



Student Internship Experience

Overview ● Program Requirements ● Application Process

OVERVIEW – EXPERIENCE, ENGAGE, ENJOY

Student interns in Summer on the Cuyahoga represent a wide range of backgrounds and life experiences, but all are committed to getting the most from their summer in Cleveland and Northeast Ohio (NEO). You will gain tremendous work experience and insight into a variety of career opportunities, and enjoy amazing cultural, social and civic engagement programming, alumni networking, and opportunities to form lifelong friendships. SOTC offers the complete summer package!

Work in challenging paid internships during the day, and choose from a wide range of cultural, social and civic activities to fill evenings and weekends. Students enjoy the opportunity to live with peers from other participating schools while forming close ties with their own local alumnae/i networks.

Summer on the Cuyahoga offers internships in a wide range of fields from banking to field research. Interns in the program enjoy a number of benefits unmatched in most other internship programs:

- **Paid internships** (9 to 10 weeks) – Internships are the core of the summer experience in Cleveland and Northeast Ohio (NEO), and there is a plethora of them in fields such as finance, marketing, IT, urban development, education and entrepreneurship. Internship experiences are increasingly critical to the post-college job search, and many program participants have even converted their SOTC internships into full-time job opportunities in Greater Cleveland.
- **Free housing on the campus of Cleveland State University.** All students, without exception, are required to live in program-sponsored housing. You will live in suites with students from other participating schools. For more information on housing, visit the Expanded Details section below.
- **Whirlwind experience in Greater Cleveland.** Throughout the summer, enjoy a wide range of civic, cultural and social experiences, from lunch with a corporate CEO to a behind-the-scene tour at the Cleveland Metroparks Zoo, SOTC offers it all at little or no charge to interns. Most of the 40+ events have free food!
- **An alumni host connection.** We pair every intern with an alumni host who will help orient you to NEO and be a “home away from home” during your stay.
- **Alumni networking.** Enjoy access to your school’s alumni network in NEO and learn networking skills. Community introductions will abound.
- **A summer with students from other schools.** Meet and socialize with approximately 70 students participating in the program. Explore a new job and a new city with dozens of new friends!
- **Assistance with securing full-time employment.** Local alumni and the Summer on the Cuyahoga staff are prepared to assist you with seeking and securing permanent employment in Greater Cleveland upon your graduation.



Program Requirements

Internships with Summer on the Cuyahoga are available for **rising sophomores, juniors, seniors and recent graduate students** attending Case Western Reserve, Colgate, Cornell, Denison, Oberlin, Ohio Wesleyan, Smith, and University of Chicago. **There are limitations on first year students eligible to participate – See Application Process below.**

All participating student interns are required to:

- Reside in program-sponsored housing, without exception
- Participate in a minimum of 15 program-sponsored events or activities - A minimum of 10 of your choosing along with the 5 mandatory base events
- Pay a one-time \$300 student fee (arrangements or payment plan may be available for extenuating circumstances)
- Participate in the program for a minimum of 9 weeks inclusive of the opening and closing reception event weeks – exceptions made for occasional long-weekend trips as agreed to by both SOTC and employer – plan longer vacations for before or after the program dates

Application Process

Applications will be accepted from current freshman*, sophomores, juniors and seniors.

***Freshman/First Year Student Applicant Exceptions:** Current first year students are now eligible for positions offered through Summer on the Cuyahoga from all schools except Smith College. It is strictly up to the employer to determine if first year students will be offered positions and no more than 5 eligible/hired first year students will be permitted to participate per summer (above and beyond 5-6 U of Chicago Odyssey Scholars).

New internship opportunities will continue to be added to the website between early November and mid-April, and students may apply to positions at any time. Given the popularity of the internships, students are encouraged to apply for positions as soon as they become available. Employers hire interns according to their schedules; they will review the applications as they are submitted, and interns can check the status of their applications online. As positions are filled, they will be removed from viewing on the website. The application process will run until the end of April or until all positions are filled.

As you view the jobs, the categories should help you prioritize your search, but please remember that some employers' job postings may cut across different functions. For example, one company may have multiple positions in a variety of areas, such as an HR Intern (Human Resources Category), Database Management Intern (Information Technology Category), and an Accounting Intern (Finance & Accounting Category).

You may apply to as many positions as you wish, but keep in mind that you are applying directly to the employer through the SOTC portal, not to the program. While you will be able to save your application information in the password-protected account that you create, you should tailor each application to what the employer requests.



To Apply for a Position

Note: College domain email is required for registration.

Students apply directly to employers through our site, and employers review your applications.

- You must first “REGISTER FOR A NEW ACCOUNT” **any time AFTER November 1st** – even if you had an account the previous year or created one before.
- Once you are logged-in, please complete all portions of the “MY PROFILE” by clicking “MY PROFILE” on the main menu.
- Once your profile is completed, click on “INTERNSHIPS” on the main menu. Now you can browse through all available positions from SOTC employers. When you find one that interests you, click VIEW to learn more.
- **Please read the job description carefully.** If you believe that you have the qualifications and wish to apply for the position, **answer the question** “WHY I AM INTERESTED IN THIS POSITION,” UPLOAD your resume, cover letter (if you are submitting one) and any other documents you wish to include. Be sure your “MY PROFILE” is completed and contains current information. Then click “SUBMIT APPLICATION AND RESUME.” It’s that easy!
- You may apply to multiple positions that interest you, and you can keep track of your applications and their status by clicking “DASHBOARD” or “MY APPLICATIONS.”
- **Important:** If you accept an internship elsewhere or you are no longer interested in an internship for which you’ve applied, PLEASE “WITHDRAW” your application by clicking “WITHDRAW” next to it under “STATUS OF INTERNSHIPS FOR WHICH YOU’VE APPLIED.”

Employers are encouraged to follow up with applicants, but if you do not hear from them, you may wish to directly contact the person listed on the Job Description. Employers are encouraged to update your application status on the website. If an employer chooses to interview you, you will be contacted to arrange a time for an interview. If an employer chooses to offer you a position, they will do so via a Commitment Letter. You are expected to respond to the employer’s Commitment Letter within a specified period of time, usually three business days.

Expanded Details

Events

We at SOTC and our alumni volunteers organize a series of events to enhance your summer in Northeast Ohio. Events are planned with your interests in mind and include meetings with civic leaders, cultural, social, and community service offerings, as well as career explorations with young professionals and alumni. Since you’re working during the day, events are scheduled during evenings and weekends. While some events are mandatory, most are optional, and ALL are interesting! We expect each intern will attend mandatory events and at least ten (10) additional events over the course of the summer.

Alumni Hosts

You will be partnered with an adult alumni host for the summer, with the intent that the host becomes a resource regarding life after college and the possibility of a future in Cleveland. Since the host is an alumnus/alumna of your specific school, we have found that the relationship often continues beyond



the summer experience. You'll find it's a great way to stay connected to NEO news and opportunities when you're back at school or onto the next part of your life. For their part, the alumni enjoy the connection to current life on campus at their Alma mater.

Some events will be arranged for students and hosts together, but many hosts coordinate more frequent interaction, like a biweekly lunch.

Housing

SOTC is a residential program, and all program participants (including those from NEO) are required to live in the dorm. The accommodations are apartment-like suites, and living together downtown as young professionals is always a highlight for the interns. Housing is subsidized by SOTC.

Interns will live in Fenn Tower on the campus of Cleveland State University. Fenn is conveniently located on Euclid Avenue, just minutes from downtown Cleveland. Public transportation is available in front of the building, and a grocery, pharmacy and restaurants are a short walk, drive or bus ride away. Rooms are doubles in a single-sex suite of four people. Each room is furnished with two beds, two dressers, two desks, two closets, overhead lighting, and a full bath. A privacy wall separates the bedroom space. Each suite has a small kitchen with a full refrigerator, stove top and microwave, and a common room with a couch and chairs for small group gatherings. Every room is air conditioned and has wireless internet access.

On the second floor of Fenn is a large game room with pool tables, a ping pong table, chess/checker tables, foosball games, and multiple televisions. Fenn also has a large (free) laundry room and fitness center in the lower level of the building. Students planning to cook in the dormitory should provide their own dishes and cooking utensils. A full oven is available in the sixth floor common area. Parking is available near the dorm for a fee, which will be partially reimbursed if you agree to drive other interns to work and/or events.

Interns are issued CSU ID cards and will have access to the recreation center for a small monthly fee.