

**Manhattanville in West Harlem Implementation Plan Report
October 15, 2014 Submission**

Declaration Reference and Key Data

Obligation Section Number: **5.07(c)(xi)**

Obligation Page Number: **55**

Obligation Trigger: **2010**

Obligation Start Date: **Summer 2010**

Obligation End Date: **Summer 2014 (5 Summers)***

Obligation 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 2014 internship program, 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.

Evidence of Compliance

1. Annual report

Columbia University's Implementation Plan and all supporting documentation are made available on the Community Services Webpage at www.columbia.edu/communityservices. For more information about communications and outreach efforts regarding the obligations, please refer to the Annual Community Outreach and Communications Report, which is also available on the Community Services Webpage.

Annual Report: Summer Internships

State Submission Annual Reporting Period: **October 2013 - September 2014**

Summer 2014 Internship Period: **7/7/2014 - 8/8/2014**

- Notifications for Internship Availability Sent Beginning: **3/30/2014**
- Application Deadline: **4/30/2014**
- Number of Applications Received: **45***
- Number of Internships Available: **15**
- Number of Interns Selected: **14**

*A total of 7 students from the Columbia Secondary School applied and were admitted to the program. One student was unable to participate due to another summer commitment.

	Intern Name	Zip Code	Internship Placement
1.		10031	Facilities - Operations
2.		10039	Facilities - Manhattanville
3.		10025	Office of Alumni and Development
4.		10039	Campus Services - Information Technology
5.		10037	Campus Services - Dining Services
6.		10027	Office of the General Counsel
7.		10032	Facilities - Manhattanville
8.		10029	Weatherhead East Asian Institute
9.		10039	Facilities - Operations
10.		10032	Facilities - Information Technology
11.		10031	College of Physicians & Surgeons - Department of Radiation Oncology
12.		10032	Office of Communications and Public Affairs
13.		10474	Facilities - Construction Business Services and Communications
14.		10040	Weatherhead East Asian Institute

*****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 2014 - Flyer
- Manhattanville High School Summer Internship Program 2014 - Application Packet
- Manhattanville High School Summer Internship Program 2014 - Special Program Dates
- Manhattanville High School Summer Internship Program 2014 - Graduation Ceremony Program



COLUMBIA UNIVERSITY

IN THE CITY OF NEW YORK

Columbia University Manhattanville High School Summer Internship Program

In partnership with the local community, Columbia University is offering paid summer internships throughout its various schools and departments for local* high school students to gain real work experience before graduation.

Previous work experience is a plus, but not required. Internships begin July 7, 2014 and end August 8, 2014. All interns will be paid a rate of \$8.00 per hour.

The deadline for application submissions is April 30, 2014.

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.

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.

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.

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

***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 or to submit applications, please email: highschoolinternship@columbia.edu
Application Packets are due no later than 5:00pm Wednesday, April 30, 2014

Columbia University is an Equal Opportunity and Affirmative Action Employer



COLUMBIA UNIVERSITY

IN THE CITY OF NEW YORK

Columbia University Manhattanville High School Summer Internship Program 2014

In partnership with the local community, Columbia University is offering paid summer internships for local high school students between July 7, 2014 and August 8, 2014 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. All interns will be paid a rate of \$8.00 per hour.

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.

For more information or to submit applications, please email: highschoolinternship@columbia.edu

Application Packets are due no later than 5:00pm Wednesday, April 30, 2014



COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

**COLUMBIA UNIVERSITY MANHATTANVILLE
HIGH SCHOOL SUMMER INTERNSHIP PROGRAM 2014**

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: _____

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.

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:* _____

**2014 Columbia University Manhattanville High School Summer Internship Program
Special Dates**

Date	Event	Location	Description
June 27, 2014	Intern Orientation/ Mentors meet the interns	Studebaker Room 469 (622 W 132 nd St.)	<ul style="list-style-type: none"> • Welcome to program • Discuss expectations • Orientation Presentation • HR Paperwork • Get ID's at Kent Hall
July 7, 2014	Internship program begins	Designated Workplace	First day at work
July 11, 2014 (Half-day out of office)	<ul style="list-style-type: none"> • Address issues and introduce final presentation assignment 9:00 a.m. – 10:00 a.m. 	Studebaker Room 469 (622 W 132 nd St.)	Discuss any issues, break into presentation groups
	<ul style="list-style-type: none"> • Speaker Series 10:00 a.m. – 11:30 a.m. 		Community Engagement Panel <ol style="list-style-type: none"> 1. [REDACTED], Director for Columbia Community Service 2. [REDACTED], Managing Editor for Communications & Public Affairs 3. [REDACTED], Project Analyst for Construction Business Services & Communications
	<ul style="list-style-type: none"> • Debrief 11:30 a.m.-12:00 p.m. 		<ul style="list-style-type: none"> • Debrief
July 18, 2014 (Half-day out of office)	<ul style="list-style-type: none"> • Work on Final Presentations 9:00 a.m. – 10:00 a.m. 	Studebaker Room 469 (622 W 132 nd St.)	<ul style="list-style-type: none"> • Work on final presentations
	<ul style="list-style-type: none"> • Speaker Series 10:00 a.m. – 11:30 a.m. 		Panel Discussion <ol style="list-style-type: none"> 1. [REDACTED], Manager for Strategic Communications 2. [REDACTED], Associate Vice President for Manhattanville Development 3. [REDACTED], Project Manager for CUMC Facilities
	<ul style="list-style-type: none"> • Debrief 11:30 a.m. – 11:45 a.m. 		<ul style="list-style-type: none"> • Debrief

2014 Columbia University Manhattanville High School Summer Internship Program
Special Dates

Date	Event	Location	Description
July 25, 2014 (Half-day out of office)	<ul style="list-style-type: none"> Field Trip to Columbia University Medical Center (CUMC) 9:00 a.m. – 11:00 a.m. 	CUMC Armand Hammer Health Sciences Building 701 West 168th Street Lower Level 1, Room 103 New York, N.Y. 10032	Tour of Columbia University Medical Center’s Interventional Cardiology and Heart Valve Center
	<ul style="list-style-type: none"> Debrief & work on final presentations 11:00 a.m. – 12:00 p.m. <p>*Interns will be dismissed by noon and expected to eat lunch and arrive at their work places by 1:15 p.m.</p>		<ul style="list-style-type: none"> Debrief/ prepare final presentation
August 1, 2014 (Half-day out of office)	<ul style="list-style-type: none"> Work on final presentations 9:00 a.m. – 10:00 a.m. 	Studebaker Room 469 (622 W 132 nd St.)	<ul style="list-style-type: none"> Work on Final Presentations
	<ul style="list-style-type: none"> Professional Résumé Workshop 10:00 a.m. – 11:00 a.m. 		[REDACTED] and [REDACTED] from the Columbia University Center for Career Education
	<ul style="list-style-type: none"> Debrief & work on final presentations 11:00 a.m. – 12:00 p.m. 		<ul style="list-style-type: none"> Debrief/ prepare final presentation
August 8, 2014 (Half-day out of office)	<ul style="list-style-type: none"> Final Presentations 9:00 a.m. – 11:30 	Studebaker Room 469 (622 W 132 nd St.)	<ul style="list-style-type: none"> Final presentations

Note: Times and events on this sheet are subject to change. If any changes are made throughout the course of the program, supervisors and interns will be contacted with updated information.

Thanks to all of the Columbia University schools and administrative departments that joined in this high school summer internship experience to make it a success.

A special thanks goes to each of the supervisors, coordinators and speakers that helped to create a valuable experience for the interns. We understand our interns worked with many colleagues who many not be listed below. We thank all of you for your contributions to the success of this program!



Supervisors:

- | | |
|--|--|
| ██████████ –Communications/Public Affairs | ██████████ –Facilities & Operations |
| ██████████ –Campus Services | ██████████ –General Counsel |
| ██████████ –Student Administrative Services | ██████████ –Communications/Public Affairs |
| ██████████ –General Counsel | ██████████ –Weatherhead East Asian Institute |
| ██████████ –Facilities & Operations | ██████████ –Alumni & Development |
| ██████████ –Campus Services | ██████████ –College of Physicians & Surgeons |
| ██████████ –Alumni & Development | ██████████ –General Counsel |
| ██████████ –Student Administrative Services | ██████████ –Manhattanville Development |
| ██████████ –Weatherhead East Asian Institute | ██████████ –Weatherhead East Asian Institute |
| ██████████ –Campus Services | ██████████ –Facilities & Operations |
| ██████████ –Alumni & Development | ██████████ –Student Administrative Services |
| ██████████ –Facilities & Operations | ██████████ –Communications/Public Affairs |

Speakers and Guides:

- ██████████, Student & Admin Svcs.
- ██████████, Columbia Community Service
- ██████████, CUMC Facilities Management
- ██████████, Center for Career Education
- ██████████, Center for Career Education
- ██████████, CUMC Cardiac Catheter Lab
- ██████████, Facilities & Operations
- ██████████, Manhattanville Development

Coordinating Committee:

- ██████████, Facilities & Operations
- ██████████, Human Resources
- ██████████, Human Resources
- ██████████, Human Resources
- ██████████, Facilities & Operations
- ██████████, Human Resources
- ██████████, CUMC
- ██████████, Facilities & Operations
- ██████████, Facilities & Operations
- ██████████, Center for Career Education
- ██████████, Human Resources

**2014 COLUMBIA UNIVERSITY
MANHATTANVILLE
HIGH SCHOOL
SUMMER INTERNSHIP PROGRAM**

FRIDAY, AUGUST 8TH
9:30A.M. – 11:30 A.M.
STUDEBAKER BUILDING, ROOM 469
622 WEST 132ND STREET

LIGHT REFRESHMENTS WILL BE SERVED

Program

High School Interns and Placements

		[Redacted]	CUF: Operations
Welcome		[Redacted]	CUF: Manhattanville
		[Redacted]	CUF: Capital Project Management
Remarks.....	[Redacted] Human Resources	[Redacted]	Office of Alumni and Development
		[Redacted]	Campus Services (Information Technology)
Presentations		[Redacted]	Campus Services (Dining Services)
	* Dream Chasers	[Redacted]	Office of the General Counsel
	* The Divas	[Redacted]	CUF: Manhattanville Development
	* The Innovators	[Redacted]	Weatherhead East Asian Institute
Conferral of Certificates		[Redacted]	CUF: Operations
		[Redacted]	CUF: Information Technology
Closing Remarks.....	[Redacted] Facilities & Operations	[Redacted]	College of Physicians & Surgeons: Department of Radiation Oncology
		[Redacted]	Office of Communications & Public Affairs
Photos and Celebration		[Redacted]	Student Administrative Services: Strategic Communications
		[Redacted]	Weatherhead East Asian Institute
		[Redacted]	