Internship-for-Credit Program Student Guide

For U.S./Domestic
& International Students

SVA Career Development

TABLE OF CONTENTS

THE PROGRAM: *SVA's **Internship-for-Credit Program (ICP)** allows qualified juniors, seniors and graduate students to earn three (3) elective studio credits while gaining hands-on experience working with creative professionals. Qualified international students must participate in ICP to obtain the necessary Curricular Practical Training (CPT) I-20 work authorization.*

Guide Key:
US = U.S. Citizens, Permanent Residents, Domestic Students only; **INT'L =** International Students only

TO QUALIFY:
All Students: You must be a junior, senior or second-year graduate student with a GPA of 3.25 or higher.
INT'L: You must <u>also</u> have been in full-time active F-1 status at SVA for one full academic year. See page 5 before accepting an offer.

All Students in BFA Illustration, BFA Comics, MFA Products of Design (for fall and spring only) **and MFA Photography, Video & Related Media:** You must secure your <u>Chair's approval</u> before applying. Send Chair's approval email to cd@sva.edu **before** submitting your ICP application. *(Please contact your department's office for your Chair's requirements for approval. <u>BFA Illustration/BFA Comics students</u>: contact Matthew Bustamonte at mbustamonte@sva.edu for your Chair's requirements.)*

IMPORTANT DATES:
*The application cycle for the **SUMMER 2024 semester** runs from April 15 - June 3 on Symplicity.*

Online application opens: **Monday, April 15**

FIRST DAY students may work: **Tuesday, May 7***, first day of summer semester, if all approval steps are met

Online application closes: **Monday, June 3 at Noon**

Online internship course begins: **Late June**

All internship coursework due: **Monday, August 5**

LAST DAY students may work at internship: **Monday, August 19**

*INT'L: International students who want to begin working on May 7 must apply by **April 19**.

REQUIREMENTS OF THE COURSE:
This is a Pass/Fail course. Failure to complete coursework and other requirements will result in an F.

To receive credit (Pass), you must:
1. Complete 150 hours of work between the first and last days of the semester
2. Track your hours weekly in Symplicity
3. Complete a Midterm and a Final Self-Evaluation
4. Participate in the weekly online course (undergraduates only)

TUITION WAIVER: Tuition costs may be waived for the internship course under the following circumstances:
Fall/Spring semesters:

To qualify, you must be either
    A. Taking 15 credits before the internship; <u>OR</u>
    B. 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 as a part-time senior in the fall.

Contact Career Development with any questions.

THINGS TO KEEP IN MIND

⇨ **You must get hired for an internship <u>before</u> applying to this program.** ⇦

INTERNSHIP REQUIREMENTS

1. The internship must be aligned with and supporting your current major and career goals.
2. The 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. Your internship work dates must fall during the semester dates listed on the SVA Academic Calendar.
4. You must complete 150 hours in this internship during the semester*. (Please note that some graduate programs have their own requirements.)

- **Compensation**: Internships-for-credit can be Paid**, Unpaid, or offer a Stipend (e.g. Metrocard, lunch, etc).
- **Work Location:** Current policies allow for Remote, On-site, or Hybrid internships.
- **Equipment/Software:** Employers should provide any software needed for internship work, no matter the work location, and are strongly encouraged to provide a computer to interns for privacy and legal purposes.
- **Forms & Documents:** 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 via email or book an appointment.
- **Employer's Guide:** You should provide your employer with SVA's Employer Internship Guide, ideally during the final interview stage so that they understand the program in advance. You can download a copy of the Employer Guide from the ICP website.

ABOUT THE APPLICATION PROCESS AND ICP COURSE

- See page 4 for full details of the application process.
- Application submission requirements:
    - **US:** Apply at least one week prior to Start Date
    - **INT'L:** Apply at least 2-3 full weeks prior to Start Date
- Students who need department Chair's approval for the ICP must confirm this prior to applying.
- During the semester, undergraduates taking their first internship-for-credit will participate in weekly online discussion questions and coursework on Canvas. This is required to receive the (3) studio elective course credits.
- We encourage you to meet with a counselor to discuss job search strategies, resumes and cover letters. You can visit svacd.youcanbook.me to make an appointment.

*INT'L: During the fall and spring semesters, international students may work no more than 20 hours per week. During the summer semester, you may work up to 40 hours per week.

**INT'L: To receive payment of any kind for authorized employment, a U.S. Social Security Number (SSN) is required. It is only possible to apply for an SSN from within the U.S., with an in-person visit to a Social Security Card Center. Please note this process can take 2 - 4 weeks to receive the SSN card by mail. You will receive an email on how to apply when your CPT I-20 is ready and you can only apply after receiving the CPT I-20.

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, 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 <u>before</u> 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

☐ Company name	☐ Your supervisor's job title
☐ Company address	☐ Your supervisor's email address
☐ Company website	☐ Your supervisor's phone number
☐ Your supervisor's name	

- ❏ **What are your internship duties and responsibilities?**

- ❏ **Is your internship paid or unpaid?**
  If paid, how much?
  INT'L: Please see previous note on page 2 regarding Social Security numbers.

- ❏ **Share the Employer Guide with the Hiring Manager and/or your supervisor.** This can be found on the [ICP website](#), or by emailing Career Development directly for the PDF.

- ❏ **INT'L: What type of visa do you have?** Are you currently eligible for CPT?

- ❏ **INT'L: Do you have your Letter of Hire saved as a PDF and ready to upload?**
  IMPORTANT: Your Letter MUST follow the template on page 11 PRECISELY. The Letter MUST list a Start Date that is at least 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 proofread your own Letter of Hire and request any necessary changes from your employer before uploading it to your application. Do not upload your Offer Letter.*

- ❏ **INT'L**: <u>Please note, information on your Letter of Hire must match the online application exactly.</u>

PROCESS OF APPLYING

US STUDENTS:

| Get Hired | Apply Online via Simplicity | Career Development Reviews Application | Employer Reviews Application | Advisor Registers for Course | Begin Work |

STUDENT → CAREER DEVELOPMENT → ACADEMIC ADVISING → STUDENT

INT'L STUDENTS:

| Get Hired | Obtain Letter of Hire from Employer | Apply Online via Simplicity | Career Development Reviews Application | Employer Reviews Application | Advisor Registers for Course | ISO Processes CPT/I-20 | You Receive Your CPT/I-20 | Begin Work |

STUDENT → CAREER DEVELOPMENT → ACADEMIC ADVISING → ISO → ISO & STUDENT → STUDENT

1. **INT'L**: **Letter of Hire:** Obtain a Letter of Hire from your employer. This is required by the U.S. Government.

   The Letter of Hire Template and list of necessary information are located on the last pages of this Guide.
   Note, a Letter of Hire is NOT the same as 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.

   US: Your application must be submitted at least one week before your internship Start Date.

   INT'L: Your application must be submitted at least 2-3 weeks before your internship 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. **INT'L**: **CPT approval:** The International Student Office (ISO) will review your application and process your CPT. They will notify you when your I-20 is ready.

7. **Begin work: US**: You can begin working after course registration.

   INT'L: Once you have received your new I-20 from ISO, and the authorized CPT Start Date arrives, you may begin working at your internship. **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 with a new CPT authorization for each semester that you participate in the Internship-for-Credit Program.

INT'L: F-1 INTERNATIONAL STUDENTS AND CPT (US students, skip to page 6.)

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 work authorization and updated CPT I-20. **International students must acquire work authorization (such as CPT) prior to engaging in any off-campus work.**

| Eligibility	Work hours
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 active 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. If your visa status is other than F-1, please contact ISO to learn about your other employment options.	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. **Compensation** Internships-for-credit and CPT can be paid or unpaid. You must be approved for CPT even for an unpaid internship.

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 need to apply for a Social Security Number (SSN), please contact ISO after your Internship for Credit is approved and you have been issued the CPT I-20.

- **If you have any questions about your visa status or CPT requirements, please contact ISO.**

To Qualify for CPT

- You must have been in valid F-1 status for one academic year.
- You must have your new CPT I-20 issued to you prior to starting work. Please do not start working without having the CPT I-20 and waiting for the start date printed on page 2 of the CPT I-20.
- 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.

Using Symplicity: Applying Online

1. Go to https://sva-csm.symplicity.com/ and click on STUDENT/ALUMNI, and log in using your MySVA username and password.
2. On the left side of the screen, click on INTERNSHIP FOR CREDIT.
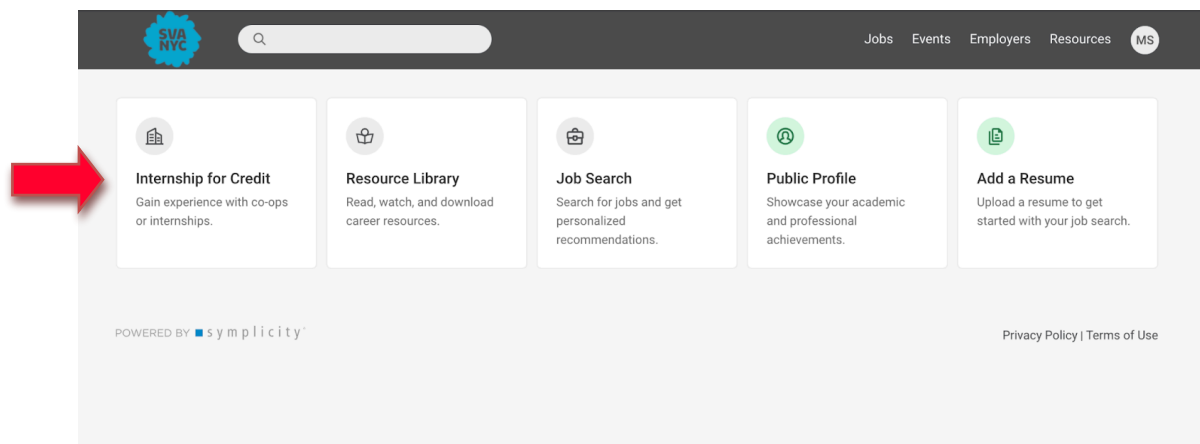
3. Then click on the button that says APPLY FOR INTERNSHIP.
4. Complete all required fields. If you need to come back to your form later, click the SAVE AS DRAFT button at the top or bottom of the form.
5. Read and agree to the course requirements before submitting your application. Once you're finished, click the SUBMIT button to send it on to SVA Career Development for review.

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 https://sva-csm.symplicity.com/ 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 by the ISO that their new I-20 with CPT authorization is ready before they can begin working at their internship. All notifications will be sent to students via email.

Using Symplicity: 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 https://sva-csm.symplicity.com/ using your MySVA username and password.

2. Click on INTERNSHIP FOR CREDIT.

3. Under the name of your current internship site, you will see your options. Click on TRACK HOURS.
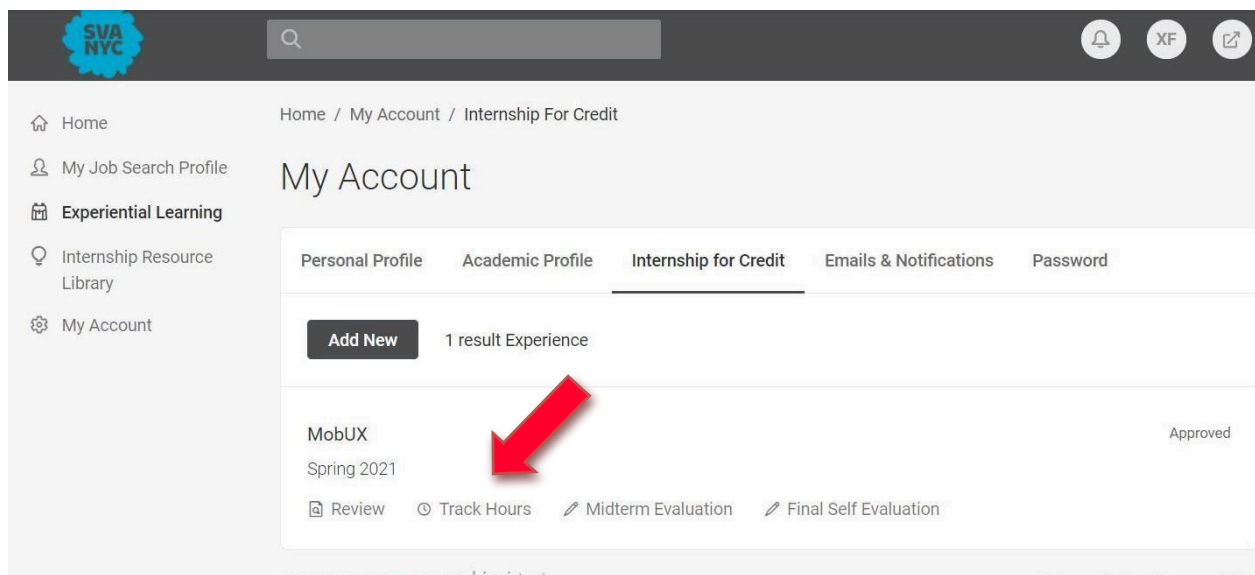
4. **Scroll down to the middle of the page** and click the ADD HOURS button.

5. A box will pop up where you enter the Week Start Date and End Date, and the number of hours you worked that week. **Then scroll down a little** and click SUBMIT at the bottom right.
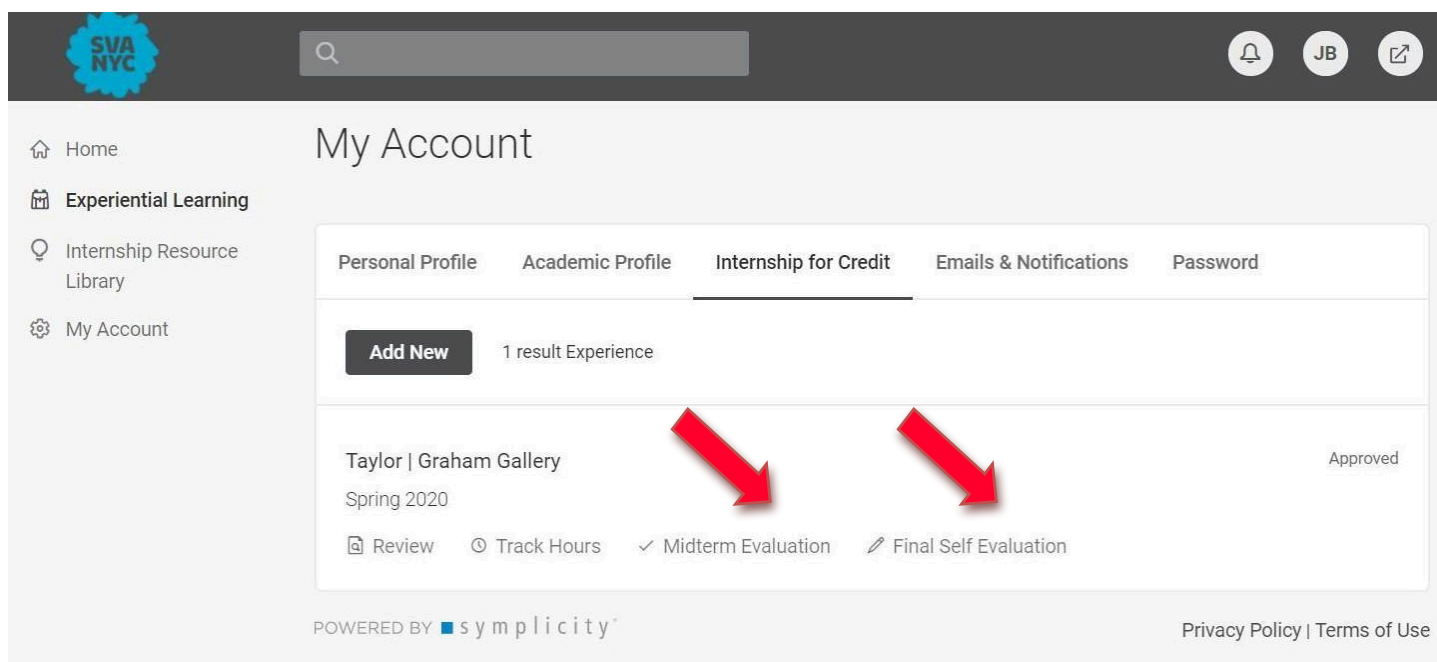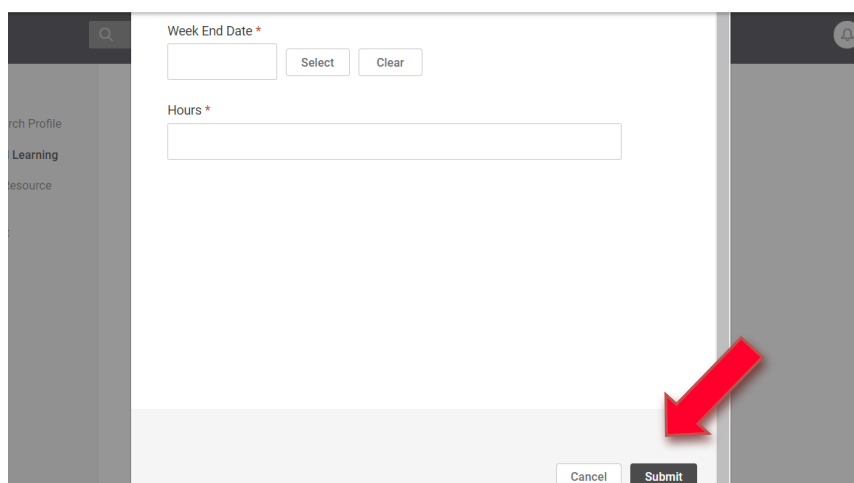

6. To add another week of hours, click the ADD HOURS button that will appear after you click SUBMIT. Do not click this if you are finished adding hours for now.

SVA Career Development

Using Symplicity: 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 https://sva-csm.symplicity.com/ using your MySVA username and password.

2. Click on INTERNSHIP FOR CREDIT.

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.

INTERNSHIP-FOR-CREDIT PROGRAM FAQ'S

Q: Can I work two internships-for-credit per semester?

A: No, you may work only one internship-for-credit per semester.

Q: I'm taking a leave of absence this school year (a gap year). Can I do an internship-for-credit this coming semester?

A: A leave of absence means you are not a matriculated student for the academic year. Internships-for-credit are for matriculated students only who meet all the eligibility requirements. So it will not be possible to take an internship-for-credit during your gap year.

Q: Are there any requirements on what kind of business or size the internship company should be?

A: The business must do work that is directly related to your major and career goals or have an in-house department whose work is related to your field. There is no requirement of the size of the company although we do look closely at start-ups to try to ensure students will have a good, well-supervised experience.

Q: I'm an international student who took a leave of absence last year. When is the earliest I can do an Internship-for-Credit after I return?

A: International students must have been in full-time active F-1 status for one full academic year to be eligible for CPT. Therefore, after a student returns from a leave of absence, they must complete at least two consecutive semesters in order to be eligible for CPT.

Q: My internship employer needs my Social Security Number but I don't have one. How can I get one for this coming semester?

A: If you need to apply for a social security number, please email the ISO at iso@sva.edu for guidance. Please note that you cannot apply for a new social security number until you are approved for the Internship for Credit program and received your CPT I-20. It is up to your employer if they will allow you to begin working prior to receiving your social security number.

Q: I'm an international student and got my Social Security Number last year. Is it still valid or do I need a new one if I get a new internship?

A: Once you have a U.S. Social Security number, you can continue using it and do not need to reapply for a new one.

FAQ's continued...

Q: I'm an international student currently residing in the U.S. Can I intern remotely with a company that's located in my home country?

A: International students in F-1 status are not permitted to work off-campus in the U.S. without employment authorization. You can be considered in violation of your status if you engage in an internship remotely with a company in your home country while you are in the U.S. Please note that we can only authorize CPT if the internship takes place in the U.S. and the internship employer has a U.S. address.

If you'd like to discuss any of these, or have other questions, please email us at cd@sva.edu.

LETTER OF HIRE TEMPLATE
CPT EMPLOYMENT AUTHORIZATION FOR INTERNATIONAL STUDENTS
Required information is in BOLD
Please OMIT any italicized text from your final Letter of Hire

REPLACE THIS HEADER WITH COMPANY LETTERHEAD

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

USE OFFICIAL EMPLOYER'S COMPANY LETTERHEAD

BUSINESS ADDRESS

Date

To whom it may concern:

(Student's Full Legal Name) will intern with **(Company's Name)** during the **(*select one* Fall or Spring or Summer 20__)** semester. The internship will begin on **(Start Date** – *must be on or after stated semester start date and leave 2-3 weeks for application processing*) and end on **(End Date** – *must be no later than stated 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 your State's minimum wage*).

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 and 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)**.

FOR FULLY REMOTE INTERNSHIPS ONLY, please add the following:

(Student's Name) will be working **remotely**, and the student's supervisor will assess their engagement and attainment of learning objectives electronically.

Sincerely,

SIGNATURE of Company Representative *(For this semester - electronic signatures are acceptable)*
TYPED NAME of Company Representative

Letter of Hire Information

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

- Employer's Company Letterhead
- Employer's Business Address
- Student's Full Legal Name
- Employer's 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's Name, Title
- Supervisor's contact information (phone and email)
- Internship tasks and responsibilities
- Signature