



SYRACUSECoE
EXCELLENCE IN ENVIRONMENTAL & ENERGY INNOVATIONS

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Syracuse Center of Excellence Industry Collaboration Internship Program

SUMMER 2009

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The Syracuse Center of Excellence (SyracuseCoE) is pleased to announce the **Summer 2009 Internship Program**. This program provides support for qualified college students hosted by Central Upstate New York companies working in the fields of indoor air quality or water resources, including high performance/green building design. Our goal is to increase post-graduation student retention in the Central Upstate region 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?

Eligibility is based on the following:

- ✓ A student must have already secured a summer internship with a qualifying company. General eligibility requirements for students is on page 3. General eligibility requirements for companies is on page 2.
- ✓ The student must perform work in the field of either indoor environmental quality or water resources.
- ✓ The company for which the student plans to work must be from the Central Upstate New York region.

If eligibility requirements are met, then the hosting company and student must work together on the application for Industry Collaboration Internship Program support. *Application guidelines and an Application Form can be found in this document.*

The full application package—including application form, student resume, and Mentor Letter—must be submitted to the SyracuseCoE for review.

Application deadline is April 3, 2009. Awards will be announced April 22, 2009.

Up to ten (10) internships will be awarded for Summer 2009. If successful, a host company can receive up to \$5,000 toward an intern’s wages.

Application Requirements

A copy of the following materials must be submitted to the SyracuseCoE.

- ✓ **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 letterhead.

The applicant’s name should appear on each page of the application materials. Students are advised to keep copies of their application materials.

The Mentor Letter should be addressed to SyracuseCoE and must be written by the person who will directly mentor the internship at the host company.

The Mentor Letter should discuss the following:

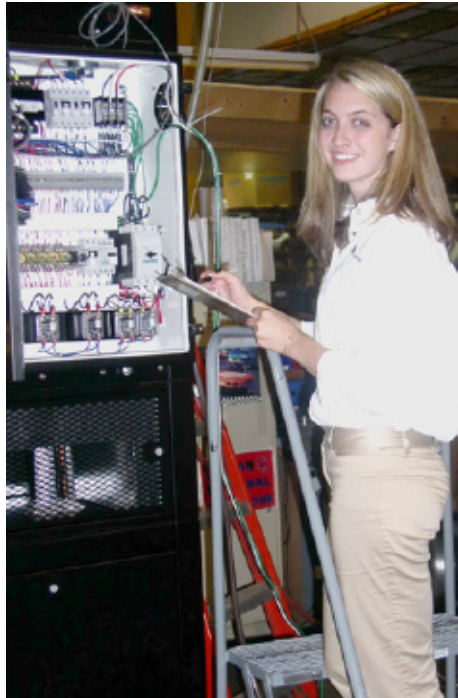
- ✓ The start and end date of the internship;
- ✓ The importance of the internship to the host organization;
- ✓ The nature of the work to be accomplished;
- ✓ And, how the internship will be supervised and evaluated.

SyracuseCoE is an industry-university collaborative organization that creates environmental and energy innovations for a sustainable future. Our members address global challenges in three focus areas: clean and renewable energy, indoor environmental quality, and water resources.

SyracuseCoE projects leverage an extensive community of experts and unique facilities available through more than 200 companies, organizations, and institutions. Our members conduct targeted research, demonstrate new technologies, commercialize innovations, educate the workforce, and engage the public.

SyracuseCoE results revitalize New York's Creative Core and will improve human health and ecosystem sustainability around the world for generations to come.

syracusecoe.org



SyracuseCoE Intern Kristen Knodel learns her trade at Air Innovations of North Syracuse, a SyracuseCoE Silver Partner.

General Eligibility Requirements for Employers

Companies interested in hosting internships should notify the SyracuseCoE and contact participating educational institutions. Eligible employers must satisfy the following criteria:

- ✓ Intern(s) must be primarily employed 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.
- ✓ *Final payment will not be made until the intern has submitted his/her final report and the host employer has submitted its evaluation.*

Internship Program Guidelines

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

- ✓ SyracuseCoE internship support will pay wages only. Employer assumes all costs of employment, including but not limited to payroll taxes, worker's compensation, insurance, etc.
- ✓ Invoices for intern's wages will be processed on a monthly basis. Employer must send to SyracuseCoE payroll records (e.g. timesheets) documenting hours worked.
- ✓ Employer must identify and provide a mentor for the intern(s) with a commitment to meet with the intern 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 a Summer 2009 internship is \$5,000.

Internship Progress Reports

- ✓ **Interns** must meet with a SyracuseCoE representative at least twice during the internship. Details will be provided.
- ✓ **Interns**, at the conclusion of the internship, must submit a report (2,000 word maximum) to the employer, his/her academic advisor, and SyracuseCoE. The intern(s) may choose instead to give an oral presentation. *Final payment to host company is contingent on proper submittal of this report.*
- ✓ **Employers**, at the conclusion of the internship, must provide the intern(s), SyracuseCoE, and the intern(s) academic advisor(s) with a written evaluation of their performance. *Final payment to host company is contingent on proper submittal of this evaluation.*
- ✓ **Interns** also are strongly encouraged to submit a poster to the SyracuseCoE Symposium in September 2009.



SyracuseCoE Internship Program Application Form

Return this form with other application materials to: Tim Benson, SyracuseCoE Internship Program, 621 Skytop Road, Syracuse, NY 13244 or fax to 315-443-1329. *Application deadline is April 3, 2009. Awards will be announced April 22, 2009.*

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 at a university in another state. Preference will be given to science and engineering students.

Questions?

Contact: Tim Benson
Information Coordinator,
SyracuseCoE
315-443-8756 (w)
315-443-1329 (f)
tbenson@syracusecoe.org

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 SyracuseCoE, host company, and academic advisor.

SIGNED:

DATE: