Guide to Internship for Credit Program

Internship for Credit is a studio elective course (3 credits) graded Pass/Fail. You must complete 150 hours between the semester start and end dates, and must be supervised by a creative in your field. Internships may be paid or unpaid; this does not affect credit. Credits are not awarded for past semesters, only for the semester in which you have been enrolled in the course and completed your hours.

Important Dates

Online application opens: **Monday, April 15th**
International students’ deadline to BEGIN work on May 7th: **Friday, April 19th**
FIRST day students may work (if application and CPT is approved): **Tuesday, May 7th**
Online application closes: **Friday, June 7th**
All internship coursework due: **Monday, August 12th**
LAST day students may work at internship: **Monday, August 26th**

Credits

To receive credit, you must:
- Complete a Midterm and a Final Self Evaluation
- Complete 150 hours of work between the first and last days of the semester
- Track your hours on CareerLink
- Participate in the weekly online course by contributing to all discussion posts (if student has successfully completed program once already, this is optional)

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.
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 will your work schedule be like?**
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 10-12 weeks.*

**Who is your Academic Advisor?**

**For Fall/Spring internships: How many credits are you registered for?**

**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
- Company address
- Company website
- Your supervisor’s name
- Your supervisor’s job title
- Your supervisor’s email address
- Your supervisor’s phone number

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

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

For International Students

**What type of visa do you have?**

**Do you have your Letter of Hire as a PDF document 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 at least 2 weeks from the date you submit your online application. Failure to follow either of these guidelines means we will not approve your application!*
Application Steps

Once you have determined you meet the program’s criteria and have secured an internship, log on to careerlink.sva.edu using your MySVA ID and password. Once logged in, you can view video tutorials or download a Tip Sheet to the right of the homepage.

For U.S Citizens/Permanent Residents

1. **Online application**: Complete the Internship Application form with your personal AND 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.
3. **Employer review**: Once approved, 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, you may begin to work.

For International Students

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.
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 AT LEAST 2 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, 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 Students’ Office (ISO) will review your application and process your CPT. Once ready, they will notify you to pick up your new I-20. YOU CANNOT BEGIN WORKING UNTIL YOU RECEIVE YOUR NEW I-20! It takes up to 10 business days for your application get approved and to receive your new I-20, so build this time into your planned start date.
7. **Begin work**: Once you have picked up your new I-20 from ISO, you may begin working at your internship.
F-1 International Students and CPT

Curricular Practical Training (CPT) is employment as part of an established curriculum. It is work/study, internship or cooperative education approved by your program.

Per SVA policy, only internships for credit qualify for CPT. If you want to engage in non-credit internship, consider applying for Pre-Completion Optional Practical Training (OPT). Contact the ISO for assistance.

Eligibility

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.

Work hours

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

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.

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.
International students MUST submit a Letter that follows this template precisely. Save this as a PDF and upload it in your online application.

OFFICIAL ORIGINAL COMPANY LETTERHEAD
BUSINESS ADDRESS

Date

To whom it may concern:

(Student’s Name) will intern with (Company’s Name) during the (Fall or Spring or Summer 20__) semester. The internship will begin on (Date - must be after stated semester start date – MUST BE AT LEAST 2 WEEKS FROM THE DATE STUDENT SUBMITS APPLICATION ONLINE!) and end on (Date – must be no later than stated SVA semester end date). (Student’s Name) will work (Days and Hours Each Day, i.e. Tuesday 10-6 and Thursday 10-6), 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 field of study. She/He will be working with (Supervisor’s Name) who can be reached at (Phone Number/Email). While interning with (Company’s Name) at (Company’s Office if it does not match business address listed at the top), (Student’s Name) will be (Internship Description and duties).

Sincerely,

SIGNATURE of Company Representative
TYPED NAME of Company Representative
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 My Account. Then click on Internship for Credit Program.
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.

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 My Account. Then click on Internship for Credit Program.
3. Under the name of your current internship site, you’ll see your options. Click on Track Hours.
4. 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 My Account. Then click on Internship for Credit Program.
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.