CAREER DEVELOPMENT

INTERNSHIP-FOR-CREDIT INFORMATION SESSION

PRESENTED BY
SVA Career Development | SVA International Student Office
OVERVIEW

- Work in a professional environment and gain hands-on experience while learning directly from professionals in their field of study.
- Supervised by an experienced creative professional in your field.
- On-site, remote, or hybrid work are all permitted for summer 2024.
- “Paid” or “Unpaid” is OK.
- Meet the minimum requirement of 150 working hours.
- Earn three (3) studio elective credits.
- Graded Pass/Fail.
- Managed online by Career Development through sva-csm.symplicity.com.
**ELIGIBILITY**

- Juniors, Seniors, & Graduate students in eligible MA, MFA, MPS programs
- 3.25 cumulative GPA or above
- For questions about your eligibility, please contact Career Development.
- Department Chair Approval Needed (send to cd@sva.edu prior to applying):

<table>
<thead>
<tr>
<th>Program</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>BFA Illustration</td>
<td>Fall and Spring semesters</td>
</tr>
<tr>
<td>BFA Comics</td>
<td>Fall and Spring semesters</td>
</tr>
<tr>
<td>MFA Products of Design</td>
<td>All semesters</td>
</tr>
<tr>
<td>MFA Photography, Video &amp; Related Media</td>
<td>All semesters</td>
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</tbody>
</table>

- Specific eligibility requirements for international students (F-1) will be detailed later in presentation.
## REQUIREMENTS

<table>
<thead>
<tr>
<th>To-Dos</th>
<th>Platform</th>
<th>Assignee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hours</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit hours weekly</td>
<td>Symplicity</td>
<td>All students</td>
</tr>
<tr>
<td><strong>Self-Evaluations</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Midterm, Final</td>
<td>Symplicity</td>
<td>All students</td>
</tr>
<tr>
<td><strong>Assignments</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weekly reading/discussion</td>
<td>Canvas</td>
<td>Undergraduates whose first internship at SVA</td>
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<tr>
<td><strong>Deadline</strong></td>
<td></td>
<td></td>
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<tr>
<td>August 5th, 2024</td>
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</tbody>
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# IMPORTANT DATES

<table>
<thead>
<tr>
<th>Application Dates</th>
<th>Work Period</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Open</strong>*</td>
<td>(the semester’s beginning and end dates)</td>
</tr>
<tr>
<td>Monday, April 15</td>
<td><strong>From</strong></td>
</tr>
<tr>
<td><strong>Deadline</strong></td>
<td><strong>Until</strong></td>
</tr>
<tr>
<td>Monday, June 3, 12pm</td>
<td>Monday, August 19</td>
</tr>
<tr>
<td><strong>All Requirements Due Date</strong></td>
<td></td>
</tr>
<tr>
<td>(Evaluations, Canvas coursework, and Hours)</td>
<td>Monday, August 5</td>
</tr>
</tbody>
</table>

* sva-csm.symplicity.com

** If approval process is complete. (Int’l students must also have new I-20)
FINDING AN INTERNSHIP

- Talk with your classmates and instructors
- SVA Online Job Board: collegecentral.com/sva
- SVA Career Development webpage “Resources by Major” sva.edu/career/resources
- “How Do I Find an Internship?” workshop - SVA MediaSpace
- Online internship/job boards
- Find connections and information on LinkedIn
- Direct application to companies that interest you
- Appointment with Career Development
**APPLICATION PROCESS**

1. **Accept internship offer** from employer. Share [Employer Internship Guide](#) with them.
2. **Prepare your information** for the online application using the Student Internship Guide page “Before Applying Online”.
3. **Complete application form** in [sva-csm.symplicity.com](#) by the deadline: **June 3, noon**
4. Career Development & your employer approve your application.
5. Your Academic Advisor registers you for the course and notifies you when you’re registered.
6. International students’ applications are reviewed and processed by ISO.
7. ISO notifies international students when their new I-20 is ready.

**US students:** apply **at least one week** before your internship Start Date  
**Int’l students:** apply **at least 2 - 3 weeks** before your internship Start Date
IMPORTANT NOTES

• All students can get PAID and receive CREDIT.
  ○ Receiving compensation requires a U.S. Social Security Number (SSN)

• Only ONE internship-for-credit per semester.

• Internship credit is not awarded retroactively.

• International students do NOT need CPT if interning and living anywhere outside of the U.S.

• International students’ remote internships must take place in the U.S. with a U.S. based-company.

• Be sure to tell employer about the Internship-for-Credit program; share Employers’ Guide with them in advance.
Q: DO I HAVE TO PAY FOR THE COURSE?

- Many students qualify for a TUITION WAIVER for the internship course.
- The online application poses questions for us to determine whether you qualify.
- Contact cd@sva.edu if you’re unsure of whether you qualify for a tuition waiver.
ONLINE APPLICATION SYSTEM

- Symplicity, sva-csm.symplicity.com
- Log in with your MyID.SVA User ID and password.
- Your information is already imported into the system.
- If prompted to “Test” and set up your profile, you may click through and ignore or create a profile.
ONLINE APPLICATION SYSTEM

Sign in with your account to access Symplicity CareerLink Career Services Management System Access.

- **Internship for Credit**: Gain experience with co-ops or internships.
- **Resource Library**: Read, watch, and download career resources.
- **Public Profile**: Showcase your academic and professional achievements.

Powered by Symplicity.
INTERNATIONAL STUDENTS: Your internship may be APPROVED by Career Development, but you may not begin working until you have picked up your new I-20 from the International Student Office. ISO will notify you when your new I-20 is ready for pickup.

Click here for contact information for ISO.
Questions? Internship FAQs

Apply For Internship

Add New

No job title reported for United Nations Secretariat
United Nations Secretariat
Fall 2022
Review Track Hours Midterm Evaluation Final Self Evaluation

No job title reported for Hatch
Hatch
Summer 2022
Review Track Hours Midterm Evaluation Final Self Evaluation

Powered by symplicity
MORE INFORMATION

- If you have trouble logging into Symplicity, try using different browsers or clear your browser cache.

- “Student Internship Guide” is available on sva.edu/internships

- Be sure to share “Employers’ Guide to SVA Internship-for-Credit Program” with your employer/supervisor.

- Contact us at cd@sva.edu for any questions or visit sva.edu/career.

- Visit our next Virtual Office Hour on Thursday, April 4th, from 1:00 to 2:00pm. (The weekly Virtual Office Hour schedule is every Thursday from 1:00 to 2:00pm.)
INTERNATIONAL STUDENTS (F-1 STUDENTS)
STUDENT ATTENTATION: You should read everything on this page carefully. Be sure that you understand the terms and conditions concerning your admission and stay in the United States as a nonimmigrant student before signing the student authorization on page 1 of the Form I-20 A. H. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

FORM I-20: The Form I-20 (this form) is the primary document to show that you have been admitted to school in the United States and that you are authorized to apply for the admission to the United States in F-1 class of admission. You must have your Form I-20 with you at all times. If you lose your Form I-20, you must request a new one from your designated school official (DSO) at the school named on your Form I-20.

VISUAL APPLICATION: You must give this Form I-20 to the U.S. consular officer at the time of visa application, in a visa interview or at the time of visa issuance (if it is required). If you have a Form I-20 from more than one school, be sure to present the Form I-20 from the school you plan to attend. Your visa will include the name of that school, and you must attend that school upon entering the United States. You must also provide evidence of support for tuition and fees and living expenses while you are in the United States.

ADMISSION: When you enter the United States, you must present the following documents to the officer at the port of entry. 1) a Form I-20; 2) a valid F-1 (visualizations you may be exempt from visa requirements); 3) a valid passport; and 4) evidence of support for tuition and fees and living expenses while you are in the United States. The agent should return all documents to you before you leave the inspection area.

REPORT TO SCHOOL: NAMED ON YOUR FORM I-20 AND VISAS.

Upon your first entry to the United States, you must report to the DSO at the school named on your Form I-20 and visa (unless you may be exempt from visa requirements). If you decide to attend another school before you enter the United States, you must present a Form I-20 from the new school to a U.S. consular officer in order to gain a visa that enables you to enroll in the new school. You must date your Form I-20 no more than 30 days prior to the start date and subject you to deportation.

EMPLOYMENT: Unlawful employment in the United States is a reason for terminating your F-1 status and deporting you from the United States. You may not be employed off-campus in excess of 20 hours per week during the summer term or at any time if you are on academic or grace periods.

PERIOD OF STAY: You may remain in the United States while taking a full course of study as an F-1 nonimmigrant student. The period of stay ends when you have received a degree or are required to leave the United States on the earlier of the following dates: 1) the program end date on your Form I-20 plus 60 days; 2) the end date of your OPT plus 60 days; or 3) the termination of your program for any other reason. Contact your DSO for details.

EXTENSION OF PROGRAM: If you cannot complete the education program by the program and date on page 1 of your Form I-20, you should contact your DSO before your program end date to request an extension.

SCHOOL TRANSFER: To transfer schools, first notify the DSO at the school you are attending of your plan to transfer; then obtain a Form I-20 from the DSO at the school you plan to attend. Return the Form I-20 to the DSO at that school within 15 days after beginning of attendance at the new school. The DSO will then report the transfer to the Department of Homeland Security (DHS). You must enroll in the new school at the next session start date. The DSO in the new school must update your registration in SEVIS.

Do NOT Engage in Unauthorized Employment

Unauthorized employment is a violation of status, so this rule must be observed carefully. F-1 students may work on-campus for a maximum of 20 hours per week during the spring and fall semesters and full-time during vacations.

Students may also engage in internships after receiving approval for Internship for Credit through Career Development and being authorized for Curricular Practical Training (CPT) by the ISO.

Optional Practical Training (OPT), must be authorized by the U.S. Citizenship and Immigration Services (USCIS) before you start working.
CURRICULAR PRACTICAL TRAINING

- Gives international students LEGAL Authorization to gain employment training such as internship with a U.S.-based employer
- International Students MUST apply for CPT in order to intern for credit
- You are **UNAUTHORIZED** to work Off-Campus (*paid or unpaid*) in the U.S. without participating in the Internship-for-Credit Program
- The internship MUST be related to your major (field of studies)
CPT ELIGIBILITY

By U.S. Government regulation you **MUST** have been in school **in the U.S.** for **2 Consecutive Semesters (1 Full Academic Year)**

with **active** F-1 Status*

in order to qualify for CPT

*If you are returning from an Authorized Leave of Absence or Interruption of Studies or have questions about your eligibility, please contact ISO.
WORK HOURS

During the Fall & Spring Semesters (Academic Semesters)
● Can be authorized for part-time employment maximum of 20 hours per week

During the Summer Semester
● Can be authorized for part-time or full-time employment exceeding 20 hours per week
MODALITY

● Students who enroll in an internship fully remotely will be considered to enroll in an online course.
  ○ Remote internship must take place in the U.S. with a U.S. based-company.
  ○ You can take only one online course per semester.

● Onsite or hybrid internships will be considered as in-person courses.
COMPENSATION?

Internship for Credit & CPT can be

PAID or UNPAID

*You MUST be approved for UNPAID INTERNSHIP*
Process of Applying for International Students

* Do not start working until your start date and have your CPT I-20
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-5PM and Thursday 10AM-5PM), 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
1. Is it on a formal letterhead?
2. Is your name spelled correctly?
3. Are the dates correct?
4. Are you being paid and it is shown?
   a. This is important for the SSN, if needed
5. Is the company address correct?
6. Is it signed?
   a. A signature from the Internship employer is required
CPT Employment Authorization is only valid for the Employer & Duration Listed on your new I-20

If you wish to intern with the same employer next semester, you must apply to the Internship for Credit program again and receive a new CPT I-20

○ DO NOT work past the end date listed on your CPT I-20
Tax ID

**NOT a work permit**

*Issued by the Social Security Administration*
Applying for the Social Security Number (SSN)

1. Must be approved for the Internship-for-Credit program
2. Must have received your digitally signed CPT I-20
3. Other immigration related documents: Most recent I-94 and valid passport
4. Do the SS-5 Application online and then you can print out the confirmation letter
5. Go to a local Social Security Card Center with your documents
6. Once approved, you will receive your SSN card in the mail in 2 - 3 weeks
   a. Employers may require an SSN for “onboarding” for either a paid or unpaid internship. Be sure to explain your situation to your employer.
*IMPORTANT REMINDERS*

- Do **NOT** begin working until you have CPT Authorization **AND** have your updated CPT I-20
- CPT is only valid for **the employer** and **duration** listed on your new I-20
  - A new Internship for Credit application is required to work in the next semester
- The Internship-for-Credit application must be completed by the deadline each semester
- Allow at least **2 -3 weeks** from the day you submit the online application form to the date you can receive your new I-20 and begin working
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CONTACT US!

International Student Office  iso@sva.edu
Virtual Advising by Appointment  svaiso.youcanbook.me
Virtual Drop-in Hour:  Thursday from 1:00pm-2:00pm (ET)

WEBSITE:  https://sva.edu/students/international-students

Career Development  cd@sva.edu
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