student retention in Central Upstate by establishing valuable relationships between college students and Central Upstate companies doing work in the environmental field. *Please note: internships hosted by academic institutions are not eligible to participate under this program.*

## HOW DOES THE PROGRAM WORK?

To take advantage of this funding opportunity, students must secure an internship position with a qualifying company.

Interested students should consult with their academic advisors, career offices, and other employment resources available to them through their academic institutions.

It is the student's responsibility to find a suitable hosting company.

Once an internship position is secured, the student must obtain a letter of intent from the company (on letterhead), signed by the internship mentor/supervisor.

Students also must fill out the application form at the end of this brochure, identifying in which area of indoor environmental quality or water resources they wish to pursue an internship.

The full application package—including application form, resume, and host company letter—must be submitted to the Syracuse CoE OIC for review.

***Application deadline is April 30, 2008. Awards will be announced May 9, 2008.***

## APPLICATION REQUIREMENTS

A copy of the following materials must be submitted to the Syracuse CoE OIC.

- ✓ **Application Form**—See page 3 for the application form, which must be signed by the student.
- ✓ **Resume**
- ✓ **Letter from Internship Mentor at Host Company**—Signed and on organization's official stationery.

The applicant's name should appear on each page of the application materials. The Mentor Letter should be addressed to the Syracuse CoE OIC and must be written by the person who will directly mentor the internship at the host company. Students are advised to keep copies of their proposals.

The Mentor Letter should discuss the following:

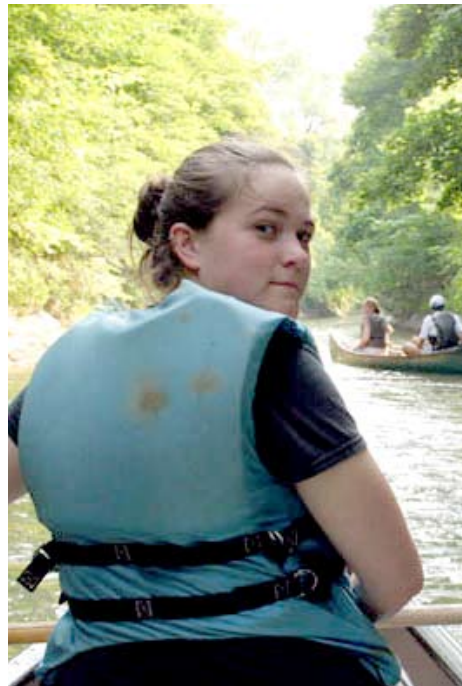
- ✓ The start and end date of the internship;
- ✓ The importance of the internship to the host organization;
- ✓ The nature of the work to be accomplished;
- ✓ And, how the internship will be supervised and evaluated.

The Syracuse CoE Office for Industry Collaboration (Syracuse CoE OIC) is an independent, non-profit, 501(C3) corporation established by the Metropolitan Development Association of Syracuse and Central New York in 2000.

The Syracuse CoE OIC serves as an important catalyst and facilitator for the creation of collaborative research and development, applications, and demonstration projects between industry and the research institutions that are members of the Syracuse Center of Excellence federation.

Strategic objectives of the Syracuse CoE OIC include:

- ❖ Facilitating the development and application of new environmental technologies within Central Upstate New York.
- ❖ Identifying and promoting the commercialization of new and important IEQ products, services, and markets.
- ❖ Promoting economic development and job creation within the region.



*Danielle Spartano, a student with the Syracuse CoE OIC Internship Program, paddles Onondaga Creek as a member of the Onondaga Creek Conceptual Revitalization Plan project team in 2007.*

## GENERAL ELIGIBILITY REQUIREMENTS FOR EMPLOYERS

Companies interested in hosting internships should notify the Syracuse CoE OIC and contact participating educational institutions.

Eligible employers must satisfy the following criteria:

- ✓ Intern(s) must be employed primarily in Central Upstate New York.
- ✓ Preference will be given to employers that can demonstrate the internship(s) will likely result in a future employment opportunity.
- ✓ Internships must offer students preprofessional or academically relevant experiences with no more than 20% of the intern's time spent on routine office/factory work.
- ✓ Internships must offer a wage that meets Federal minimum wage standards.
- ✓ The wage offered must be consistent with company wage structure for similar internships.

## INDUSTRY COLLABORATION INTERNSHIPS

The following guidelines are conditions for accepting a Syracuse CoE Industry Collaboration Internship.

- ✓ The Syracuse CoE OIC's internship grant will pay wages only. Employer assumes all costs of employment, including but not limited to payroll taxes, worker's compensation, insurance, etc. and must include payroll records (e.g. timesheets) documenting hours worked.
  - ✓ Invoices for intern's wages will be processed on a monthly basis.
  - ✓ Employer must identify and provide a mentor for the intern(s) with a commitment to meet with the student for at least one hour weekly.
  - ✓ Intern(s) cannot be self-employed, employed, or supervised by a family member, or employed by a lobbying organization.
  - ✓ Internships with a direct religious or partisan political affiliation cannot be approved.
  - ✓ Maximum funding for the Summer 2008 internship is \$5,000.
  - ✓ Up to twelve (12) internships will be awarded during Summer 2008.
- At the conclusion of the internship ...**
- ✓ **Interns** must submit a report (2,000 word maximum) about their experiences to the employer, their academic advisor, and the Syracuse CoE OIC. The intern(s) may choose instead to give a presentation to the company, academic advisor, and the Syracuse CoE staff.
  - ✓ **Employers** must provide the intern(s), the Syracuse CoE OIC, and the intern(s) academic advisor(s) with a written evaluation of their performance.
  - ✓ **Interns** also are strongly encouraged to submit a poster for viewing at the Syracuse CoE Symposium, September 29 to 30, 2008.

## GENERAL ELIGIBILITY REQUIREMENTS FOR STUDENTS

Students must be enrolled in a part- or full-time degree program of a college or university within New York State or be a resident of the state enrolled in university in another state. Preference will be given to science and engineering students.

## QUESTIONS?

**Contact: Tim Benson**  
Information Coordinator, Syracuse CoE  
315-443-8756  
tbenson@syracusecoe.org

# SYRACUSE COE OIC INTERNSHIP PROGRAM APPLICATION FORM

Complete this form and return with other application materials to: Tim Benson, Syracuse CoE OIC Internship Program, 621 Skytop Road, Syracuse, NY 13244. *Application deadline is April 30, 2008. Awards will be announced May 9, 2008.*

## Contact Information

Name:

Address:

Phone:

eMail:

## Education Information

Institution:

Class/Year:

Major/Minor:

## Intended Project Information (Check all that apply)

Indoor Environmental Quality

Research

Product Service Development

Technical Marketing

Water Resources

Research

Product Service Development

Technical Marketing

## Internship Information

Company Name:

Company Address:

Contact:

Internship Dates (From/To):

The undersigned affirms that he/she will pursue an internship in indoor environmental quality or water resources and at the conclusion of the internship will submit a report to the Syracuse CoE, host company, and academic advisor.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_