



HARVARD UNIVERSITY SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)

Program Guidelines

Introduction

The Summer Youth Employment Program (SYEP) has been a longstanding, University-wide partnership among Harvard Human Resources (HHR), Harvard Public Affairs and Communications (HPAC), HR colleagues, and our community partners at the Boston Private Industry Council and the various agencies within the City of Cambridge.

Program Goals & Objectives

- Emphasize Harvard's commitment to building relationships with communities.
- Provide a safe and dynamic professional working experience for high school students in our community.
- Enhance Harvard University's reputation as a community leader who is invested in the success of the Boston, Cambridge, and Allston communities.
- Take steps to create a sustainable diversity pipeline program across the University.

Our Community Partners

- **Boston Private Industry Council:** Established in 1979, the Boston Private Industry Council (PIC) services as an intermediary between business/industry + education and training systems + residents and workers of Boston. In partnership with the Mayor's Office and the Boston Public Schools, PIC Career Specialists and Employer Engagement Managers coordinate summer jobs and school-year internships for thousands of students each year.
- **City of Cambridge:** The Office of Workforce Development (OWD) services as a coordinating entity for many youth serving programs in Cambridge. Programs for teens include the Mayor's Summer Youth Employment Program, the Harvard Summer Youth Employment Program, a career-readiness program, and a service-learning program. The office brings together 20 agencies to share information and work on common issues.

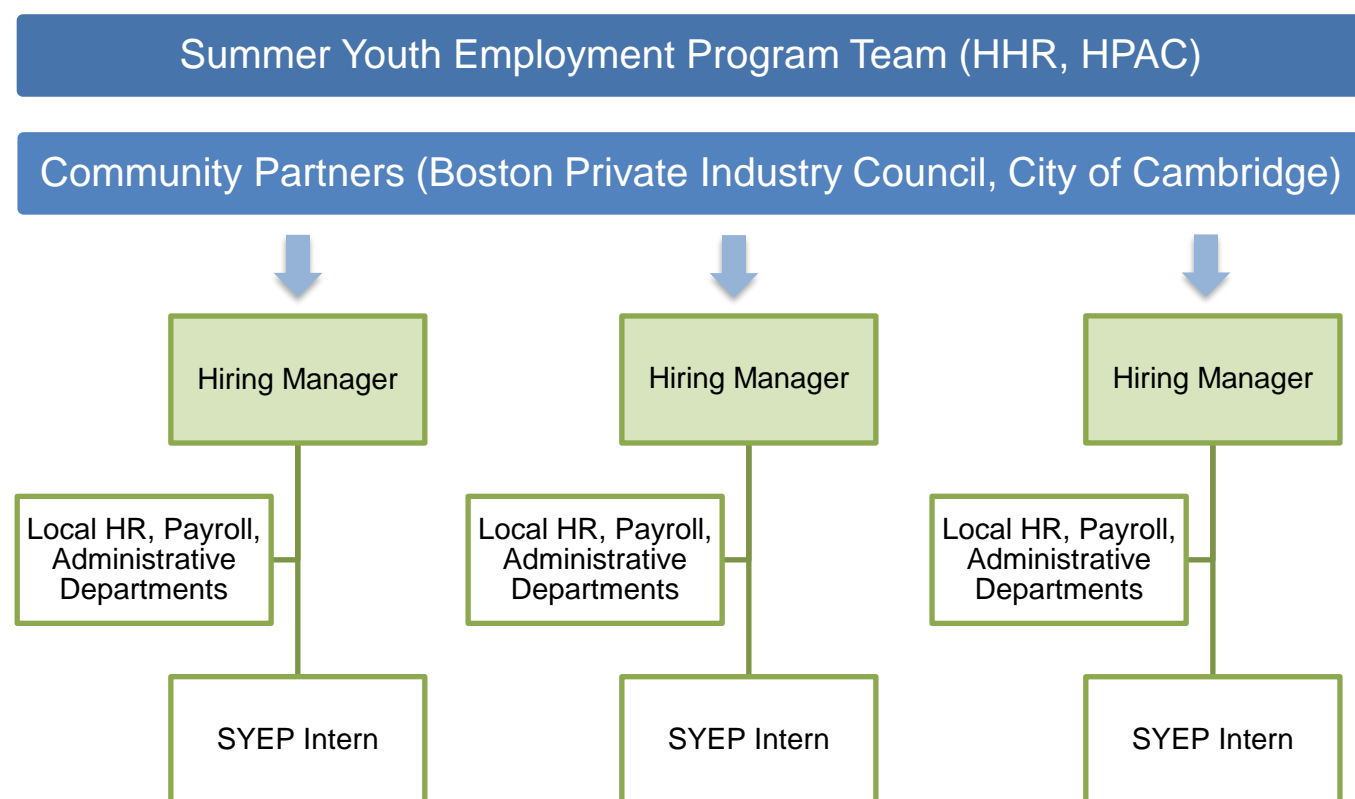
Program Overview

- **Work experience for high school students within the University** – specific internships will vary, but the opportunities typically run 20-35 hours per week (up to 40 hours/week max) with a Monday-Friday schedule. This includes the weekly cohort programming detailed below.
- **Job assignments** – these also vary in nature and provide students with an introduction to a host department's work, whether it be within Harvard Athletics, Libraries, IT, Human Resources, Museums, or any of our other schools and departments. The roles are typically administrative in nature.
- **Internship benefits** – an hourly wage, as well as an MBTA pass for the months they will be working on campus and meal vouchers for their first two weeks of work at the University.
- **Cohort programming** – all interns are required to participate in weekly cohort sessions (on Fridays) which focus on professional and interpersonal development. These are led by and held in person at the Harvard Ed Portal.
- **Orientation & Farewell** – interns are required to attend a mandatory orientation, at the beginning of the program, that emphasizes how to be successful throughout their internship. Students and managers are also invited to a farewell reception at the end of the program to celebrate the students' success. The formats of these programs are subject to change depending on the program year.

Program Scope – Criteria & Eligibility

- Student interns are selected through one of Harvard University's community-based partnerships (Boston Private Industry Council or City of Cambridge). If desired by a hiring department, a former SYEP intern/student can be requested to return for more than one program year.
- Students must be a minimum of 16 years of age (they must meet this requirement by July 1st of the program year) and be enrolled high school students at the time of applying for the program. Seniors/recent graduates (for example, those that graduated in May of the program year) are eligible to participate.
- Students must be able to commit to a regular work schedule (i.e. - up to 35-40 hours/5 days a week).
- Students must have appropriate waivers (working authorization) prior to working for the University, and meet all [COVID-related employment requirements](#).
- Hiring Managers must have supervisory experience and be authorized by their local department to make hiring decisions.
- Hiring Managers must abide by [Harvard's Policy on Youth Protection](#).
- Hiring Managers (and other supervisors), when applicable, must take the "Training for Responsible Adults" in the HTP and complete the appropriate background screens in HireRight in order to manage a student over the summer.

High Level Structure of SYEP



Cost of the SYEP Program

In order to hire an SYEP intern for the summer, interested departments need to have the authorization to fund that internship and the SYEP student. The cost of the program may vary department to department but generally speaking, groups will need to fund the student's hourly wage as well as any equipment or access they may need in order to be successful.

In total, for the 6-week program and with a schedule of 20 hours/week up to 35-40 hours/week, the **total cost will be approximately \$2,000-4,000 to host an intern for the summer**. The exact amount will depend on the number of hours/week that your intern works.

Intern Selection Process Timeline (may vary per program year)

Date	Event	Location
January – Mid April (rolling basis)	Mangers complete Internship Request Form	Virtual (via Qualtrics)
January – April (rolling basis)	Share open positions with Community Partners	Virtual (via email)
March – April	SYEP Info Sessions	Virtual (via Zoom)
March – April	Partner Matching Process	Virtual (via email)
May	Student Interviews	Virtual (via Zoom)
Late May – Early June	Hiring Concludes, Offer Letters Sent, Onboarding Begins	Virtual (via email)

High Level SYEP Internship Timeline

Date	Event	Location
June	SYEP Manager Orientation	Cambridge Campus OR Zoom
Second week of July	Student Orientation & Breakfast ID Pick-up Campus Tour Lunch	Cambridge Campus OR Zoom
Each Friday of Program	Weekly Cohort Workshops	Harvard Ed Portal (Allston)
Mid-August	Farewell Reception & Lunch Certificate & Gift Presentation Group Photo	Cambridge Campus OR Zoom

High Level SYEP Roles & Responsibilities

Role	Key Responsibilities
SYEP Team	<ul style="list-style-type: none"> High level oversight, management, and coordination of the Summer Youth Employment Program Marketing and communications to increase SYEP awareness Relationship management with all key stakeholders, including internal partners, Hiring Managers, and community partners Intervention as needed for SYEP intern issues
Community Partners	<ul style="list-style-type: none"> Review and analysis of Harvard SYEP intern requests Communication and relationship management with students regarding expectations and commitment – assist in preparation Submittal of student resumes for internship interviews Assisting in intervention as needed for SYEP intern issues Participate in Harvard SYEP events as needed
Hiring Managers	<ul style="list-style-type: none"> Obtain prior approval for SYEP intern and submit intern request Conduct in-person interviews with 2+ potential student interns Assist in the coordination with local HR/Payroll/Administrative departments for the onboarding of new SYEP intern Day-to-day management and oversight for SYEP intern's time within the department – daily work, issue management, feedback, etc. Communication with SYEP team as repeat issues arise
Local HR/Payroll/Administrative Departments	<ul style="list-style-type: none"> Schedule time for SYEP intern to come onsite for necessary onboarding paperwork (I-9, etc.), 2+ weeks prior to their start date Assist with any payroll or administrative issues as they arise

SYEP Intern	<ul style="list-style-type: none"> • Participate in student orientation and the farewell event • Arrive for work on time during all scheduled days (or communicating any issues ahead of time) • Complete work assignments • Participate in Harvard Ed Portal cohort workshops
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Key Manager Sessions & Training

In the months leading up to the kick-off of the SYEP, there are information sessions as well as mandatory Manager Trainings that are offered to better equip Hiring Managers and interested parties with the information needed to have a successful summer.

- **SYEP Information Sessions:** these sessions are optional and the intended audience is Managers that may be interested in hiring an SYEP intern. This one-hour long presentation will provide an overview of the program, approximate costs to host an intern, the benefits to supporting the SYEP, program requirements, timelines, and information on the interview/hiring process.
- **Hiring Manager Training:** these sessions are required for all managers that are hosting an SYEP intern for the summer. This one-hour long presentation will provide managers with the tools they need to have a successful summer with their student. Key information reviewed includes an overview of student orientation, intern benefits, weekly programming, manager administrative responsibilities, and how to structure the job for success.
- **Youth Protection – Training for Responsible Adults:** some SYEP managers may be required to take the Training for Responsible Adults (through the Youth Protection Office) and complete the appropriate background screenings (via HireRight) as part of their preparation for hosting an SYEP intern. The training will be pushed out to participating managers through the Harvard Training Portal and takes approximately 20-30 minutes to complete. The training covers Harvard's policy on interactions with minors, background screening requirements (where applicable, and conducted via HireRight), appropriate & inappropriate behaviors with minors, behavioral signs that a minor may be a victim of abuse/neglect, and reporting requirements and procedures for suspicion that a minor may be a victim of abuse/neglect.
 - **NOTE:** if you have taken this training within the past 3 years, it will not be required.
- **Farewell Ceremony:** this reception is a time for managers, students, partners, and the SYEP team to come together to celebrate the success of the summer's program. This is required for students to attend, and highly encouraged for managers to attend as well. The event includes a welcome from the program team, slideshow of pictures from the summer, brief presentations from students on their experiences, and the presentation of the students' certificates for their accomplishments.

Onboarding, Payrolling, and Required Forms

All SYEP interns need to be onboarded like any other Harvard employee, with **the local school/unit's HR department**, by completing an I-9 and any other necessary onboarding documents. This onboarding process should be started as soon as the intern has accepted their offer for summer employment at the University, but needs to be completed **at least 2 weeks** prior to the start date of the program at the latest. Failure to complete these steps in a timely manner may result in the delay of the intern receiving their HUID, Harvard ID card, and possibly their first paycheck – which can drastically impact their overall program experience. Once all onboarding forms are completed, they **need to be sent to Central Payroll**. Please note that it can take up to 2+ days for a student to be fully set up in the system.

When onboarding a student, they should be hired as a Temporary HS Student using job code 700035. Once students have their HUID created in the system, they will be able to obtain a Harvard ID card. For students who are onboarded in a timely manner, the ID card photo process will be coordinated with the SYEP Team during their First Day Orientation. The student will then need to pick up their ID card at the Harvard Card Office once ready.

Most students will be entering their hours in PeopleSoft on a weekly basis for approval, but there may be cases where local time approval and reporting processes may differ. **It is the local hiring department's responsibility to ensure that their student is aware of the appropriate timekeeping and reporting process.**

All SYEP interns will be paid on a weekly basis as temporary staff. For payrolling issues, please contact one of the following groups and include the SYEP team so they can support the issue resolution:

- Local Payroll/HR Office
- Central Payroll

In addition to the general Harvard onboarding paperwork and processes that need to be followed, there are additional administrative forms that are **required to be completed by your student**. These are mandatory documents that must be collected and completed by both the intern and manager before being returned to the SYEP team. These documents will be collected by the SYEP Programs team however if we have trouble obtaining them directly, we may ask for the manager's assistance upon the start of the program.

These forms include:

- **Youth Employment Work Permit:** the student will be responsible for ensuring this is completed prior to their first day. They will receive an application with their offer letter that needs to be filled out, signed, and delivered to their respective school districts. Note that this does not apply (and does not need to be collected) for students that are 18+ years of age.
- **Parent/Guardian Consent and Release Form:** consent and release form for parents and guardians of minors participating in Harvard University programs and activities. Note that this does not apply (and does not need to be collected) for students that are 18+ years of age.
- **Emergency Contact Form:** as part of adhering to the Youth Protection policy's on having a minor in the workplace, we need to collect emergency contact information from the student should any issues arise while they are on campus.
- **Summer Success Agreement:** this form provides the manager and student to level set on basic expectations during the summer, including how to contact the manager should they be unable to work/running late, what the office dress code is for the intern, and goals they might have for the summer. This ensures both manager and student are starting the summer off on the same page.
- **Massachusetts Work Based Learning Plan:** this is only required for Boston students, by the Boston Private Industry Council. Instructions on how to complete this form and where to send it will be sent along to managers hosting a student from Boston prior to their start date.

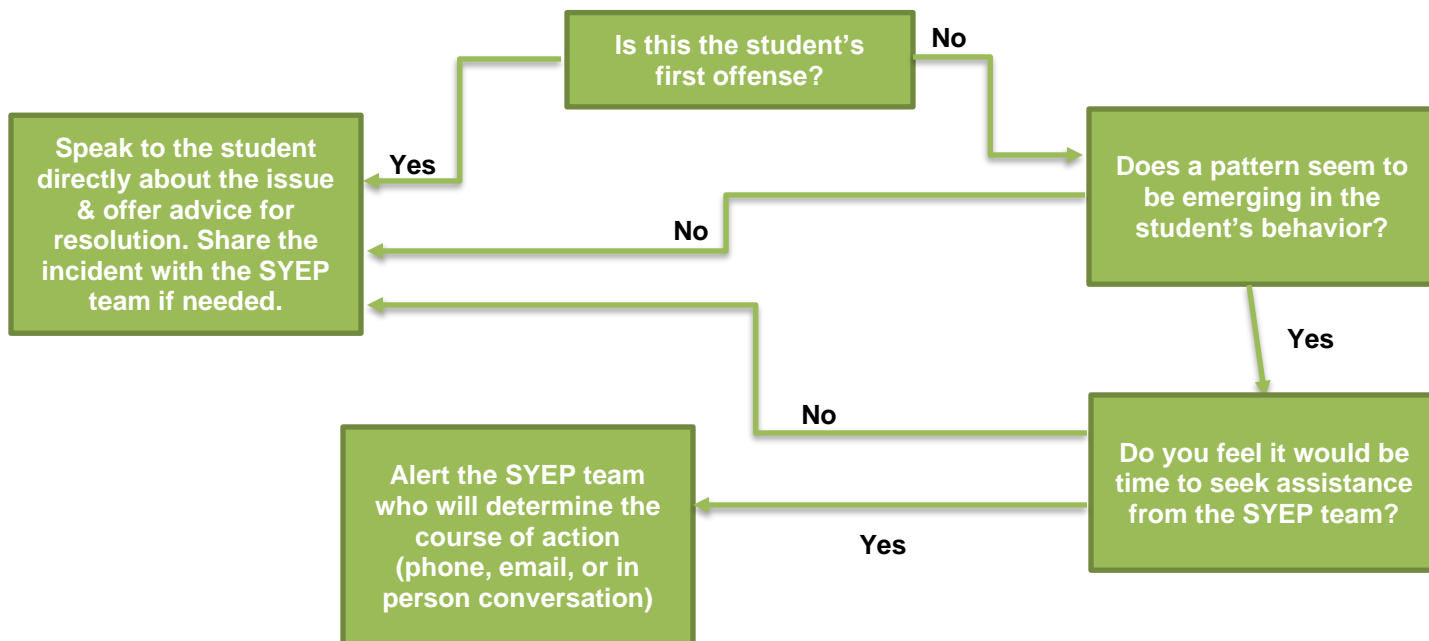
There may also be a number of COVID-related forms that the student needs to complete, depending on which policies are in place at the time of a specific program year.

Weekly Student Programming

- **Weekly Programming:** as part of the students experience during their internship with Harvard University, the SYEP team provides **required** weekly in-person cohort sessions on Fridays. These are led by and hosted at the Harvard Ed Portal in Allston, and students **must be paid** (by the host departments) for the hours that they attend these cohort sessions. These sessions are designed to foster an interpersonal connection between the interns and further their personal and professional development. A programming schedule will be distributed to managers prior to the intern's start date to allow for proper planning. Lunches will be provided to the students during these sessions as well.

Issue Management

The Harvard SYEP is oftentimes a student's first employment opportunity and as such, there may be issues – or "learning experiences" – along the way. In order to properly assess and resolve the issue, Hiring Managers should use the following decision tree for guidance on how best to proceed:



Helpful Resources

- **Summer Youth Protection Program:** <https://hr.harvard.edu/summer-youth-employment-program>
- **Youth Protection Office:** <https://youthprotection.harvard.edu/home>
- **FAQs:** <https://hr.harvard.edu/subject/summer-youth-employment-program>