

**Manhattanville in West Harlem
Implementation Plan Report
October 15, 2013 Submission**

Final Declaration Reference and Key Data

Section Number: 5.07 (c)(xi)

Page Number: 55

Obligation Trigger: 2010

Obligation Start Date: Summer 2010

Obligation End Date: Summer 2014 (5 Summers)*

Status: In Compliance

Obligation

Summer Internships. Commencing in 2010, CU shall create a pilot program for up to 15 summer internships per year for high school students with one-third selected from the local community and two-thirds from the upper level students at the School to support academic and research interests of students. The program shall begin with five students from the local community and add 10 students from the new School when students reach the upper grades and qualify for such an internship. The internships shall initially take place in CU's existing facilities and shall move to the new Academic and Academic Research buildings proposed within the Project Site when constructed. After five years the program shall be reviewed by leadership of the School and CU with the intent of modifying, extending the size and/or renewing the program upon mutual agreement.

* Following the summer of 2014 internships, CU will meet with the principal of the school to determine modification, expansion, and/or renewal of the program as described in the obligation above.

Process

Columbia initiated a pilot program for summer interns in the summer of 2010. Summer internships have been offered in accordance with the commitment language since the summer of 2010.

External Communications

Please see Annual Community Outreach and Communications Plan for upcoming year.

Evidence of Compliance

1. Copies of public notifications and/or announcements of available internships
2. Annual report

Monitor Notes



COLUMBIA UNIVERSITY

IN THE CITY OF NEW YORK

Manhattanville High School Summer Internship Program 2013

In partnership with the local community, Columbia University is offering paid summer internships for local* high school students to gain real work experience before graduation. Previous work experience is a plus, but not required. Internships begin July 8, 2013 and end August 9, 2013.

The deadline for application submissions is May 10, 2013.

The internships are designed to provide each intern with experience in key projects and ongoing tasks within various schools and departments. Internships are available in various Columbia University schools and departments.

Must Have: Interns must have strong interpersonal, organizational and communication skills. Interns should be able to conduct themselves professionally, listen attentively, show initiative and demonstrate professionalism at all times. Interns must be able to work both independently and within a team environment. Interns also need to be reliable, mature, and responsible with their assigned work duties.

Preferred Qualifications: Interns should demonstrate knowledge in Windows and Microsoft Office applications. Interns may also be required to work within database applications and previous experience in this area would be an asset.

Application Procedures: Candidates must complete an application form and submit it with their cover letter and/or resume, letter(s) of recommendation, and any other supplemental information needed to accompany your application.

Please note that in accordance with New York State Law, all applicants must be able to provide an employment certificate (also called "working papers") before they begin work if selected for an intern position.

The New York State Empire State Development Corporation may require Columbia University to disclose each applicant's name, address, proof of residency and relationship to current Columbia University Employees to confirm program eligibility.

All interns will be paid a rate of \$7.25 per hour.

***Local is defined as the following zip codes:**

10025, 10026, 10027, 10029, 10030, 10031, 10032, 10033,
10034, 10035, 10037, 10039, 10040, 10451, 10454, 10455, 10474

For more information, please email: highschoolinternship2013@columbia.edu

Please submit all Applications to the following email address: highschoolinternship2013@columbia.edu

Application Packets are due by 5:00pm Friday, May 10, 2013

Columbia University is an Equal Opportunity and Affirmative Action Employer

Summer at Columbia: Programs Bring Local Students to Campus

By Kevin Brannon



Recent participants in the Columbia University Local Community High School Summer Internship Program paid a visit to the Diabetes Center at Columbia University Medical Center/NewYork-Presbyterian Hospital.

Bringing young people to campus for summer internships and camps is part of a continuing effort to make the University's resources available to our neighbors. One such program provides scholarships for children in the Manhattanville/West Harlem area to attend Roaree's Cubs Camps, a sports program for children 6 through 12. Another program offers paid, five-week summer internships for high school students.

Columbia's Summer Program for High School Students at the School of Continuing

Education, now in its 27th year, offers an opportunity for high-achieving students to get a taste of college life. The students take part in organized sports and community outreach projects and attend college prep classes. Scholarships are available to students nominated by local community organizations.

Information on how to apply for Summer 2014 programs as well as details on other Columbia community programs and services can be found on page 6.

Design for Excellence: New Sports Center Reflects Commitment to Athletics and Community

The New York Times has called Columbia's new Campbell Sports Center a building that shows both its "brains and its brawn," which makes perfect sense for a facility meant to support the University's athletic and academic excellence.

The sports center isn't the only change coming to the athletics complex, which faces the waterfront in Inwood Hill Park. The University is building the Boathouse Marsh, which will restore the park's salt marsh and create public access to previously inaccessible waterfront along the Harlem River.

Made possible through the generosity of numerous donors, the facility is named in honor of Columbia's trustee chair, William V. Campbell, who was the captain of Columbia's football team in 1961.

Campbell, recalling his years as a Columbia linebacker, and later the team's coach, described the dilapidated Baker Field, when he coached there in the 1970s, as "not a welcoming place." Today, by contrast, "we have a stadium, now we have a welcoming gate, now we have an athletics facility that the students, the faculty, the alumni and the neighborhood will all be glad to be a part of."

Originally published in vol. 38, no. 08, of The Record



Community Services

As part of the University's ongoing commitment to the local community, Columbia has dedicated a portion of the *Neighbors* website to communicate some of the University's commitments for project-related programs and services that are currently available. For a comprehensive listing of programs and services, and participant eligibility, please visit

www.columbia.edu/communityservices

Annual Meetings With Columbia University Faculty and Administrators

Columbia University's Office of Government and Community Affairs, or other appropriate office, each spring provides opportunities for interested members of Columbia University's academic community to meet with members of the West Harlem Development Corporation (WHDC) to discuss ways in which research might help support the activities and priorities of the WHDC.

Athletics Clinics

Columbia University's varsity sports programs and coaches of football, volleyball, basketball, soccer, swimming, track and field, and tennis sponsor and participate in seasonal sports clinics for local community children between the ages of 5 and 13 in University facilities and throughout Harlem and Washington Heights.

Columbia Employment Information Center

The Columbia Employment Information Center (CEIC) (the "Center") serves as the central community-based resource for local residents to apply for open positions at Columbia University.

The Center provides a wide range of services to the local community including in-person and online job readiness training programs, one-on-one job-search counseling and assistance, and access to online job opportunities at Columbia.

You are welcome to call our 24-hour hotline at 212-851-1551; it provides general information about the Center, information on Columbia University job opportunities, information on construction activities and information on construction-related job opportunities.

Columbia University Minority-, Women-, and Locally-Owned (MWL) Construction Trades Certificate Mentorship Program

The Columbia University Minority-, Women-, and Locally-owned (MWL) Construction Trades Certificate Mentorship Program ("the Program") is a two-year mentorship program offered by Columbia University (CU) in partnership with the City of New York Small Business Services (SBS). The Program provides construction administration training, one-on-one technical assistance and networking opportunities to help build the capacity of small- and medium-sized MWL construction trade firms to respond to bidding opportunities and manage the construction job cycle.

Dental Health Screenings for Senior Citizens

Columbia University offers free dental health screenings for senior citizens throughout Northern Manhattan via the ElderSmile Program. As part of Columbia University's College of Dental Medicine Community DentCare Network, the ElderSmile Program offers free dental screenings and referrals for further dental treatment at senior centers throughout Washington Heights/Inwood and Harlem, including New York City Housing Authority (NYCHA) residents in Manhattanville Houses and General Grant Houses.

Housing Legal Assistance

For the period from January 1, 2009, through December 31, 2014, Columbia University will provide funding for one attorney, acceptable to New York City's Housing Preservation & Development Office (NYCHPD).

For the period from January 1, 2015, through December 31, 2030, Columbia University will provide funding for two attorneys at a legal assistance provider acceptable to NYCHPD serving the Manhattanville Area, to provide anti-eviction/anti-harassment legal assistance for residents of the Manhattanville area. Funding will not exceed \$4 million through December 31, 2030.

Mobile Dental Center for Preschool Children

Columbia University offers free dental care for preschool-age children from the Manhattanville in West Harlem area through the Mobile Dental Center. The Mobile Dental Center is a program of Columbia University's College of Dental Medicine Community DentCare Network, which aims to reduce dental decay and improve the oral health of Northern Manhattan's underserved children, through comprehensive dental treatment and oral health education.

The Columbia University Local Community High School Summer Internship Program

Columbia University offers paid summer internships for high school students from the local community and upper level students at the Columbia Secondary School (CSS) for Math, Science, and Engineering. The Columbia University Local Community High School Summer Internship Program is a structured five-week program designed to provide students with practical work experience before graduation. The program began with students from the local community in 2010 and added students from CSS in 2012 when students reached the upper grades and became age-eligible for such an internship. The internships take place in existing Columbia facilities and will be moved to the new Academic and Academic Research buildings proposed within the Project Site when constructed.

Shuttle Bus Service for the Elderly and Disabled

Columbia University provides a shuttle bus service free of charge to members of the local community who are disabled or who are senior citizens (including their attendants) via the ADA-accessible Inter-campus Shuttle. The shuttle bus service complies with ADA specifications to connect the Project Site to subway stations at:

- 96th Street and Broadway
- 116th Street and Broadway (Morningside Campus)
- 125th Street and Broadway
- Harlem Hospital Center (135th Street and Lenox Avenue)
- Columbia University Medical Center (168th Street and Broadway)

The shuttle bus service runs on a regular schedule throughout the day on every weekday, except on state and federal public holidays.

Space Provisions for Non-Columbia-Affiliated Local Artists and Cultural Organizations

Columbia University, consistent with current practice, makes good faith efforts to accommodate requests by local artists and cultural organizations not affiliated with Columbia for access to its indoor or outdoor spaces for programming that may include, but is not limited to, information sessions, performances, special events or presentations. Payment for such space will be in accordance with then current University protocols. Columbia University space is generally awarded on a first-come, first-served basis, with priority given to Columbia and student activities, followed by local community activities.

Summer Camp Scholarships

Columbia University offers 25 scholarships per summer, based upon financial need, for children from the Manhattanville in West Harlem area to attend Columbia's Summer Sports Camp: Roar-ee's Cubs Summer Camp. One scholarship is equal to one week of summer camp.

Undergraduate Scholarships for Aid-Eligible Students From the Local Community

In an effort to encourage local students to attend Columbia College and the Fu Foundation School of Engineering and Applied Science, Columbia University undertakes a targeted recruitment effort for qualified students from the local community. Columbia University has established a scholarship fund to serve up to 40 aid-eligible undergraduate students per year who are admitted to Columbia College and/or the Fu Foundation School of Engineering and Applied Science, with funding made available to meet their fully demonstrated financial need.

From: [Yanira Cantres](#) on behalf of [Community Gov Affairs](#)
To: [Community Gov Affairs](#)
Subject: An Update on Community Services, Amenities, and Benefits of Columbia University's Manhattanville Campus in West Harlem
Date: Wednesday, September 25, 2013 1:20:33 PM

Dear Neighbor,

In addition to its many established community programs and partnerships, Columbia University provides numerous amenities and benefits to the local community in conjunction with the development of a new Manhattanville campus in West Harlem. These commitments reflect the many ways in which the University and the local community have joined together to improve the quality of health, education, culture, and civic life in Upper Manhattan.

I am writing today to share with you a publication entitled [Growing Together: An Update on Community Services, Amenities, and Benefits of Columbia University's Manhattanville Campus in West Harlem](#). This booklet provides an update on construction progress as well as information about many of the programs and services under the [Declaration of Covenants & Restrictions](#) (as agreed to with Empire State Development) and the [West Harlem Community Benefits Agreement](#) (as agreed to with the West Harlem Development Corporation) currently available relating to:

- CHILDREN AND YOUTH
- ELDERLY AND DISABLED
- ADULTS
- EDUCATION, EMPLOYMENT AND JOB TRAINING
- ACCESS TO FACILITIES AND SERVICES
- HOUSING
- MONETARY CONTRIBUTIONS TO
 - A Community Benefits Fund via The West Harlem Development Corporation
 - Harlem Community Development Corporation

We hope you find this information helpful. If you would like more information on any of these programs or services, including information on eligibility and access, please visit our [Community Services Website](#) or contact the Office of Government and Community Affairs at 212-854-2871 or communityaffairs@columbia.edu. You can also request a hard copy of the "Growing Together: An Update on Community Services, Amenities, and Benefits of Columbia University's Manhattanville Campus in West Harlem" booklet at the contact information above. If you would prefer not to receive these periodic updates, please reply to this e-mail with the word "REMOVE" in the subject line.

Sincerely,

Maxine Griffith, AICP
Executive Vice President
Office of Government and Community Affairs
and Special Advisor, Campus Planning

Note: For the purpose of determining program eligibility, "local community" means the neighborhoods in the following zip codes: 10025, 10026, 10027, 10029, 10030, 10031, 10032, 10033, 10034, 10035, 10037, 10039, 10040, 10451, 10454, 10455, 10474 unless otherwise defined.

GROWING TOGETHER

AN UPDATE ON COMMUNITY SERVICES, AMENITIES, AND BENEFITS OF
COLUMBIA UNIVERSITY'S MANHATTANVILLE CAMPUS IN WEST HARLEM

September 2013



CUBS CAMPS SCHOLARSHIPS

Columbia’s Cubs Camps offer children ages 6 through 12 a range of supervised activities including sports, games, and arts and crafts. In total, 125 Cubs Camps scholarships—25 scholarships annually—have been offered to children who live within Community District 9, in a process managed by the West Harlem Development Corporation. Each one-week scholarship enables a child to engage in activities and events with adult supervision. One week at Cubs Camps would otherwise cost at least \$400 per child. For more information, visit www.westharlemdc.org.

HIGH SCHOOL INTERNSHIPS FOR THE LOCAL COMMUNITY

Columbia University provides paid summer internships for high school students from the local community or attending the Columbia Secondary School for Math, Science, & Engineering. The Columbia University Local Community High School Summer Internship Program is a structured, five-week initiative that provides students with practical work experience before graduation. Since 2010, 51 local students have participated in the program. Students from the 13 zip codes comprising the Upper Manhattan Empowerment Zone and from 4 zip codes in the Bronx Empowerment Zone are eligible to participate. Those zip codes are 10025, 10026, 10027, 10029, 10030, 10031, 10032, 10033, 10034, 10035, 10037, 10039, 10040, 10451, 10454, 10455, and 10474.

MOBILE DENTAL CLINIC FOR CHILDREN

Columbia University College of Dental Medicine supports a fully equipped Mobile Dental Center that travels to more than 70 local day care centers, elementary schools, and Head Start centers throughout northern Manhattan and the Bronx during the school year. The Mobile Dental Center offers children, ages three to five, comprehensive dental care, serving about 3,000 children each year. Services include dental exams, cleanings, fluoride treatments, X-rays, oral health education, and referrals for free or low-cost health insurance. Children requiring specialty services are referred to affiliated Columbia University and other community-based dental clinics located throughout Washington Heights, Inwood, and Harlem. For more information on the Mobile Dental Clinic, please contact the School of Dental Medicine at 212-305-1045.

Summer Internships for Local High School Students	
Year	Number of Internships
2010 (Pilot Year)	6
2011 (Year 2)	6
2012 (Year 3)	24
2013 (Year 4)	15

For more information on summer high school internships, call the Employment Information Center at 212-851-1551.



The Mobile Dental Center serves about 3,000 local children every year.

Summer Internships

Link to Columbia University Community Services Website:

www.columbia.edu/communityservices

**Link to "Summer Internships for Local High School Students"
on Columbia University Community Services Website:**

www.columbia.edu/communityservices/content/summer-internships

The screenshot shows the website for Manhattanville in West Harlem, under the Columbia University banner. The page is titled "COMMUNITY ENGAGEMENT" and features a sidebar with links for "Education and Engagement", "History", and "Community Services". The main content area is titled "COMMUNITY ENGAGEMENT" and includes sections for "Commitment Title", "Commitment", "Eligibility", and "How to Access".

COMMUNITY ENGAGEMENT

Commitment Title
Provide summer internships at Columbia University for high school students from the local community and the new Public Middle and High School for Math, Science, and Engineering

Commitment
Columbia University offers paid summer internships for high school students from the local community and upper level students at the Columbia Secondary School (CSS) for Math, Science, and Engineering. The Columbia University Local Community High School Summer Internship Program is a structured five-week program designed to provide students with practical work experience before graduation.

Commencing in 2010, the pilot program began with students from the local community and added students from CSS in 2012 when students reached the upper grades and became age-eligible for such an internship. The internships take place in existing Columbia facilities and will be moved to the new Academic and Academic Research buildings proposed within the Project Site when constructed.

Eligibility
High school students who either:

- Live within the 13 zip codes generally recognized as Upper Manhattan Empowerment Zone and four (4) zip codes in the South Bronx: 10025, 10026, 10027, 10029, 10030, 10031, 10032, 10033, 10034, 10035, 10037, 10039, 10040, 10455, 10451, 10454, and 10474

OR

- Attend the [Columbia Secondary School for Math, Science, and Engineering](#).

In accordance with New York State Law, all applicants must be able to provide an employment certificate (also called "working papers") before they begin work if selected for an internship.

How to Access
For more information about available summer internships, view the [2013 Summer Internship Program Flyer](#). To download an application for the Manhattanville High School Summer Internship Program 2013, click [here](#). For any additional questions, please email: projx@columbia.edu.

Last updated: May 1, 2013 - 4:30 pm

Annual Report: Summer Internships

State Submission Annual Reporting Period: **October 2012 - September 2013**

Summer 2013 Internship Period: **7/8/2013 - 8/9/2013**

- Notifications for Manhattanville High School Summer Internship Program 2013 Sent Beginning: **4/24/2013**
- Application Deadline: **5/10/2013**
- Applications Received: **160**
- Number of Internships Available: **15**
- Number of Interns Selected: **15**

	Intern Name	Zip Code	Internship Placement
1.	[REDACTED]	10039	Facilities - Operations
2.	[REDACTED]	10032	Campus Services - Information Technology
3.	[REDACTED]	10026	Campus Services
4.	[REDACTED]	10031	Facilities - Capital Project Management
5.	[REDACTED]	10032	Facilities - Manhattanville Development Group
6.	[REDACTED]	10040	Facilities - Public Safety
7.	[REDACTED]	10027	Facilities - Planning and Space Information
8.	[REDACTED]	10025	Facilities - Capital Project Management
9.	[REDACTED]	10025	Office of Communications and Public Affairs
10.	[REDACTED]	10033	Facilities - Operations
11.	[REDACTED]	10040	Weatherhead East Asian Institute
12.	[REDACTED]	10462	Facilities - Manhattanville Development Group
13.	[REDACTED]	10033	Weatherhead East Asian Institute
14.	[REDACTED]	10029	Office of the General Counsel
15.	[REDACTED]	10025	Facilities - Information Technology

*****Field highlighted in yellow indicates that intern attends Columbia Secondary School*****

Pursuant to New York State Empire State Development Corporation's request to disclose each applicant's name, address, proof of residency and relationship to current Columbia University Employees to confirm program eligibility, Columbia University will make information available to ESD upon ESD's request.

Additional Supporting Documentation

- Manhattanville High School Summer Internship Program 2013 Application Packet



COLUMBIA UNIVERSITY

IN THE CITY OF NEW YORK

Manhattanville High School Summer Internship Program 2013

In partnership with the local community, Columbia University is offering 15 paid summer internships for local high school students between July 8, 2013 and August 9, 2013 to help students gain practical work experience before graduation. Previous work experience is a plus, but not required. Students must live in one of the following local zip codes to be eligible for this program: **10025, 10026, 10027, 10029, 10030, 10031, 10032, 10033, 10034, 10035, 10037, 10039, 10040, 10451, 10454, 10455, and 10474.**

The internships are designed to provide each intern with experience in key projects and ongoing tasks within various schools and departments. Internships are available in various Columbia University schools and departments.

General Responsibilities

Interns will be responsible for supporting a variety of projects and/or administrative duties depending on the school or department where they are assigned. Responsibilities might include assisting Columbia University staff with key deliverables, creation and production of materials, and/or administrative project support.

Administrative functions may include photocopying and scanning documents, filing or shredding of papers, faxing, running errands, processing incoming and outgoing mail, answering telephones, greeting visitors, typing letters or composing excel spreadsheets of data, posting flyers and advertisements, assisting with set-up and clean up of events (making coffee and assembling refreshments) and other duties that may be assigned.

Must Have

Interns must have strong interpersonal, organizational and communication skills. Interns should be able to conduct themselves professionally, listen attentively, show initiative and demonstrate professionalism at all times. Interns must be able to work both independently and within a team environment. Interns also need to be reliable, mature, and responsible with their assigned work duties.

Preferred Qualifications

Interns should demonstrate knowledge in Windows and Microsoft Office applications. Interns may also be required to work within database applications and previous experience in this area would be an asset.

Application Procedures

Candidates must complete an application form and submit it with their cover letter and/or resume, letter(s) of recommendation, and any other supplemental information needed to accompany your application.

Please note that in accordance with New York State Law, all applicants must be able to provide an employment certificate (also called "working papers") before they begin work if selected for an intern position.

The New York State Empire State Development Corporation may require Columbia University to disclose each applicant's name, address, proof of residency and relationship to current Columbia University Employees to confirm program eligibility.

All interns will be paid a rate of \$7.25 per hour.

Application Deadline: Friday, May 10, 2013

For more information, please email: highschoolinternship2013@columbia.edu

Please submit all Applications to the following email address: highschoolinternship2013@columbia.edu

Application Packets are due by 5:00pm Friday, May 10, 2013

Columbia University is an affirmative action/equal employment opportunity employer.



COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

MANHATTANVILLE HIGH SCHOOL SUMMER INTERNSHIP PROGRAM 2013

INTERNSHIP APPLICATION FORM

In order to be considered for an internship, you must submit a signed and completed application form along with a cover letter and/or resume, letter(s) of recommendation, and any other supplemental information needed to accompany your application. All application items must be submitted as a complete package.

Name: _____

Home Address: _____

Telephone Number where you can be reached: _____

Email Address (please use an address you check daily): _____

Are you authorized to work in the U.S.? _____

Education:

School Name: _____

School Address: _____

Anticipated Graduation Date: _____ **Grade Point Average:** _____

Major: _____ **Career Interest(s):** _____

Please list any scholastic honors/achievements:

Work History (Include *paid, volunteer, and intern positions*)

Most Recent Employer: _____ Location (City/State): _____
Your Position Title: _____
Start Date: _____ End Date: _____
Description of Duties: _____ _____
Employer: _____ Location (City/State): _____
Supervisor (Name & Title): _____ Your Position Title: _____
Start Date: _____ End Date: _____
Description of Duties: _____ _____

References: May include but not limited to: teachers, supervisors, family members or volunteer work leaders.
Name: _____ Telephone Number: () _____ - _____
Company/School: _____
Relationship: _____ Known how long: _____
Name: _____ Telephone Number: () _____ - _____
Company/School: _____
Relationship: _____ Known how long: _____
<p><i>Written references may be submitted with an application. The letter of reference should site specific examples of the candidate's ability to successfully complete the internship if chosen.</i></p>

How did you find out about the internship for which you are applying?

Advertisement (please list location): _____

Referral (list name of person): _____

School (list name of school): _____

Website (list name of website): _____

Is any member of your family currently employed by Columbia University? Yes or NO

If yes, please list name, relationship, and department in which they are employed: _____

Applicant: I have read and understand the program description and eligibility requirements.

I certify that all of the statements in this application are true and complete to the best of my knowledge.

Applicant Signature: _____ *Date:* _____

Parent /Guardian: I have read and understand the program description and eligibility requirements.

I certify that all of the statements in this application are true and complete to the best of my knowledge.

Parent /Guardian Signature: _____ *Date:* _____