# U.S./Permanent Resident Students' Guide to Internship-for-Credit Program
**FALL 2022**

Receive (3) studio elective credits for your internship this semester!

**TO QUALIFY:** You must be a junior, senior or second-year graduate student with a GPA of 3.25 or higher.

The application cycle for the **FALL 2022 semester** is open from August 17 - September 16 on Symplicity. **You must have your application approved and be registered for the Internship-for-Credit course 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
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 to Qualify

### 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 Symplicity
- 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.

**SVA** Career Development

# 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 with a professional in your field. Freelance work does not meet this requirement.

3. Our current policies allow internships to take place on-site, remotely or a combination of on-site and remotely (hybrid).

4. You must submit your application at least one (1) week before the scheduled start date of your internship to allow time to process.

5. Your internship work dates must fall between **September 6 and December 21**.

6. You must complete 150 hours in this internship over the semester. (Please note that some graduate programs have their own requirements.)

7. The internship may be paid, unpaid or offer a stipend in addition to receiving credits.

8. During the semester, <u>undergraduates</u> 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. 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

10. <u>Remote or hybrid internships</u>: 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.

11. 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 online.

12. 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 website.

# 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 <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**

| | | | |
|---|---|---|---|
| o | Company name | o | Your supervisor's job title |
| o | Company address | o | Your supervisor's email address |
| o | Company website | o | Your supervisor's phone number |
| o | Your supervisor's name | | |

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

- ❏ **Is your internship paid or unpaid?**
  If paid, how much?

- ❏ **Share the Employer Guide with the Hiring Manager and/or your Supervisor.** This can be found online at the [Internship-for-Credit website](link), or email Career Development directly for the PDF.

# Process of Applying

GET HIRED | Apply Online via CareerLink | Career Development Reviews Application | Employer Reviews Application | Advisor Registers for Course | BEGIN WORK

STUDENT | CAREER DEVELOPMENT | STUDENT
ACADEMIC ADVISING

1. **Online application:** Complete the Internship Application form with your personal <u>AND</u> employer's information. Your employer will later verify their information.

2. **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.
   You must allow one (1) week for this process before the start of your internship.

3. **Employer review:** Once approved by Career Development, your employer will review and verify the information you've entered, including your work schedule, duties, and employer contact information.

4. **Course registration:** Once your employer has approved the application, you and your Academic Advisor will receive an email requesting that your Advisor register you for the internship course.

5. **Begin work:** Once your Academic Advisor has registered you for the course, you may begin work.

# 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.
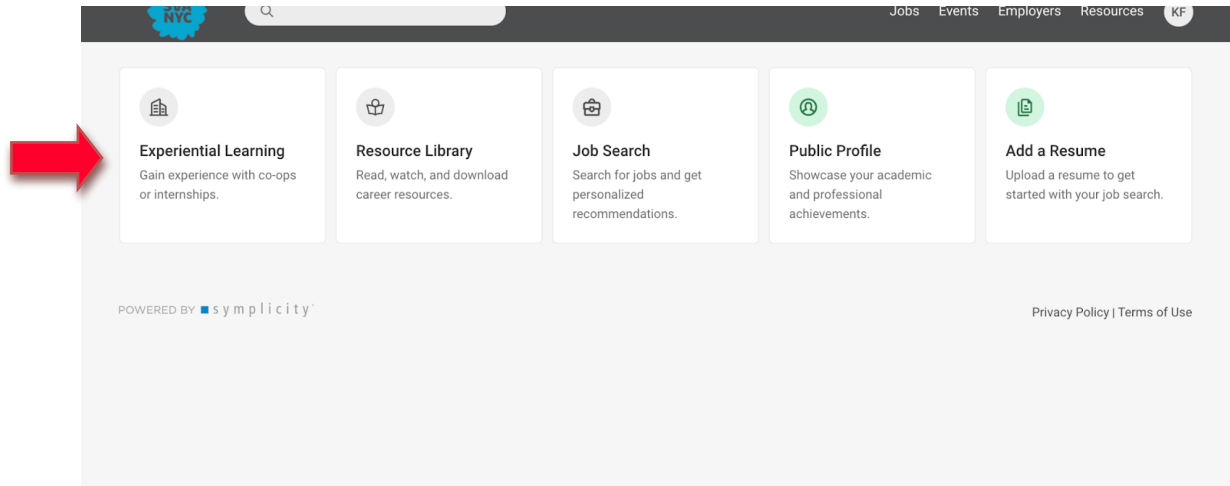


3. Then click on the button that says APPLY FOR INTERNSHIP.
4. Complete all required fields. If you need to come back to your form later, click the SAVE AS DRAFT button at the top or bottom of the form.
5. Read and agree to the course requirements before submitting your application. Once you're finished,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



## 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.
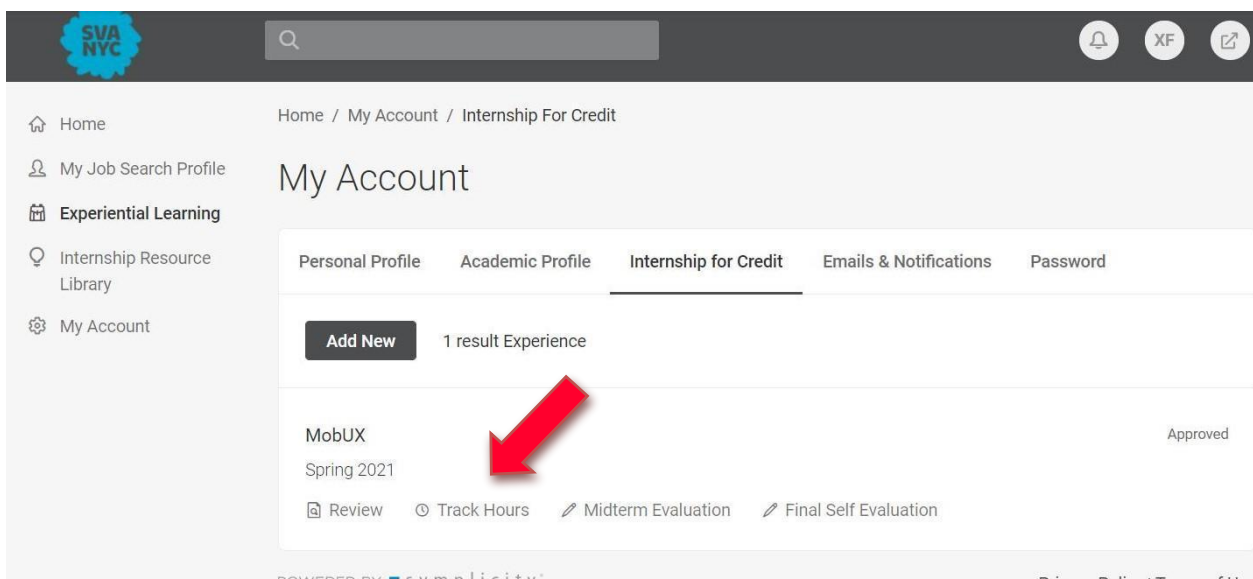


4.  **Scroll down to the middle of the page** and click the ADD HOURS button.

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.
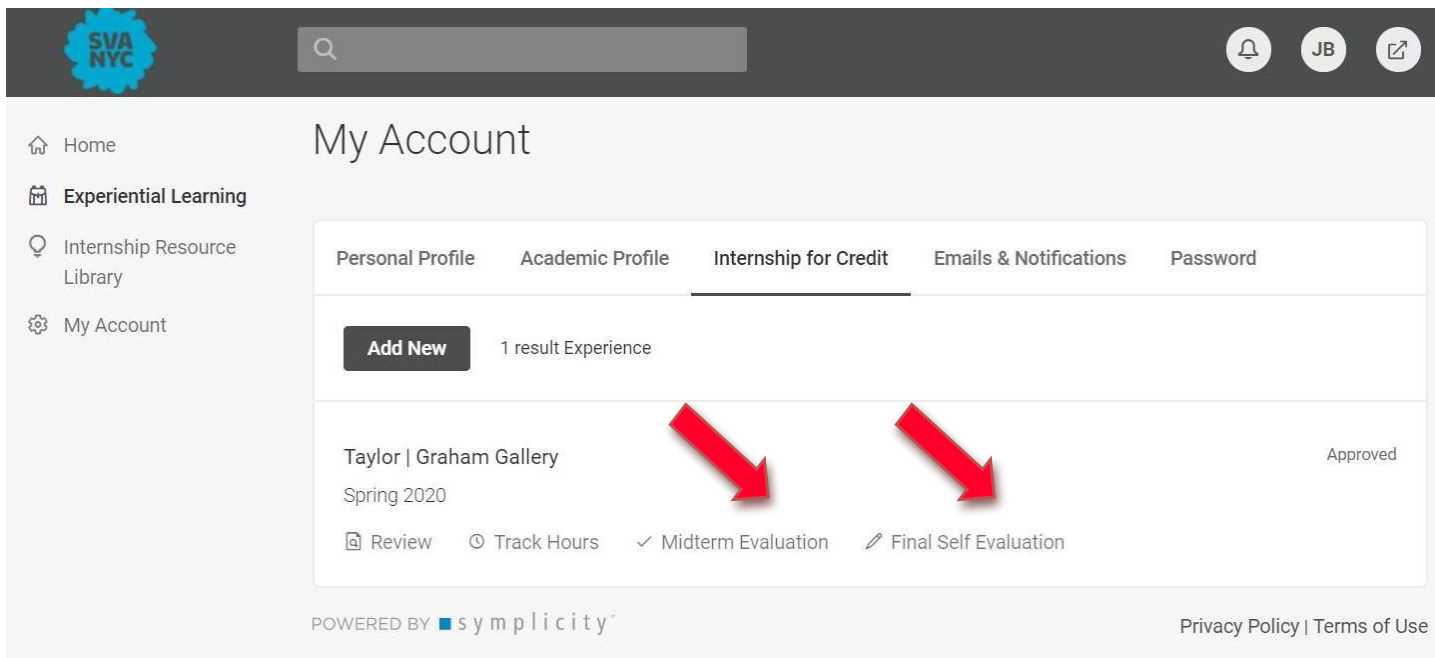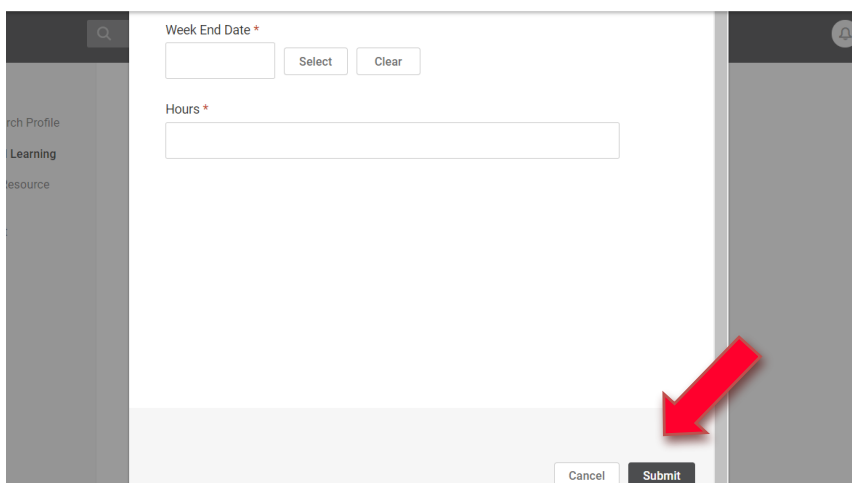


6.  To add another week of hours, click the ADD HOURS button that will appear after you click SUBMIT. Do not click this if you are finished adding hours for now.

# 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.

# 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.