U.S./Permanent Resident Students’
Guide to Internship for Credit Program
SPRING 2020

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

To qualify, you must be a junior, senior or graduate student with a GPA of 3.25 or higher. If you do not meet those requirements you must get your Department Chair’s approval to participate in the internship.

The application cycle for the Spring 2020 semester is open from December 4 – January 17 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: Wednesday, December 4
FIRST DAY students may work: Monday, January 13 (first day of Spring semester)
Online application closes: Friday, January 17
Online internship course begins: Week of February 10
All internship coursework due: Friday, April 17
LAST day students may work at internship: Monday, May 4

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 CareerLink
• Complete a Midterm and a Final Self Evaluation
• Participate in the weekly online course
(Coursework is optional for graduate students and students who have participated in the program.)

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;
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 with a professional in your field. Freelance work or remote work does not meet this requirement.

3. Your application requires at least 1 week from the date you submit your application to when you can begin your internship to allow enough time to process.

4. Your internship work dates must fall between **January 13 and May 4.**

5. You must complete 150 hours in this internship over the semester (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.

7. 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.

8. 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

9. Employers are required to provide you a work station, computer and the required programs for your internship. If an employer requires you to use your own laptop and provide programs, please notify Career Development.

10. 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 reach out to Career Development via email or schedule an appointment online.
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
  o Company name
  o Company address
  o Company website
  o Your supervisor’s name
  o Your supervisor’s job title
  o Your supervisor’s email address
  o Your supervisor’s phone number

☐ 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 sva.edu/career, or email Career Development directly for the PDF.
Process of Applying

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. Please allow 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, you may begin work.
Using Careerlink: Applying Online

1. Go to careerlink.sva.edu, go to STUDENT/ALUMNI, and log in using your MySVA login info
2. In the left-hand navigation, click on My Account. Then click Internship for Credit Program.
3. Click on the button that says APPLY FOR INTERNSHIP.

4. Complete all required fields. You can SAVE AS DRAFT at the top or bottom of the form.
5. Read and agree to the course requirements before submitting your application. When finished, click SUBMIT to send it on to SVA Career Development for review.

Pending Application
Once submitted, it will appear as PENDING until both Career Development and your employer have approved it. If it requires editing, you will be emailed directly. DO NOT open a new application to submit updated materials.

Approved Application
Once approved, your advisor will register you for the course and notify you once that is done. US students may begin working after registration. International students must wait until they are notified to pick up their new CPT/I-20 from 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 weekly 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 login info.
2. In the left-hand navigation, click My Account. Then click Internship for Credit Program.
3. Under the name of your current internship, you’ll see your options. Click on

![Internship Tracking Screenshot]

4. Enter the Week Start Date and End Date, and the number of hours you worked that week.

![Track Hours Screenshot]

5. To add another week of hours, click the ADD HOURS button. Do not click this if you are done adding hours for now. All boxes must be filled to successfully submit hours.

6. When you’ve finished adding the hours you wish to add at this time, click SUBMIT.
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 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.