<p align="center">Frequently Asked Questions & Process Overview</p>

Registering for Internship Credit
& Requesting Work Authorization

OPTIONS: What are my options for obtaining credit for my internship?

Students may intern using FRE-GY.7021 (1.5 credits) in the following ways:

- **OPTION #1: Use <u>two</u> internships as Capstone experience**
    - In order to use internship credits as a capstone experience, students must use two internships (in TWO separate semesters), either with the same company or separate companies. Students must also complete a written report on each experience

    - 1 semester internship & written report [1.5 Credits] **X 2** = Capstone Credit

      NOTE: If a student interns one time with the intention of doing a 2nd internship in a later semester, but is unable to obtain a second internship or decides they no longer want to do a 2nd internship, the 1.5 credits used for the first internship will be used towards free elective credits (option 2) and the student will need to choose a different capstone experience (project, thesis, (2) 1.5 credit special topics).

- **OPTION #2: Use Internship(s) Towards Free Elective Credits**

    - Students may register for ELECTIVE credits FRE-GY.7021 <u>one</u> time (for a total of 1.5 credits) or <u>two</u> times (for a total of 3 credits)
    - This allows a student to do a separate capstone option if they should choose.
    - Note – even though this course is titled "capstone," if you choose to do a different capstone, the credits from this course would go to elective credits.

** Note: international visa students have a **3 credit maximum (two 1.5 credit internships) for CPT use** **

May I do an internship AND a separate capstone experience?

- Yes – you can use your internship credits as ELECTIVE credits, and do a separate capstone.

APPROVAL: How do I obtain approval to register for the internship credits in Albert and begin the process? What about CPT?

- **Step 1: Request FRE Internship Credit Approval / Permission Number**: The first step is requesting FRE Credit approval from Professor Agnes Tourin, who oversees the Capstone course. You will need to provide the details of the internship (offer letter, description, start and end dates) and let her know which credit option you are choosing (capstone or elective). That request should be submitted here: FRE Internship Credit Request Form
- Note: The information you will need to provide to Prof Tourin in order to begin the process: Document that includes the following - (on company letterhead) job description, hours per week, start and end dates, name of manager, company and group name, pay rate & location. This should be signed by the hiring manager or HR.
- **Step 2: Obtain Permission Number** - Once approved by Prof Tourin, you will receive a **permission number** allowing you to register.
- **Step 3: Submit CPT Request Form[Students Requiring CPT]** → You will need to complete your CPT application via the CPT Electronic Request Form. Additional details on this process are available on the NYU OGS website. This will be electronically reviewed for approval by the OGS (Office of Global Services) and will also be sent back to Prof Tourin / FRE department for final approval.

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DEADLINES: What are the deadlines for registering my internship in Albert? What about CPT?

- _For Internship (Capstone or Elective) Credit_: Students will need to do this by the **registration deadline for the term** that they wish to intern. See the academic calendar for exact dates: http://www.nyu.edu/registrar/calendars/university-academic-calendar.html

- _For CPT_: The OGS (Office of Global Services) website recommends that students should make the CPT request at least 10 business days before the start of the internship (which should be aligned to the dates of that term). You <u>must first be registered for course credit</u> for your internship in order to get CPT. Students should refer to the **Office of Global Services regarding specific details for CPT** and contact the OGS directly with questions: https://www.nyu.edu/students/student-information-and-resources/student-visa-and-immigration/current-students/employment-and-tax/curricular-practical-training.html

What are the requirements for the internship report?

A **10-20 page (single spaced, 12 font) report** must be presented to the advisor at the completion of the internship (due on the final day of the term, via email). The report should explain:

- **which courses and topics in the MSFE program that the internship was related to**, and how they are related
- the tasks that were required of the student and the topics learned during the internship, both theoretical and practical
- main objective / goals of the internship
- obstacles / challenges encountered and how they were overcome
- technology and platforms used

More information will be provided by Prof Agnes Tourin to those who register for internships.

When am I permitted to intern?

- International students on an F1 Visa may intern after the completion of 2 full-time semesters as a student in the U.S.
- Most students intern: the summer between 1st and 2nd year **and/or** Fall or Spring Semester of 2nd year.
- Note: The internship dates must match (roughly) the semester dates in Albert.

How many hours a week do I need to work for an internship?

- 20 hours per week for part-time
- 40 hours a week is considered full-time
  The internship start/end dates must very closely match the Semester's dates (see Albert).

  CPT is typically done on a part-time basis (up to 20 hrs/wk) during school year and on a full-time basis during vacation periods. **Students are, however, permitted to intern full-time in their final semester if they are only registered for 3.00 credits in addition to the internship.**

Am I allowed to do an unpaid internship or volunteer work?

- Guidelines for unpaid internships and volunteer work are set forth by the government. If you are considering doing an unpaid internship or volunteer work, please be sure to read the guidelines **in detail** to ensure you are in compliance with these guidelines: https://www.nyu.edu/students/student-information-and-resources/student-visa-and-immigration/current-students/employment-and-tax/unpaid-internships-and-volunteer-work.html

As a student on a visa, do I NEED TO USE CPT to intern even if it is unpaid, part-time, etc?

- As a student on a visa, you need to use CPT in order to work (whether paid, unpaid, full-time, part-time, etc). As such, you'll need to use credits to do this.

More about the process for CPT, as well as information on OPT and other types of work authorization is available on the NYU OGS Website.

For all students – updated August 2017