

International Students’ Guide to Internship for Credit Program

SUMMER 2020

Receive (3) studio elective credits and legally work in the U.S. for the semester! *See Page 5

To qualify, you must be a junior, senior or graduate student with a GPA of 3.25 or higher who have been in full-time F-1 status at SVA for one full academic year.

The application cycle for the **SUMMER 2020 semester** is open from April 13 – June 5 on CareerLink.
You must have your application processed and approved before you begin your internship.

(Note: BFA Illustration and Cartooning students must also get your Department Chair's approval to apply.)

Important Dates

Online application opens: **Monday, April 13**

FIRST DAY students may work: **Tuesday, May 5**, first day of summer semester
(if application and CPT are approved and processed)

International students' application deadline to BEGIN work on May 5: **Friday, April 17**

Online application closes: **Friday, June 5**

Online internship course begins: **Week of June 15**

All internship coursework due: **Monday, August 10**

LAST DAY students may work at internship: **Monday, August 24**

Requirements

Credits

To receive credit, you must:

- Complete 150 hours of work between the first and last days of the semester
- Track your hours weekly on CareerLink
- Complete a Midterm and a Final Self Evaluation
- Participate in the weekly online course (undergraduates only)

This is a Pass/Fail course. Failure to complete coursework will result in an F.

Tuition Waiver

Tuition costs may be waived for the internship course under the following circumstances:

Fall/Spring semesters:

To qualify, you must either

1. Be taking 15 credits before the internship;

OR

2. Be a part-time graduating senior who does not need the internship credits to graduate.

Summer semester:

To qualify, you must be returning as a full time undergraduate or graduate student or a part time senior in the fall

Contact Career Development with any questions.

Things to Keep in Mind

1. **You must get hired for an internship before applying to this program.**
2. Your internship must be designed for you to work directly under the supervision of a professional in your field. Freelance work does not meet this requirement.
3. Typically, interns are required to work on-site only, but during this period of state-mandated “PAUSE[^],” remote work will be acceptable for the summer semester. However, if the city and state allow a return to on-site work, employers are encouraged to include interns in their on-site work (office, studio, set) and discontinue remote work when it is safe to do so. The ultimate determination is at the discretion of the employer. *(Note on this return-to-work clause: Because social distancing may be one of the requirements of allowing employees to return to a work site, employers may need to decide who goes into the office and who remains remote.)*
[^]On March 22, NY Governor Cuomo issued a “NY State on PAUSE” directive that, in part, instructed most workers to remain home. PAUSE = Policies to Assure Uniform Safety for Everyone.
4. Your application requires 2-3 weeks from the date you submit your application to when you can begin your internship to allow enough time to process your CPT. **For example, if you want to begin working on May 5, you must submit your application by April 19 at the latest.**
5. Your internship work dates must fall between **May 5 and August 24.**
6. You must complete 150 hours in this internship over the semester (Please note that some graduate programs have their own requirements.)
7. During the summer, your CPT can be authorized for full-time employment exceeding 20 hours per week.
8. The internship may be paid, unpaid or offer a stipend in addition to receiving credits.*****See note below.**
9. During the semester, undergraduates taking their first internship for credit will participate in weekly online discussion questions and course work on Canvas. This is required for you to receive the (3) studio elective course credits.
10. We encourage you to meet with a counselor to discuss job search strategies, resumes and cover letters. To make an appointment, you can visit svacd.youcanbook.me
11. Summer 2020 internships: Employers should provide any software needed for internship work. Additionally, employers are strongly encouraged to provide a computer to interns for privacy and legal purposes.
12. You may be asked to sign forms such as a confidentiality agreement when hired. Please take the time to understand all of the documents you are signing and be sure to keep a copy of each document for yourself. If you have any questions, you can contact Career Development by email or book an appointment online.

***To receive payment of any kind for your internship, a U.S. Social Security number is required. As of early April 2020, the U.S. Social Security Administration office is temporarily closed. If you do not already have a U.S. Social Security number, you will NOT be able to apply for one until the office reopens. In this instance, we are recommending to employers that any payment be issued to you at the conclusion of your internship, if possible.

Before Applying Online

Be sure you have all the following information prepared for the online application:

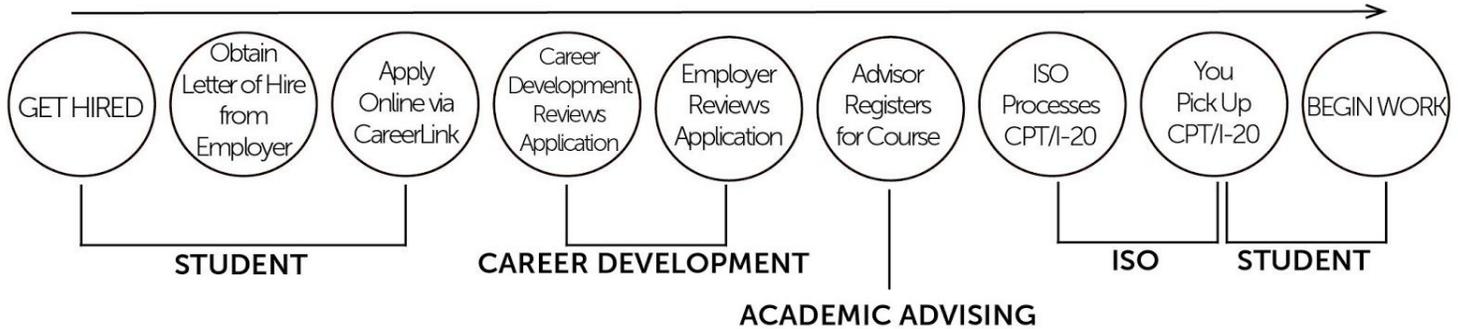
- How will this internship relate to your professional development and your short- and long-term career goals?**
- What is your agreed upon work schedule?**
 What days of the week, and what hours each day?
*We discourage you from working more than 150 hours total for the semester unless you are getting paid, but it is up to you to create a schedule that works for you.
 Many students in unpaid internships work about two days per week for 16 hours a week for 10-12 weeks.*
- Who is your Academic Advisor?**
- For Fall/Spring internships: How many credits are you registered for before the internship?**
- For Summer internships: Are you returning in the coming Fall as either a full-time student or a part-time graduating senior?**

Company information

<input type="checkbox"/> Company name	<input type="checkbox"/> Your supervisor's job title
<input type="checkbox"/> Company address	<input type="checkbox"/> Your supervisor's email address
<input type="checkbox"/> Company website	<input type="checkbox"/> Your supervisor's phone number
<input type="checkbox"/> Your supervisor's name	

- What are your internship duties and responsibilities?**
- Is your internship paid or unpaid?**
 If paid, how much?
 (Please see previous note on page 2 regarding Social Security numbers for summer 2020.)
- Share the Employer Guide with the Hiring Manager and/or your supervisor.** This can be found online at sva.edu/career, or email Career Development directly for the PDF.
- What type of visa do you have?**
- Do you have your Letter of Hire as a PDF and ready to upload?**
 IMPORTANT: Your Letter MUST follow the template on the last page PRECISELY. The Letter MUST list a Start Date that is 2-3 weeks from the date you submit your online application. Failure to follow either of these guidelines means we will return your application for corrections!
- Please note, information on your Letter of Hire must match the online application exactly.

Process of Applying



1. **Letter of Hire:** Obtain a Letter of Hire from your employer. This is required by the U.S. Government. Details on the last page. Note, a Letter of Hire is NOT your Letter of Employment or Offer Letter.
2. **Online application:** Complete the Internship Application form with your personal AND employer's information. Your employer will later verify their information. This application should be submitted 2-3 WEEKS from your work start date.
3. **Application review:** Career Development will review your application and will email you when it has been approved. If there are any problems with your application, we will contact you directly.
4. **Employer review:** Once approved by Career Development, your employer will review and verify the information you've entered.
5. **Course registration:** Once your employer has approved your application, we will request that your Academic Advisor register you for the internship course.
6. **CPT approval:** International Student Office (ISO) will review your application and process your CPT. Once ready, they will notify you when your I-20 is ready.

YOU CANNOT BEGIN WORKING UNTIL YOU RECEIVE YOUR NEW I-20! It takes 2-3 weeks for your application to get approved and to receive your new I-20, so build this time into your planned start date.

Please note, you need a new I-20 each semester.

7. **Begin work:** Once you have received your new I-20 from ISO, you may begin working at your internship.

F-1 International Students and CPT

Curricular Practical Training (CPT) gives international students legal authorization to gain employment training such as an internship. International students who wish to work in an internship (either paid or unpaid) must apply to the Internship for Credit Program in order to obtain the necessary CPT (and I-20 form). **You are unable to work in the U.S. without participating in the Internship for Credit Program.**

<p>Eligibility</p> <p>Only F-1 students are eligible for CPT, and all F-1 students must apply and be approved for CPT in order to do an internship. By law, international students must have been in full-time F-1 status at SVA for one full academic year. Graduate students are eligible for CPT in the first year ONLY if the internship is required by their department.</p> <p>If your visa status is other than F-1, please contact ISO to learn about your other employment options.</p>	<p>Work hours</p> <p>CPT authorization is for a maximum of 20 hours per week during the Fall and Spring semesters. During the summer, CPT can be authorized for full-time employment exceeding 20 hours per week.</p> <p>Compensation</p> <p>Internships for Credit and CPT can be paid or unpaid. You must be approved for CPT even for an unpaid internship.</p>
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Important reminders

- Do not begin working until you have CPT authorization and have your new I-20. Failure to do so is a serious violation of immigration law and your visa status.
- The CPT is only valid for the employer and duration listed on your new I-20. A new application is required for future internships.
- The application process must be completed by the application deadline each semester.
- If you wish to apply for a Social Security Number (SSN), contact ISO for assistance.

To Qualify for CPT

- You must have been in valid F-1 status for one academic year.
- You must have your new I-20 in hand to start working at your internship (it is illegal to start work without a CPT authorized I-20, even for unpaid internships).
- The internship must be related to your major.
- You must complete CPT during the authorized semester and reapply for CPT each semester whenever you participate in the Internship for Credit Program.
- You can work no more than 20 hours per week during Fall and Spring semesters. You can work full-time during the Summer semester.
- Your start and end dates indicated on your online application must match the dates on your employer's Letter of Hire

Letter of Hire Template

International students MUST submit a Letter that follows this template precisely. Save this as a PDF and upload it in your online application. ***Do not submit your offer letter.***

OFFICIAL ORIGINAL COMPANY LETTERHEAD

BUSINESS ADDRESS

Date

To whom it may concern:

(Student's Full Legal Name) will intern with **(Company's Name)** during the **(Fall or Spring or Summer 20__)** semester. The internship will begin on **(Start Date** - must be on or after stated semester start and leave 2-3 weeks for application processing) and end on **(End Date** – must be no later than stated SVA semester end date). **(Student's Name)** will work **(Days and Hours Each Day**, i.e. Tuesday 10AM-6PM and Thursday 10AM-6PM), which accounts for **(Number of Hours)** per week. This internship is **(Paid or Unpaid)** at the rate of **(Compensation** – for internships totaling over 200 hours, intern should be paid at least NYS min. wage-- \$13.50/hr for companies with 1-10 employees; \$15.00/hr for companies with 11+ employees).

This opportunity is designed to give **(Student's Name)** professional work experience in his/her/their field of study. She/He/They will be working with **(Supervisor's Name, Title)** who can be reached at **(Phone Number/Email)**. While interning with **(Company's Name)** based at **(Company's Office Address** if it does not match business address listed at the top), **(Student's Name)** will be **(Internship Description and duties)**.

Due to the COVID-19 situation, **(Student's Name)** will be working remotely from their home in **(City, State/Country)**. While working remotely, the student's supervisor will assess their engagement and attainment of learning objectives electronically.

Sincerely,

(For summer 2020 - electronic signatures are acceptable)

SIGNATURE of Company Representative

TYPED NAME of Company Representative

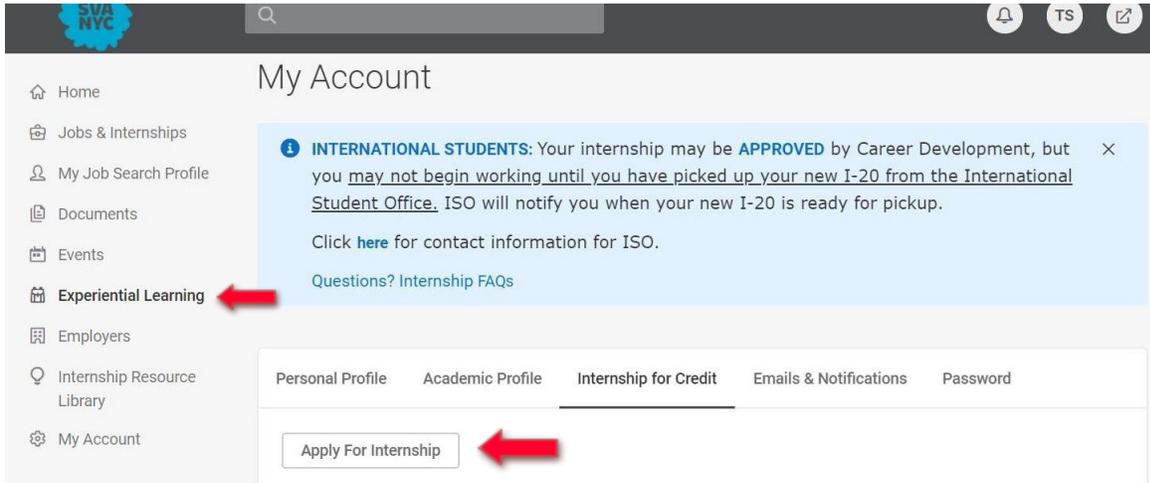
Letter of Hire Information

The following information is non-negotiable for the Letter of Hire:

- Letterhead
- Business Address
- Student's Full Legal Name
- Company Name
- Semester and Year of Internship
- Start Date
- End Date
- Days Student will be working
- Hours per day Student will be working
- Total hours per week Student will be working
- Compensation (paid or unpaid)
- Supervisor Name, Title
- Supervisor's contact information
- Signature

Using Careerlink: Applying Online

1. Go to careerlink.sva.edu, click on STUDENT/ALUMNI, and log in using your MySVA username and password.
2. In the left-hand navigation, click on Experiential Learning. Then click on Internship for Credit in the middle of the screen.
3. Click on the button that says APPLY FOR INTERNSHIP.



4. Complete all required fields. If you need to come back to your form later, click the SAVE AS DRAFT button at the top or bottom of the form.
5. Read and agree to the course requirements before submitting your application. Once you're finished, click the SUBMIT button to send it on to SVA Career Development for review.

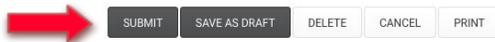
AGREEMENT

To receive a grade of Pass and obtain 3 studio credits for my internship, I understand that I must:

1. * Complete a midterm self-evaluation and a final self-evaluation by the deadlines posted on the [SVA Career Development website](#) and in the [online classroom](#).
2. * Complete all weekly assignments in the Internship for Credit [online classroom](#). (Does not apply to graduate students.)
3. * Track my hours throughout the semester and complete at least 150 hours by the last day of class.

Student Agreement Signature *

By signing below you are agreeing to all [terms, requirements, and agreements](#) set forth by SVA Career Development.



Pending Application

Once your application is submitted, it will appear as PENDING until **both** Career Development and your employer have approved it. If it requires editing, you will be asked to log into CareerLink.sva.edu to make changes and re-submit for approval.

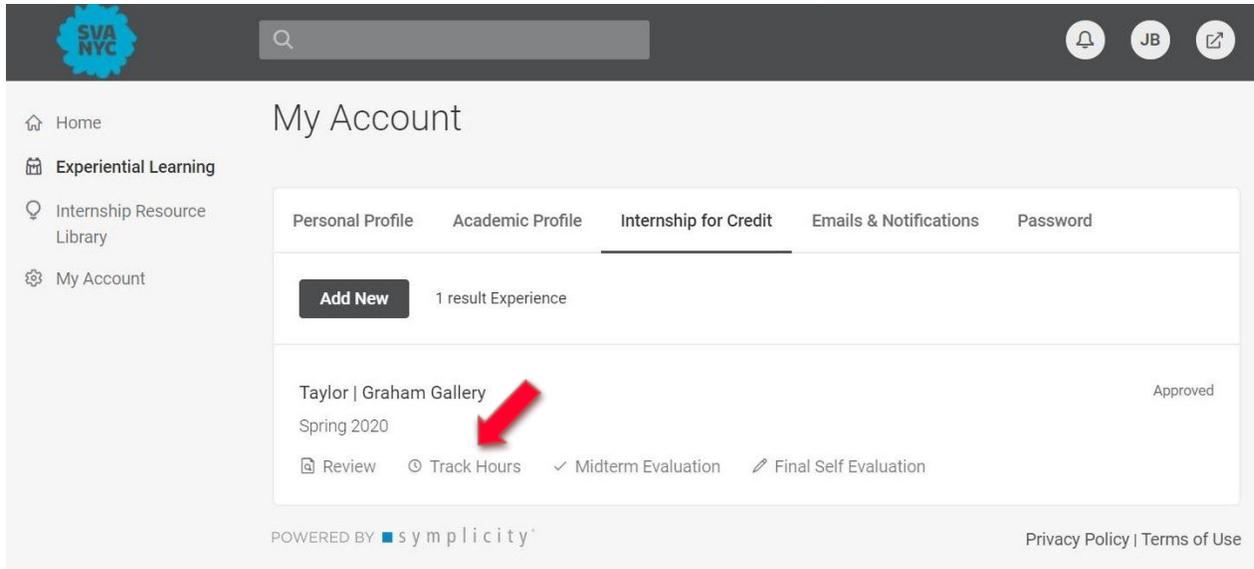
Approved Application

Once Career Development and your employer have approved your application, your advisor will register you for the course and notify you once that is done. U.S. citizens may then begin working. International students must wait until they are notified to pick up their new I-20 from the ISO before they can begin working at their internship. All notifications will be sent to students via email.

Using Careerlink: Tracking Your Internship Hours

Start tracking your hours as soon as you begin your internship. You must submit 150 hours online by the end of the semester.

1. Log into careerlink.sva.edu using your MySVA username and password.
2. In the left-hand navigation, click on Experiential Learning. Then click on Internship for Credit in the middle of the screen..
3. Under the name of your current internship site, you'll see your options. Click on  Track Hours



4. After you click the ADD HOURS button, enter the Week Start Date and End Date, and the number of hours you worked that week.

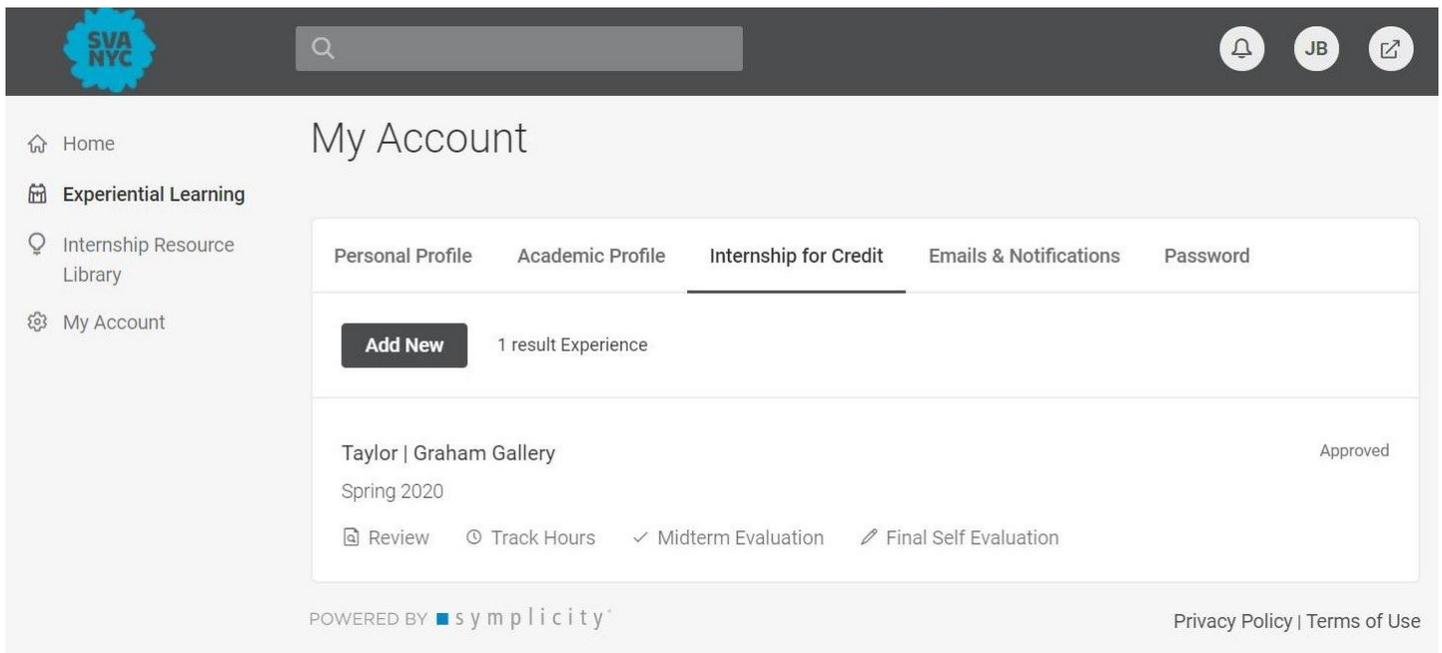
5. To add another week of hours, click the ADD HOURS button. You do not need to click this if you are done adding hours for now.
6. When you've finished adding the hours you wish to add at this time, click the SUBMIT button.

Using Careerlink: Completing Midterm & Final Evaluations

Career Development will notify you throughout the semester when it is time to complete each evaluation. These items must be completed by the end of the semester.

1. Log into careerlink.sva.edu using your MySVA username and password.
2. In the left-hand navigation, click on Experiential Learning. Then click on Internship for Credit in the middle of the screen.
3. Under the name of your current internship site, you'll see several options.

Click on either  Midterm Evaluation or  Final Self Evaluation and complete the fields in the evaluation.



The screenshot displays the 'My Account' interface. On the left, a navigation menu includes 'Home', 'Experiential Learning', 'Internship Resource Library', and 'My Account'. The main content area is titled 'My Account' and features tabs for 'Personal Profile', 'Academic Profile', 'Internship for Credit', 'Emails & Notifications', and 'Password'. The 'Internship for Credit' tab is active, showing an 'Add New' button and '1 result Experience'. A table lists an experience: 'Taylor | Graham Gallery' for 'Spring 2020', with a status of 'Approved'. Below the table are icons for 'Review', 'Track Hours', 'Midterm Evaluation', and 'Final Self Evaluation'. The footer includes 'POWERED BY symplicity' and 'Privacy Policy | Terms of Use'.