



## Summer 2023 Student Participant Frequently Asked Questions

SOTC has been welcoming interns to Cleveland and Northeast Ohio (NEO) for over nearly two decades. Please see below for important information and answers to common questions about our immersive summer program.

### What do I need to do to ‘check all the boxes’ and be set up for success with the SOTC program and internship?

- Set up a meeting with employer to review all work-related plans including orientation/onboarding, paperwork, technology needs, workplace expectations, plan weekly check-ins, training, start/end date & hours, and any other pertinent details.
- Complete all SOTC welcome packet forms and surveys (to be sent out late winter/early spring) by given deadline; Communicate frequently with SOTC staff to gain clarity where needed and confirm arrival/departure dates and times
- Do not plan substantial activities/events unrelated to internship or SOTC program that may conflict with summer program responsibilities (**includes second jobs, week-long vacations**) from early June through mid-August

### What are the official program dates?

The official program dates of SOTC for 2023 are **June 5 – Aug 4; some students will begin their internship early** (late May) and others will begin as late as mid-June while some internships may last through mid-August. If you are unsure of your internship start and end dates please contact Eric with SOTC and/or your employer.

### Who would be my employer?

Each participant is an “at will” employee of the employing organization. The employers establish all issues relating to your employment. All students are expected to follow the procedures and policies of their employers. The local alumni associations who participate in and sponsor the program do not employ the students.

### How will I be paid?

The employers will pay your wages to you directly, typically bi-weekly or weekly, according to their own standard policies. As a paid summer intern, you are an employee, and subject to normal withholding procedures on your paycheck. Feel free to discuss the particulars of your pay period or withholdings with your employer. For those students being paid through a school affiliated grant/stipend program – confirm how this will work with your career services representative.

### Am I able to take a vacation during the program?

**No.** You are expected to be available for work during the entire internship. We appreciate, however, that it may be necessary to miss a day’s work for a special weekend event such as a family wedding. You must make appropriate arrangements with your employer if you will miss work, as well as clear your absence from the dorm with SOTC staff if during a weekday or on the date of a weekend mandatory event.



## **Do student interns pay a fee to participate in Summer on the Cuyahoga?**

Yes. Each participant is required to pay an enrollment fee of \$300, which will be due prior to arrival and paid no later than June 16<sup>th</sup> (if arrangements made). It is non-refundable. Extensions may be granted on a case-by-case basis. We realize some of you may need to work for a couple of weeks in order to pay this fee. Please **contact Tanya Kaiser** to request a payment plan.

## **Why is there a student participant fee and how is it applied?**

The primary reason for the \$300 fee is to make certain that each student is invested in their SOTC internship and immersion program experience. The program including cost-free housing for students is valued at over \$3,000 per participant. Your school and/or local alumni club and employer also contribute towards your experience. This fee will be applied directly towards programming (events & activity) expenses benefiting you and your peers including food at certain events, subsidized parking and public transportation benefits and more!

## **SOTC Programming – Events & Activities**

SOTC staff with alumnae/i volunteer support organizes a series of events to enhance your summer and showcase the Cleveland region. For the 2023 season we may adapt based on COVID-19 CDC and state recommendations but anticipate a fairly normal programming schedule. Our team of staff and volunteers will do whatever we can to provide quality programming including in-person events/activities when and where possible. We will need student participants to be an engaged partner throughout the summer and appreciate your patience as we navigate any remaining pandemic-related challenges together.

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 a handful of events are required, most are optional, and ALL are interesting! **We expect each intern will attend the 5 required events and at least ten (10) additional events for a total of 15+ over the course of the summer.**

## **What happens if I do not attend all of the 5 required and/or 10+ additional events?**

Participation in the SOTC immersion program is required as part of the program expectations. If you are unable or unwilling to participate fully then you should not have applied for an SOTC internship and should contact SOTC staff immediately to make necessary arrangements for withdrawal from the internship and program. It is in everyone's best interest that neither of these scenarios occur. There are a large number of stakeholders involved to provide paid, meaningful internships, housing and programming to our partner school students. Many of these stakeholders have invested funding, time or resources to set you up for success as an SOTC student. They include your school administration, Northeast Ohio alumni hosts, Board members and volunteers, employers, foundations, corporate sponsors, individual contributors and more. While you may not be removed from the program for lack of participation certain stakeholders would need to be notified including school administration, hosts and alumni BOD representatives so that further action may be taken under consideration. Let's not go there! Every year we hear from students that initially were not sure they would enjoy NEO and/or the program experience but ended up embracing and enjoying their time in SOTC through the activities, professional connections and friendships made!



## **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. It is up to you and the host to work together to maximize this experience.

## **Who are the sponsors of the Summer on the Cuyahoga (SOTC) program?**

The Summer on the Cuyahoga program is a collaborative effort among local alumni of nine schools. The programs are supported primarily by volunteer time and monetary contributions from alumni of the respective schools. Additional support comes from the schools themselves, family, community and corporate foundations as well as participating employers. Many individuals and organizations contribute towards this opportunity!

## **Who is eligible to participate in the SOTC program?**

Undergraduate students of the participating schools (see "How do I apply...") in good standing who have at least completed their freshman year at the start of the summer program are eligible to participate. Graduating seniors are also eligible.

## **May I extend my Internship Experience?**

Upon arrangements with the employer and approval of SOTC, students may extend their 9-week internship. For those students utilizing SOTC sponsored housing: You may have the ability to pay a daily rate for dates not covered by SOTC if arriving earlier than your scheduled move-in date. For those with internships that extend into August, beyond the CWRU mandated move-out date, you will be invited to stay with local alumni when possible if you do not have other arrangements.

## **Do I have to live in the dorm? Is there a cost?**

**Yes.** SOTC is a residential, immersion program, and all program participants (including those from NEO) are required to live in the dorm. **There are no exceptions to this policy.**

We successfully hosted approximately 70 in-person, fully vaccinated students in 2021 and 2022 following health and safety guidelines drafted by a Cleveland Clinic and a local physician who sat on the SOTC BOD. Those guidelines will be updated as needed.

Housing is cost-free for SOTC participants. It is because of the financial contributions of local alumni, employers, and others in the community that SOTC is able to pay for housing and provide you with other civic, social and educational opportunities.



## Where will I live?

During the nine-plus weeks interns will live on the campus of **Case Western Reserve University**. We are scheduled to be at [House 5](#) at Village at 115. This is a great location on campus and the backside of the building faces the CWRU track and football field. This apartment style dorm is close to a number of attractions, food options and public transportation.

## When can I check into the dorm?

1. Based on your internship start date you will be assigned a move in date of May 29<sup>th</sup>, June 3<sup>rd</sup> or June 10<sup>th</sup>.
2. On arrival day students will check in at **CWRU's North Residential Area Office in Wade Commons** (11451 Juniper Road, Cleveland, OH 44106; Office phone: 216-368-1026). You will have to complete paperwork – please bring ID. **NOTE:** This location is a 3 min walk to/from Village at. **Go to Wade Commons Residential Office BEFORE going to Village at 115. See map [here](#).**

The North Residential Area Office in Wade Commons is open M-F from 8am - 7pm and on S/S from 10am to 7pm. If you will be arriving outside of those hours, please notify an SOTC staff member **and** contact David Brown with CWRU for separate arrangements ([dmb56@case.edu](mailto:dmb56@case.edu) or 216-368-3890). They have on-call staff to assist as needed.

## What's provided in the dorm? What's the building and space like?

The dorms include a minimum of two bathrooms per suite, a kitchen, building common/study areas and free laundry services onsite. The suites are air conditioned. Each suite has complimentary Wi-Fi access, cable access, refrigerator, stove, sink and microwave. Dishes/utensils and TV's are not included. You may wish to bring your own – we will intro you to your suitemates prior to move-in to coordinate if sharing kitchen resources. More amenities/info:

- FREE laundry room in the building!
- Guest WIFI – no need for login
- Trash room (and trash chute on upper floors)
- Housekeeping once a week for all spaces outside of suites (this does not mean set your trash out; use chutes)
- Bike storage room
- Access to the turf field and track right behind the building
- Everyone has 1 desk, chair, dresser, and **full-sized** bed (bring sheets or rent from CWRU)
- Couch and coffee table in the shared space
- Bar and bar stools at the kitchen
- All cable access will be live, but no TVs provided (bring your own hookups/cords if using)
- There is a piano located on the second floor
- There is a cable/tv hookup in main lobby for group movie viewing or gaming (bring your own hookups/cords)
- Our building is dedicated primarily to SOTC housing only
- There are 6 charcoal grills in the outdoor commons area next door

**All residence halls are non-smoking. Smoking is only permitted in designated areas away from the building.**



Other notes:

- For those being dropped off or who will need to unload their car – there is a temporary parking lane to the left of building and two 15 min loading spaces out front.
- The campus does not offer meal plans at campus dining halls for non-students but may accept cash/card if you choose to eat at one that is open.
- We are waiting for pricing and contact information for those wishing to purchase a summer fitness facility pass for either or both The [Wyant Athletic and Wellness Center](#) (just outside our building at the end of the track/football field) and [Veale Center](#).

### How do I receive mail?

Amazon Lockers are available on campus. For all other mail/packages:

**(Guest name)**

**SOTC - Guest Housing**

**11451 Juniper Road**

**Cleveland, OH 44106**

\*\*You will pick up mail/packages from Wade Commons office. If sending something early please contact Eric/Tanya about having delivered to one of us.

### Who will I be living with in the dorm?

All SOTC students from the participating schools will be in the building. We will be sure to do introductions and mixer activities between SOTC participants. Please take the time to answer the questionnaire portion of the 2022 Intern Google form to assist us with planning. This will be sent out by early May.

**What is the neighborhood like? Lively!** CWRU is located in an area with shops, restaurants and attractions closer to University Circle. *The Coffee House* (spacious, locally owned, great bites) is a quick walk away down Juniper as well. Just down 115<sup>th</sup> towards University Circle you will find several eateries and a [mini grocery](#). Once you arrive our team will let you know where larger, less-expensive grocery stores are located. University Circle and CWRU both offer a free shuttle service to some of these locations for students including non-CWRU students residing on campus during the summer. More info is in the following links:

<https://www.universitycircle.org/visit/circlelink-shuttle>

<https://case.edu/access-services/transportation/shuttles>

<https://case.edu/parking/transportation/shuttles>

There are several resources on the UC website including places of worship for those seeking one away from your own school or home: <https://www.universitycircle.org/live/places-of-worship>

### Will I need a car? How will I get to work?

**Please have a plan and seek advice and/or confirm with SOTC staff before arrival!** Interns walk, bike, take RTA or drive depending on the location of their workplace. Your employer can share information about its access to RTA (you may get information regarding routes and schedules at [www.gccta.org](http://www.gccta.org)) and/or the availability of parking. If you drive to work, we may ask you to drive other interns; if you need another intern to drive you to work, you will be asked to reimburse him or her for gas. SOTC will be offering RTA passes at a discounted rate, to



save money don't purchase a pass prior to arriving in Cleveland. Passes will be available throughout the entire summer.

If you have access to a car for the summer, we strongly suggest you bring it. The job descriptions have a field where the employer will note whether or not a car is required (either for the work you'll be doing or because the work location is not easily accessed by public transportation). It's *critical* that you confirm this information with your employer if you have not done so during the interview process.

Even if a car is not necessary for your internship, you will find it easier to get to events if you have one. If you do not have a car however, don't worry. The dorms are near public transportation so you can access Cleveland neighborhoods and venues by bus and rail. In addition, if you do not have access to a car for the summer, you may have an opportunity to coordinate carpools with fellow interns to work. If this is the case, you should confirm with your employer that they are hiring multiple interns.

### **I have a car. Where will I park at the dorm?**

Student parking is available on campus in a lot close to the dorm. You will need to purchase a parking pass from the campus directly and pay for the entire summer. We will be using Lot 46. Please [click here](#) and scroll down to "**CWRU Summer Housing Guests**" for more information and detailed instructions. **Parking permits will not be available for purchase online until mid-May.** See parking location map [Here](#).

### **What type of clothing will I need?**

Confirm with your employer what the proper attire is for work (even if working virtually!). For most of our events, casual clothes are okay. Depending on social distancing guidelines this summer there may be a few professional events where you will be required to wear business attire, so be sure to bring something appropriate. In addition, you should plan to bring comfortable clothing as some of the summer activities are more active.

In regards to recreation we encourage you to bring a bike if you can (Cleveland is a bike-friendly city), tennis racket (there are public courts near campus), volleyballs, kick balls, Frisbees – whatever you enjoy!

### **Will I have access to campus facilities?**

Campus facilities including gymnasiums are generally available to summer visitors but there is usually a fee to visiting students. There are also outside facilities nearby including Orangetheory.

### **What will I do for meals?**

All dorms and suites have small kitchen and full-sized refrigerators. There is access to a nearby grocery store and SOTC staff will provide advice on grocery stores and shopping centers within 10-15 min of campus. There are plenty of restaurants and coffee shops in addition to delivery options through all of the major food delivery apps. If the school will offer a summer meal plan to non-students we will let you know that information.



### **I was planning to take the LSAT this summer. Can I still do that?**

Yes, there are several locations for LSAT classes and exams. You will need to make your own arrangements for this, ensuring that they do not interfere with your work schedule or other important elements of the program.

### **Would if I need medical attention?**

In case of a medical emergency, MetroHealth, University Hospital (UH) and the Cleveland Clinic Emergency Departments are minutes away from campus. Services at all hospitals require medical insurance. If a counselor is needed during your stay, we have one to refer to students. Upon arrival and orientation SOTC will provide additional information on what to do, who to go to and how you will be supported should you become ill.

### **How do I get to Cleveland?**

#### **By Air:**

Cleveland Hopkins International Airport (CLE) is about 30 minutes west of campus. All major airlines operate here, but it is a hub for United Airlines. Also consider the Akron-Canton Regional Airport (CAK), about 50 minutes south of campus.

#### **By Rail:**

Amtrak has regular routes to Cleveland. The Cleveland Station is located at:  
200 Cleveland Memorial Shoreway  
Cleveland, OH 44114

#### **By Bus:**

The Greyhound Bus Station is located at:  
1465 Chester Avenue  
Cleveland, OH 44114

The Megabus Station is located at:  
2115 East 22nd Street  
Cleveland, OH 44115

#### **By Car:**

Several major interstates intersect in or near Cleveland: 80, 90, 71 and 77.

### **Cleveland Weather**

Summers in Cleveland can get hot and sometimes humid (expect low- to mid-80s Fahrenheit much of the summer with occasional spikes in the 90s Fahrenheit), but many of your offices will feel quite chilly with air conditioning. The dormitory is air conditioned.

### **Additional Questions? Please do not hesitate to reach out.**

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