

International Students' Guide to Internship-for-Credit Program

FALL 2022

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

TO QUALIFY: You must be a junior, senior or second-year graduate student with a GPA of 3.25 or higher who has been in full-time F-1 status* at SVA for one full academic year (*See Page 5 before accepting an offer.)

The application cycle for **FALL 2022 semester** is open from August 17 - September 16 on Symplicity. **You must have your application processed and approved, and receive a new I-20 with Curricular Practical Training (CPT) work authorization, before you begin your internship.**

(ATTN Students in BFA Illustration, BFA Comics, & MFA Photography, Video, and Related Media: You must secure your Chair's approval before applying. Send Chair's approval email to cd@sva.edu before submitting your Internship-for-Credit application.)

Important Dates

Online application opens: **Wednesday, August 17**

FIRST DAY students may work: **Tuesday, September 6**, first day of fall semester
(if application and CPT are approved and processed)

International students' application deadline to BEGIN work on September 6: **Friday, August 19**

Online application closes: **Friday, September 16 at Noon**

Online internship course begins: **Late September**

All internship coursework due: **Friday, December 9**

LAST DAY students may work at internship: **Wednesday, December 21**

Requirements

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

To receive credit (Pass), you must:

- Complete 150 hours of work between the first and last days of the semester
- Track your hours weekly in Symplicity
- Complete a Midterm and a Final Self-Evaluation
- 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 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 as 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. Your internship work dates must fall between **September 6 and December 21**.
4. You must complete 150 hours in this internship over the semester. (Please note that some graduate programs have their own requirements.)
5. **During the fall and spring semesters, you may work no more than 20 hours per week.** During the summer semester, you may work up to 40 hours per week. (Please note that some graduate programs have their own requirements.)
6. The internship may be paid, unpaid or offer a stipend in addition to receiving credits.*****See note below.**
7. Our current policies allow internships to take place on-site, remotely or a combination of on-site and remotely (hybrid).
8. During the semester, undergraduates taking their first internship-for-credit will participate in weekly online discussion questions and coursework on Canvas. This is required for you to receive the (3) studio elective course credits.
9. **Your application needs to be submitted 2-3 weeks before the scheduled Start Date of your internship to allow enough time to process your CPT.** For example, if you want to begin working on September 6, you must submit your application by August 19 at the latest.
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. Remote or hybrid internships: Employers should provide any software needed for internship work. Employers are also 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.
13. You should provide your employer with SVA's Employer's Guide to the Internship-for-Credit Program, ideally during the final interview stage so that they understand the program in advance. You can download a copy of this Guide from the [Internship-for-Credit](https://sva.edu/internship-for-credit) website.

***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. Even if a student is within the U.S., there may still be delays with applying for an SSN. If you need to apply for a Social Security Number, please email the ISO at iso@sva.edu for guidance after receiving your new I-20 with CPT authorization.

Before Applying Online

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

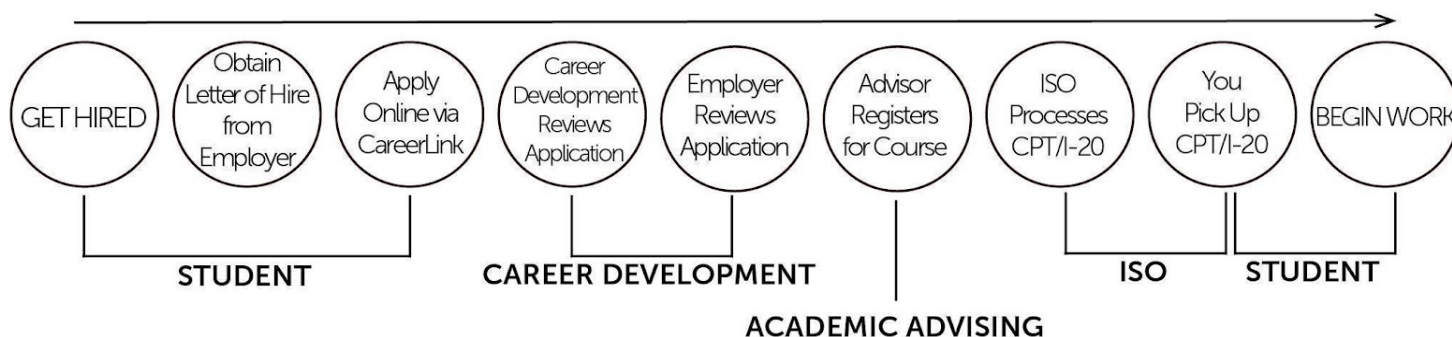
- ☐ **How will this internship relate to your professional development and your short- and long-term career goals?**
- ☐ **What is your agreed upon work schedule?** What days of the week, what hours each day?
We discourage you from working more than 150 hours total for the semester unless you are getting 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 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="radio"/> Company name	<input type="radio"/> Your supervisor's job title
<input type="radio"/> Company address	<input type="radio"/> Your supervisor's email address
<input type="radio"/> Company website	<input type="radio"/> Your supervisor's phone number
<input type="radio"/> 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.)
- ☐ **Share the Employer Guide with the Hiring Manager and/or your supervisor.** This can be found online at the [Internship-for-Credit website](#), or by emailing 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 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.***
- ☐ 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. A [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 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. 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 with a new CPT authorization for each semester that you participate in the Internship-for-Credit Program.

7. **Begin work:** Once you have received your new I-20 from ISO, and the authorized CPT Start Date arrives, 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). **International students must acquire work authorization (such as CPT) prior to engaging in any off-campus work.**

<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

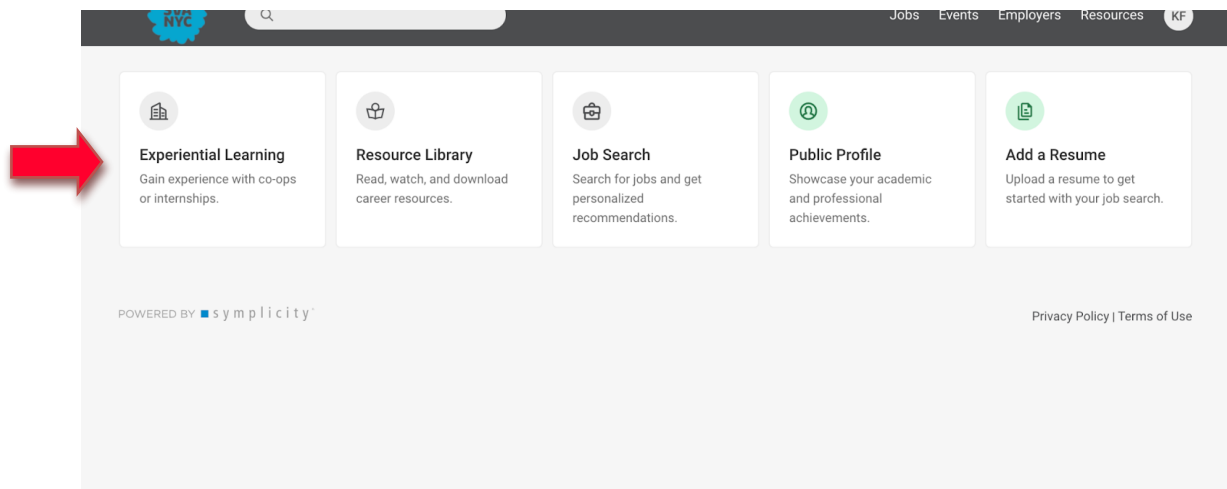
- Do not begin working until you have CPT authorization and have your new I-20. Failure to do so is a serious violation of immigration law and your visa status.
- The CPT is only valid for the employer and duration listed on your new I-20. A new application is required for future internships.
- The application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

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 EXPERIENTIAL LEARNING.



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.

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.



SUBMIT

SAVE AS DRAFT

DELETE

CANCEL

PRINT

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.

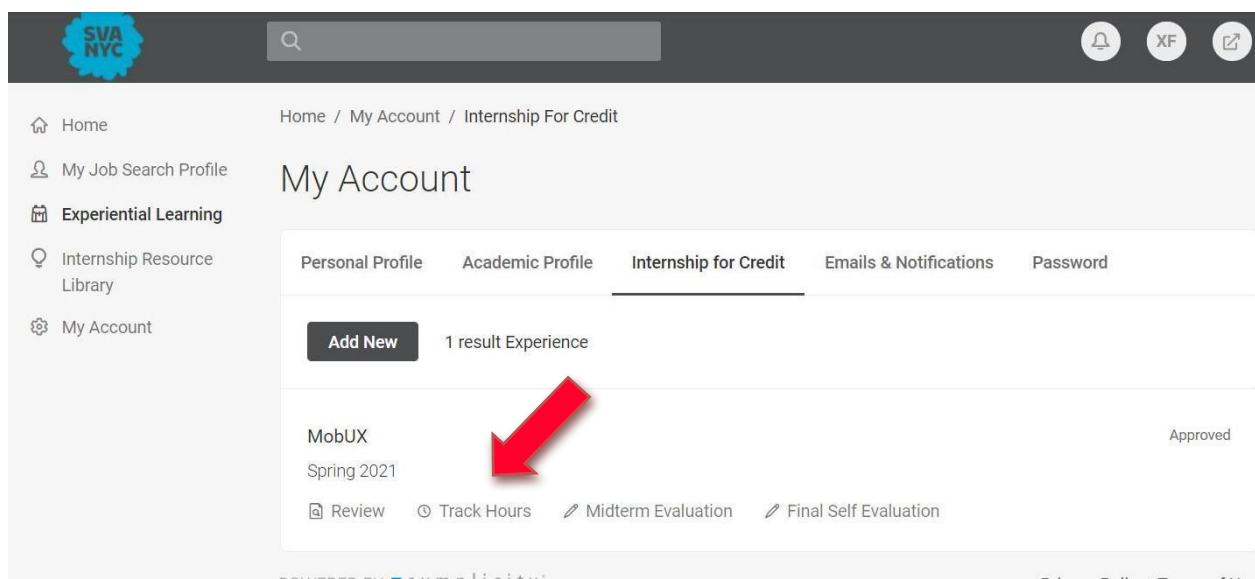
Approved Application

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.

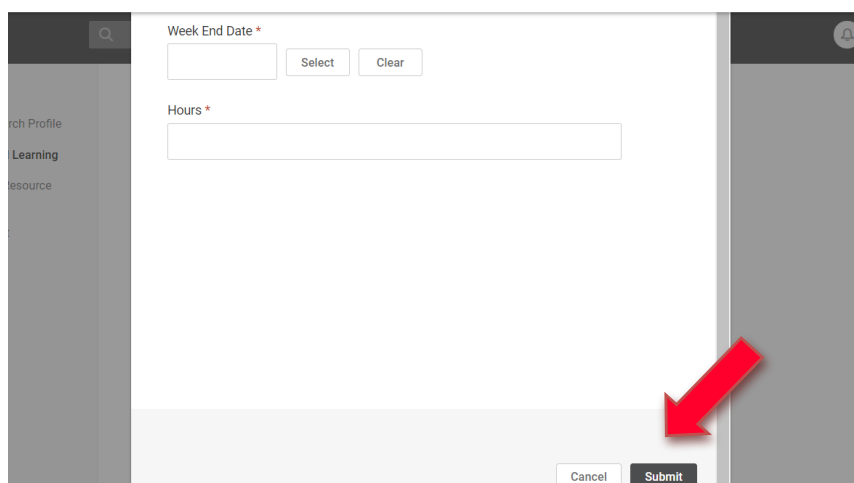
Using Symplicity: Tracking Your Internship Hours

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 EXPERIENTIAL LEARNING.
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.



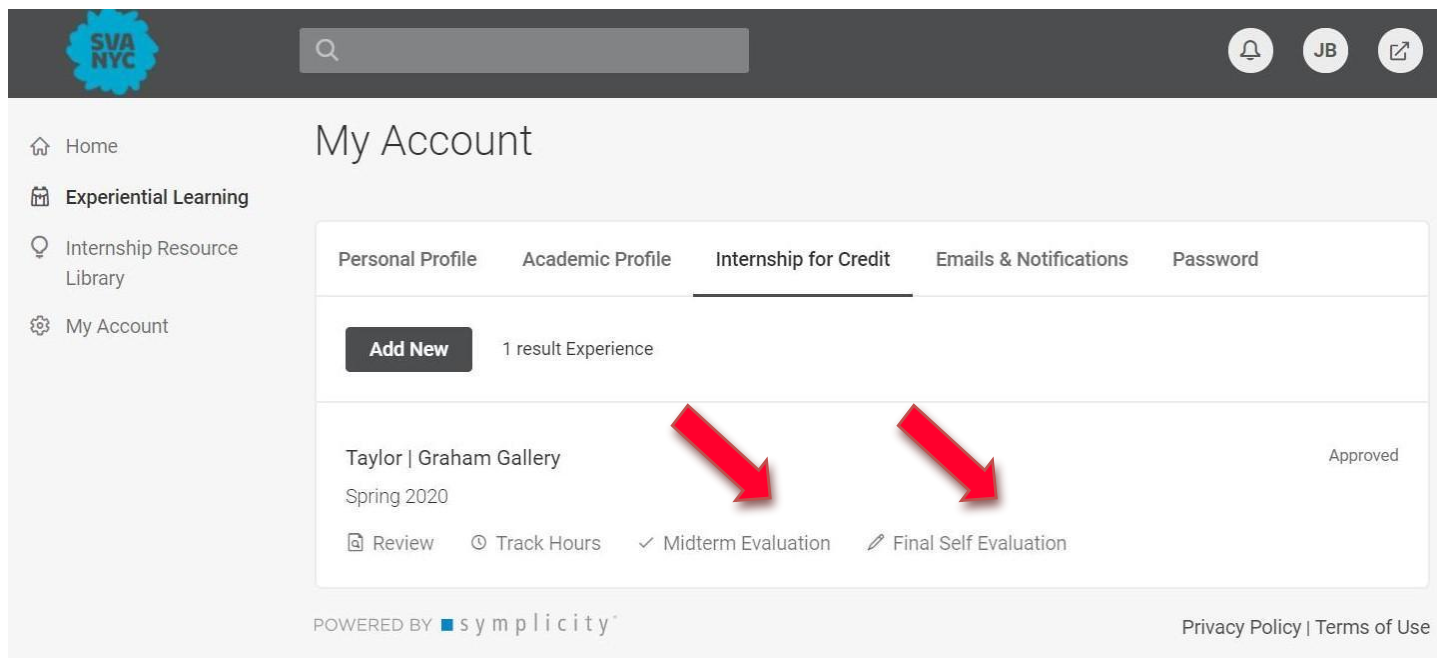
6. To add another week of hours, click the ADD HOURS button that will appear after you click SUBMIT. Do not click this if you are finished adding hours for now.

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 EXPERIENTIAL LEARNING.
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 shows the 'My Account' page on the Symplicity platform. The left sidebar contains navigation links: Home, Experiential Learning, Internship Resource Library, and My Account. The main content area has tabs for Personal Profile, Academic Profile, Internship for Credit (selected), Emails & Notifications, and Password. Under the 'Internship for Credit' tab, there is an 'Add New' button and a section for '1 result Experience'. The experience listed is 'Taylor | Graham Gallery' for 'Spring 2020', marked as 'Approved'. Below the experience name are four links: 'Review', 'Track Hours', 'Midterm Evaluation' (with a checkmark icon), and 'Final Self Evaluation' (with a pencil icon). Two red arrows point to the 'Midterm Evaluation' and 'Final Self Evaluation' links. The footer indicates 'POWERED BY symplicity' and includes links for 'Privacy Policy' and 'Terms of Use'.

Internship-for-Credit Program FAQ's

FALL 2022

Q: My employer is now working in the office but I'm not comfortable with that and would like to work remotely. Can I do this? How should I handle this?

A: You can let the employer know that you prefer to work remotely and that you have experience with virtual platforms and communication from having conducted your SVA courses online for the past semester. You may want to offer examples of the technology you are comfortable with and that would be conducive to being effective in your work from home. If you already have had experience with a remote internship, you can let them know this as well.

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 still 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: 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 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: I am enrolled in classes but spending the semester in my home country and want to do an internship-for-credit in the U.S. Can I do that this coming semester?

A: Yes. International students in active F-1 status may engage in an internship with a company based in the U.S. during their time abroad in fall 2022, provided they are:

- Maintaining a valid I-20 status;
 - Enrolled in the Internship-for-Credit program;
 - Obtained a CPT authorized I-20 for the specific semester in advance of the internship start date; and
- The employer can assess student engagement and attainment of learning objectives electronically.

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: 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.

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.

Q: I'm an international student 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 employer has an 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 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 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)**.

(Student's Name) will be working (*remotely / on-site / a hybrid schedule select one; omit the others*).

If/when working remotely, the student's supervisor will assess their engagement and attainment of learning objectives electronically.

Sincerely,

SIGNATURE of Company Representative (*For fall 2022 - 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