



University of
New Haven

Internship for International students



Agenda



1 ***Panel***

2 ***Process Overview***

3 ***Graduate Program Advisor***

4 ***University Immigration Services***

5 ***Internship Director***

6 ***A Word about Professionalism***

Process Overview & Responsibilities

Student

- Establishes Profile in Charger Link (AcadeME)
- Applies for Internship
- Completes registration form with job description
- Once approved, student submits Weekly Work Log (including hours worked)
- Student Uploads Final Reflection Paper in AcadeME for Grading

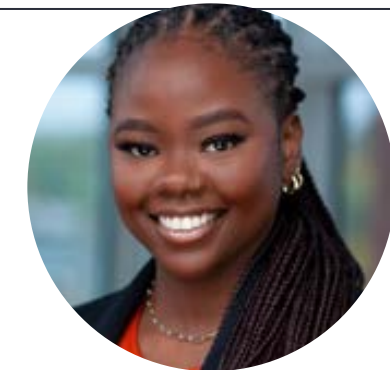
Graduate Program advisors

- Internship Advising form
- 3-credit internship is eligible to satisfy degree requirements
- 1-credit internship is an extra course and doesn't satisfy degree requirements
- Full time/Part time policy
- Remote/On ground policy



Career development

- Validates Internship
- Supports Faculty & Student throughout the Process
- Processes Internship Registration & Support through "ChargerLink" system
- Collects and makes available Internship Data



University Immigration Services

- Submit the CPT Request Form to UIS along with the approved Chargerlink form and the offer letter.
- Get the I-20 with CPT on page two. You need this before you can start working.
- If you need to get the SSN, ask UIS for a FT Status Letter.

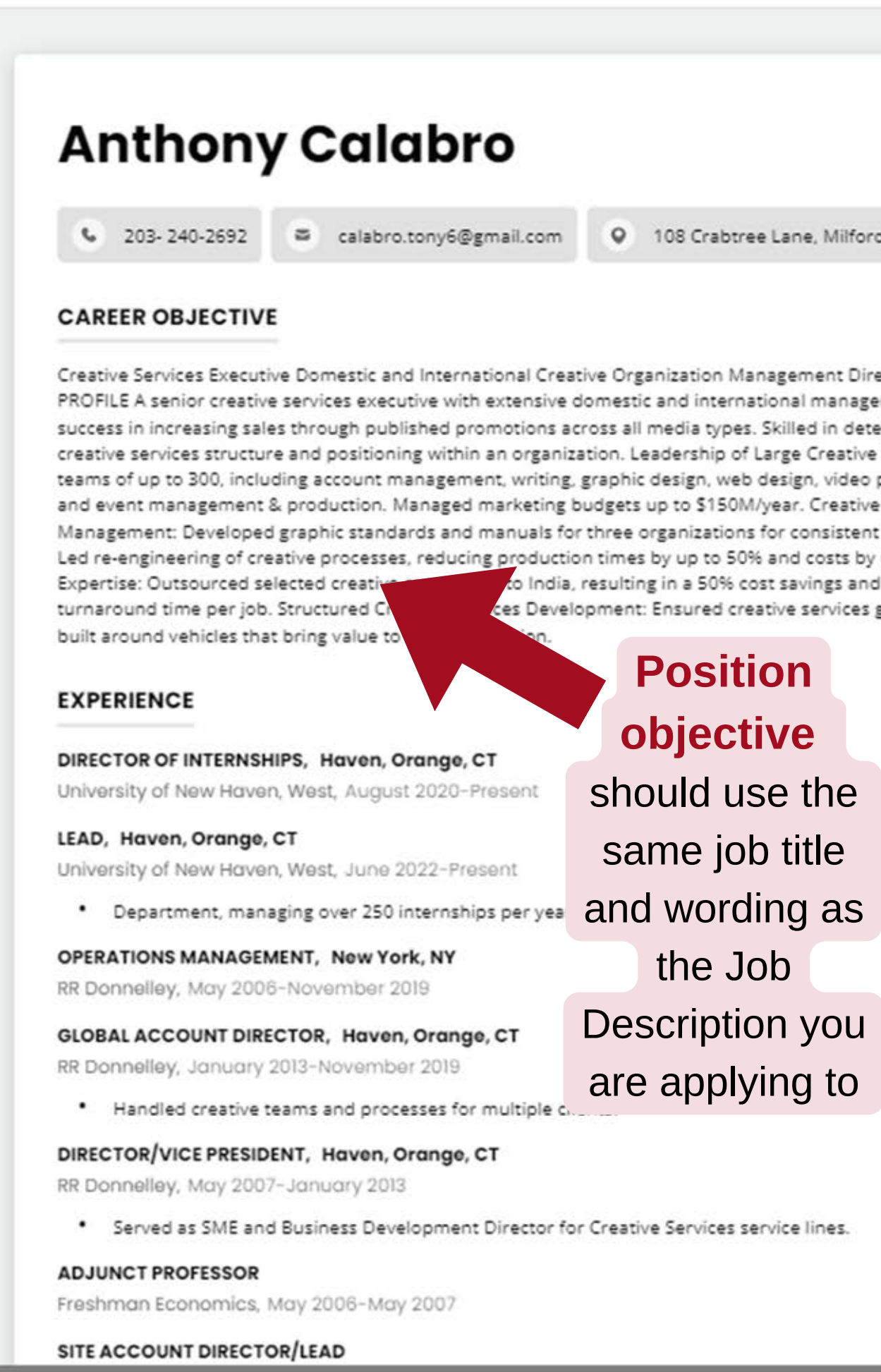
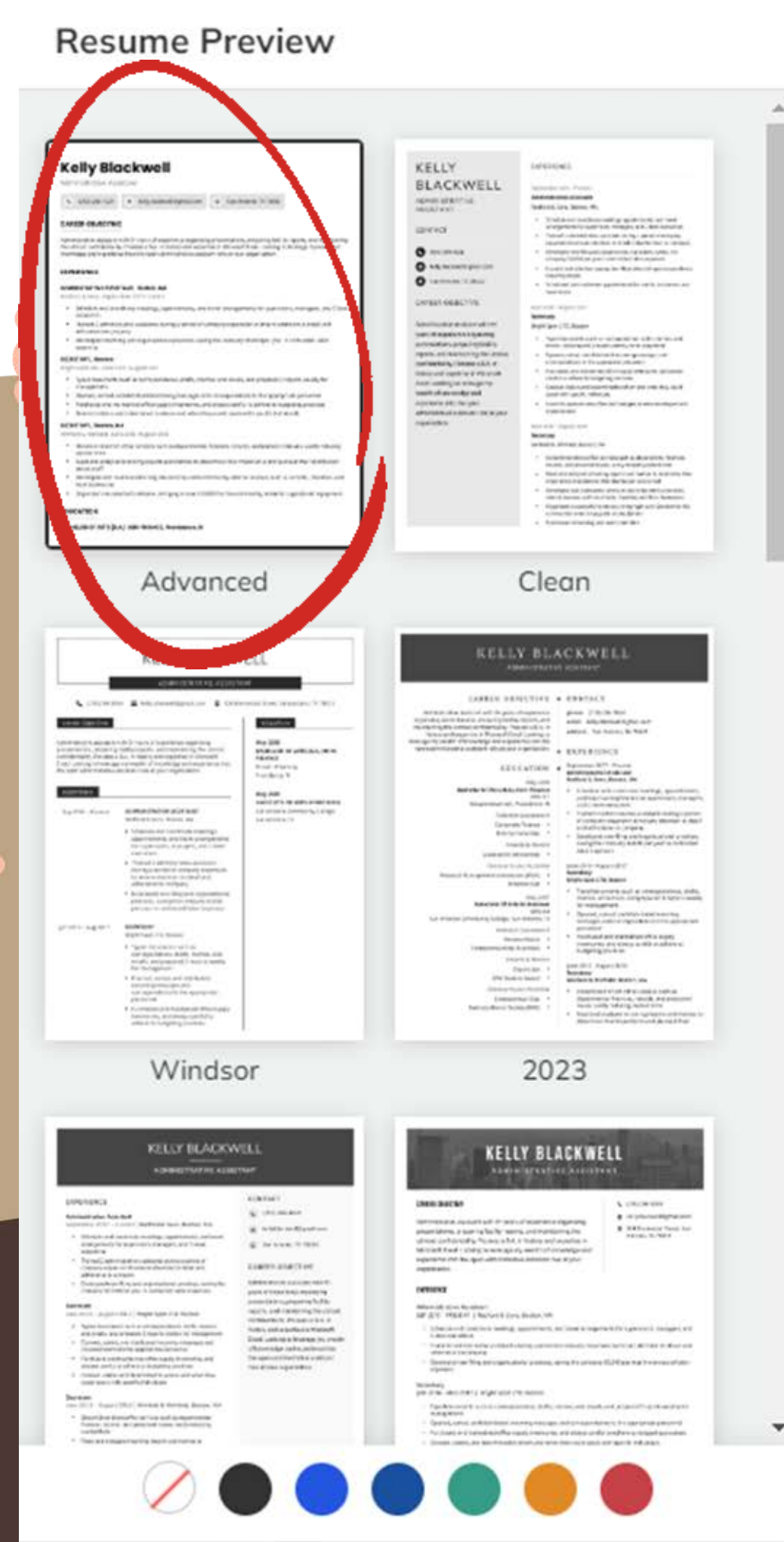


Faculty & Internship advisor

- Approves Internship after Employer Approval
- Meets with Student Periodically to Monitor Progress
- Grades Student's Internship based on Weekly Logs and final Reflection Paper



It starts with the Resume



Position objective should use the same job title and wording as the Job Description you are applying to

International Students add one of these

Prior to graduation when looking for internships:

I am currently on the F-1 student visa, but I am eligible for employment under Curricular Practical Training.

After graduation when on OPT. The part about the pending

EAD can be removed when they get the EAD:

I am currently on the F-1 student visa, but I am eligible for employment under Optional Practical Training. My EAD is pending approval with USCIS

Where to find the Jobs

It is your responsibility to find an internship

Career Development Website (ChargerLink)

LinkedIn

Indeed

Faculty Advisors & Prior Relationships

Networking Friends Family

Interstride



Where to find the jobs

► **ChargerLink**

The screenshot shows a job search interface with a blue header bar containing "Followed Companies" and "Submit a Word doc for CDC review here". Below the header are filter dropdowns for "Industry", "Position Type", "City", "Experience", and "Free Query". A blue button labeled "Show Top Results On Map" is positioned below the filters. The main area displays a grid of job listings, each with a company logo, a match score (e.g., "Match: ★★★★★☆"), the job title, the company name, and a "View Job Info" link with a job ID. The listings include:

- Assistant Vice President of Student... (RCA SOFTWARE AND ACADEMIC SERVICES COF)
- Marketing Intern (Arts In CT Corporation)
- Procurement Analyst (Subway)
- Administrative Assistant (Maldonado Small Business Consulting)
- Internship Openings Abroad ((Ne... (Artbound Initiative)
- Events Charger Ambassador II (U... (University of New Haven - Undergraduate Adn)
- Teaching English at a university, e... (The Bridge to Success)
- Financial Intern (Parkview Advance LLC)
- Connecticut Sales Internship (Spr... (Liberty Mutual Insurance)
- Conferences & Events Intern (Yale Conferences & Events)

The bottom of the image shows a Windows taskbar with a search bar and various application icons.

Where to find the jobs

▶ LinkedIn

ch/?currentJobId=3455455744&geold=10028400&keywords=Internship&location=New%20Haven%20County%2C%20Connecticut%2C%20United%20States&refresh=true

in Internship New Haven County, Connecti... Search

Jobs Date posted Experience level Company Job type On-site/remote Easy Apply All filters

Internship in New Haven County, Connecticut, Unite... 2,329 results Set alert

SHERWIN WILLIAMS Management & Sales Summer Internship
Sherwin-Williams
Waterbury, CT (On-site)
1 connection works here
Promoted · 6 applicants

Enterprise Summer Truck Rental Account Specialist Internship - Waterbury, Connecticut
Enterprise
Waterbury, CT
Actively recruiting
Promoted · 1 applicant

THE BORGEN PROJECT Volunteer: HR Internship
The Borgen Project
New Haven, CT (Hybrid)
1 alum works here
Promoted

ARVINAS Summer Internship, Neurodegeneration-In Vivo Pharmacology
Arvinas
New Haven, CT (Hybrid)
Medical, Vision, Dental
Actively recruiting
Promoted

W 2023 Experiential Internship - Corporate Responsibility, Brand and Communications (Illinois)
WayUp
New Haven, CT (On-site)
1 week ago · 0 applicants

Management & Sales Summer Internship
Sherwin-Williams · Waterbury, CT (On-site) 4 days ago · 6 applicants

Part-time · Internship
10,001+ employees · Chemical Manufacturing
1 connection · 8 school alumni
See how you compare to 6 applicants. [Retry Premium Free](#)
Skills: Customer Service, Sales, +8 more

Apply Save

WELCOME TO SHERWIN-WILLIAMS

Here, we believe there's not one path to success, we believe in careers that grow with you. Whoever you are or wherever you come from in the world, there's a place for you at Sherwin-Williams. We provide you with the opportunity to explore your curiosity and drive us forward. We'll give you the space to share your strengths and we want you to show us what you can do. You can innovate, grow and discover in a place where you can thrive and Let Your Colors Show!

Sherwin-Williams values the unique talents and abilities from all backgrounds and characteristics. All qualified individuals are encouraged to apply, including individuals with disabilities and Protected Veterans.

Job Description

The Sherwin-Williams Management & Sales Internship is a PAID, 10-12-week program over the course of the summer, offering hands-on experience in management, sales and store operations while delivering meaningful customer experiences. Our store internship program is designed to provide you with a comprehensive learning experience by gaining practical business-to-business and retail experience working in a paint store. You will gain insight on a career in outside sales by traveling with a Sales Representative and spending structured time with your management team. You will also complete a project that addresses critical business issues alongside your peers and with the support of leadership.

Where to find the jobs

► Indeed

indeed Discover jobs Company reviews Find salaries

What Internship Where New Haven County, CT

Date posted Remote Within 25 miles Salary estimate Job type Encour

Company Experience level Education

Internship jobs in New Haven County, CT

Sort by: **relevance** - date 332 jobs

Social Media Intern
Fork Hospitality
New Haven, CT
\$15 - \$16 an hour Internship
Choose your own hours
Easily apply Responsive employer
Posted 7 days ago

Seasonal Rental Representative/Intern
Penske 3.4 ★
West Haven, CT 06516

Social Media Intern
Fork Hospitality
New Haven, CT
\$15 - \$16 an hour - Internship
Responded to 51-74% of applications in days.
Apply now

Profile insights
Here's how your profile aligns with the job

Skills
Social media management ?
Do you have experience in Social media management?

Where to find the jobs

▶ Interstride

Information Technology

Faculty and Staff Directory

[Meet the Staff!](#)

Matt Caporale - Executive Director
Amanda Polito - Graduate Operations Assistant
Sharyu Harbade - Graduate Operations Assistant




Baki Izzat - Employer Relations Manager
Anita Sebabi - Employer Relations Manager, Diversity Recruiting
Anisha Nizampuram - Graduate Assistant Employer Relations

Jessica Sztaimberg - Career Advisor
Toby Byrd - Career Advisor
Natalie Criniti - Career Advisor

Aisha Aslam - Graduate Career Development Assistant
Joe Brophy - Graduate Career Development Assistant
Zaria Dickerson-Parker - Peer Career Advisor
Remo Dilorenzo - Peer Career Advisor
Lyna Faulkner - Peer Career Advisor

careerdevelopmentcenter@newhaven.edu

[203-479-4858](tel:203-479-4858)


Get Resources!

[Disability and Neurodivergent Resources](#)

Get a Job/Internship!


ChargerLink
Powered by AcadeME

Login to ChargerLink to register your internship or to browse job/internship postings. Please allow 1-2 business days for resume/cover letter reviews.

 **Interstride**

Internship & Job Postings from Top 500 H1-B Providers!
Information on CPT, OPT, and STEM Extensions
Company Research and Data – who hires international?
Webinars and Events to help secure internships & jobs

Click the image link above and enter your UNH email to get started!

 **biginterview** [MOCK INTERVIEW WITH IMMEDIATE AI FEEDBACK](#)

Have an interview coming up? Want to practice answering common



1. What is Interstride?

- Interstride is a technology platform that assists students with finding job opportunities, immigration hurdles, community integration, and overall university engagement.

2. Who can use Interstride?

- Both domestic and international students can use Interstride. Interstride is for any undergraduate and graduate student interested in exploring employment opportunities in the U.S. or abroad. Interstride is especially useful for international students pursuing opportunities in the U.S.

3. Can I still access Interstride as an alumni?

- Alumni are welcome to use Interstride. You can request access from your university by going to students.interstride.com and entering your information.

4. My university email is about to expire. How do I continue to access Interstride?

- Go to your Interstride profile and update your email in the 'My Info' section to ensure you don't lose access. You can also connect your LinkedIn account and log in using your LinkedIn credentials.

Internship Advising

Pompea College of Business:

- offers only **1** credit and **3** credits internship.
- does **NOT** offer zero credit internship.

Students are eligible to enroll in an internship:

- After the completion of 9 credits.
- For up to two terms within the duration of their program.
Students are NOT eligible to register for more than two internships (two terms) within the duration of their program.



Internship Advising

STUDENT:

- First needs to email their advisor to see if they are eligible for an internship and/or a course substitution.
- Must first clear the hold if any. If the student has a hold, they would **not** be able to enroll in an internship.
- Is required to complete a minimum of 50 hours per internship credit. If the student is enrolled in a 3-credit internship, this means they are required to complete a minimum of 150 hours.

Internship Director/ Program Coordinator reviews the internship offer letter to examine and approve the internship. Once the internship is approved by all parties, it will be automatically registered to the students account as long as the account is in good standing, **NO HOLDS.**



Internship Advising



Graduate Programs Advisors:

The primary advisors for the MBA and the secondary advisors for the MS programs are:

- **Jennifer Carr**, JCarr@newhaven.edu if your last names starts with **A- L**
- **Mona Mehrabi**, MMehrabi@newhaven.edu if your last names starts with **M- Z**

The Advisor reviews the student's degree audit and then makes one of the following recommendations:

- Enroll in a **1-credit** internship if your internship will **not** count towards your degree requirement. In this case the student can enroll in an internship at any point in a semester and is required to complete a minimum of 50 hours. The **one-credit** internship course for **all** PCOB graduate programs is BUSA 6598.
- Enroll in a **3-credit** internship if your internship will count towards your degree requirement. In this case the student is required to be enrolled in an internship by **add/drop deadline** and completes a minimum of 150 hours. The following chart shows the **3-credit** internship course for PCOB graduate programs,



If the student is in the following program:	Then they need to enroll in this internship course:
MBA	BUSA 6598
MS Business Analytics	BUSA 6598
MS Accounting	ACCT 6694
MS Finance and Financial Analytics	FINC 6693
MS Human Resource Management	MGMT 6694

Part time / Full time policy

The internship is required to be **part time** (less than 20 hours per week) if,

- The internship is enrolled for fall and spring terms.
- The internship is enrolled in final term. Final term is defined the term which the student finishes up their program. This policy applies to all possible final terms: Fall, Spring, Intersession and Summer.

The internship is eligible to be **full time** (maximum 40 hours per week) if,

- The internship is enrolled in summer/intersession and,
- Summer/intersession is **NOT** the final term.



On ground / Remote policy

- For an internship to be counted as on-ground credits, it must be on-site and within a reasonable commute of 100 miles from campus.
- A remote internship is a work-from-home type job, sometimes referred to as telecommuting.
- Remote internship does **not** refer to a **distant on-site** location in Texas or California (for example).
- Students can go out of state for an internship during an optional summer/intersession term but need to be back on campus in the fall/spring.



On ground / Remote policy

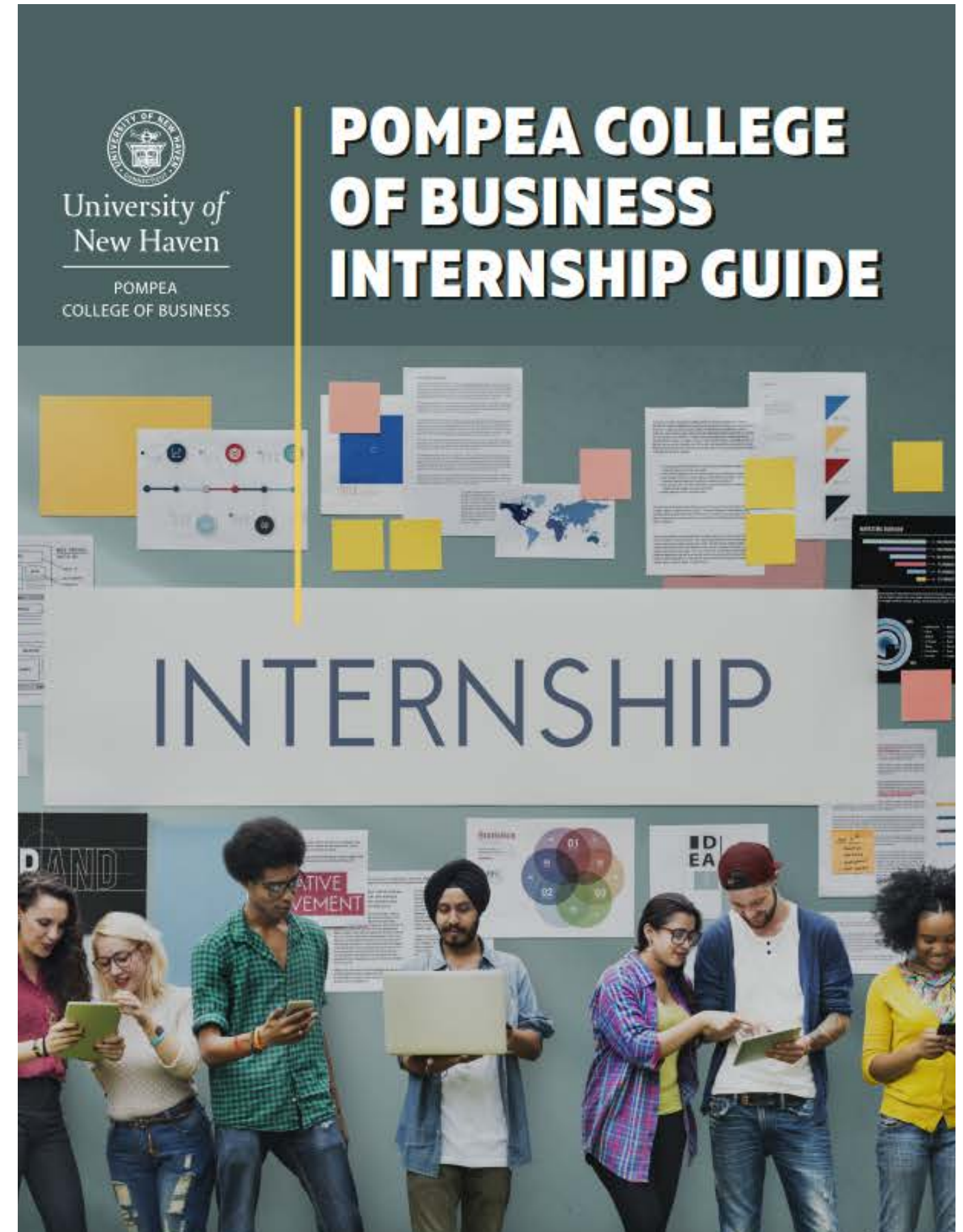
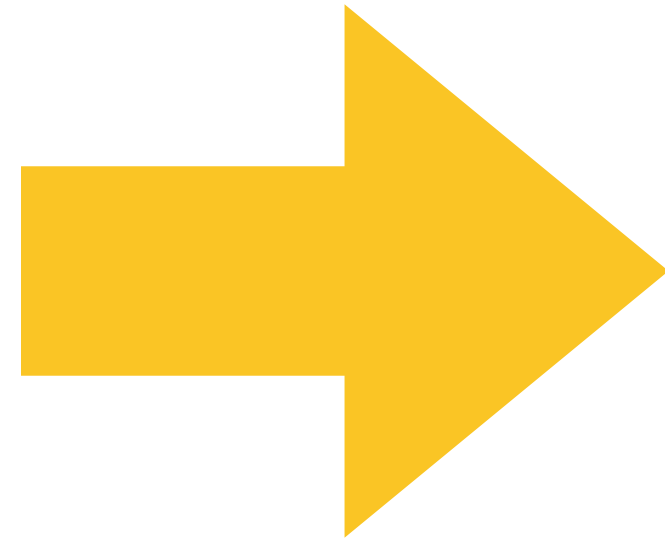
The internship is eligible to be **remote if,**

- The student is enrolled in 9 or more credits including the internship, of which 6 credits are on ground during fall, spring and final terms.
- The student is enrolled in less than 9 credits including the internship, of which 3 credits are on ground during final terms.
- The student is enrolled in an internship in Summer/ Intersession that is not their final term. Summer and Intersession terms are optional, so the student is not required to abide by the full-time enrollment policy. If the student chooses to finish their remaining degree requirements in summer/intersession, then summer/ intersession terms are considered mandatory terms, and the student is required to abide by the full-time enrollment policy.

The internship is required to be **on-ground if,**

- The internship is enrolled in the final term and is the only course the student has in the final term.

Charger Link Quick Guide for Students & Faculty





**CPT and
Internships
University Immigration
Services**



General

Assumptions

F-1 Visa Regulations

- F-1 Visa assumes the intention of studying FT, so employment is restricted.
- Students must certify finances in advance that they can cover costs without employment.
- It may seem unrealistic, but unfortunately, the visa does not allow off-campus employment.
- Internships are allowed if they are integral to the curriculum.



Curricular Practical Training

Curricular Practical Training (CPT) is a type of employment authorization available to F-1 students who are engaged in an off-campus internship or practical training employment that is an integral part of the curriculum or academic program and directly related to the student's major. Paid or unpaid, ALL internships or practical training of any kind must be authorized. To be eligible,

- grads must have completed at least 9 credits;
- undergrads must have completed at least 24 credits.



Curricular Practical Training

COURSE

- CPT is course with credits that count toward your academic degree. You must enroll in an internship course that is approved by your academic advisor. CPT is authorized only for the duration of the semester in which you are enrolled in the course. If you are permitted by your academic program to extend the internship, you must enroll again in an internship course in the subsequent term.

PART-TIME

- CPT is part-time (less than 20 hours per week) during a fall or spring semester when classes are in session. You must also meet the regular FT courseload requirements to maintain your F-1 status. CPT can be 20 hours or more during a summer term.

TRANSCRIPT

- Evidence must match the CPT authorization dates on the I-20. You must be enrolled in an approved course during the same academic term in which you are employed in the internship. If the internship spans more than one term, you must be enrolled in a corresponding course in each term. A maximum of two terms is permitted because too much CPT can cause you to lose OPT eligibility.

Curricular Practical Training

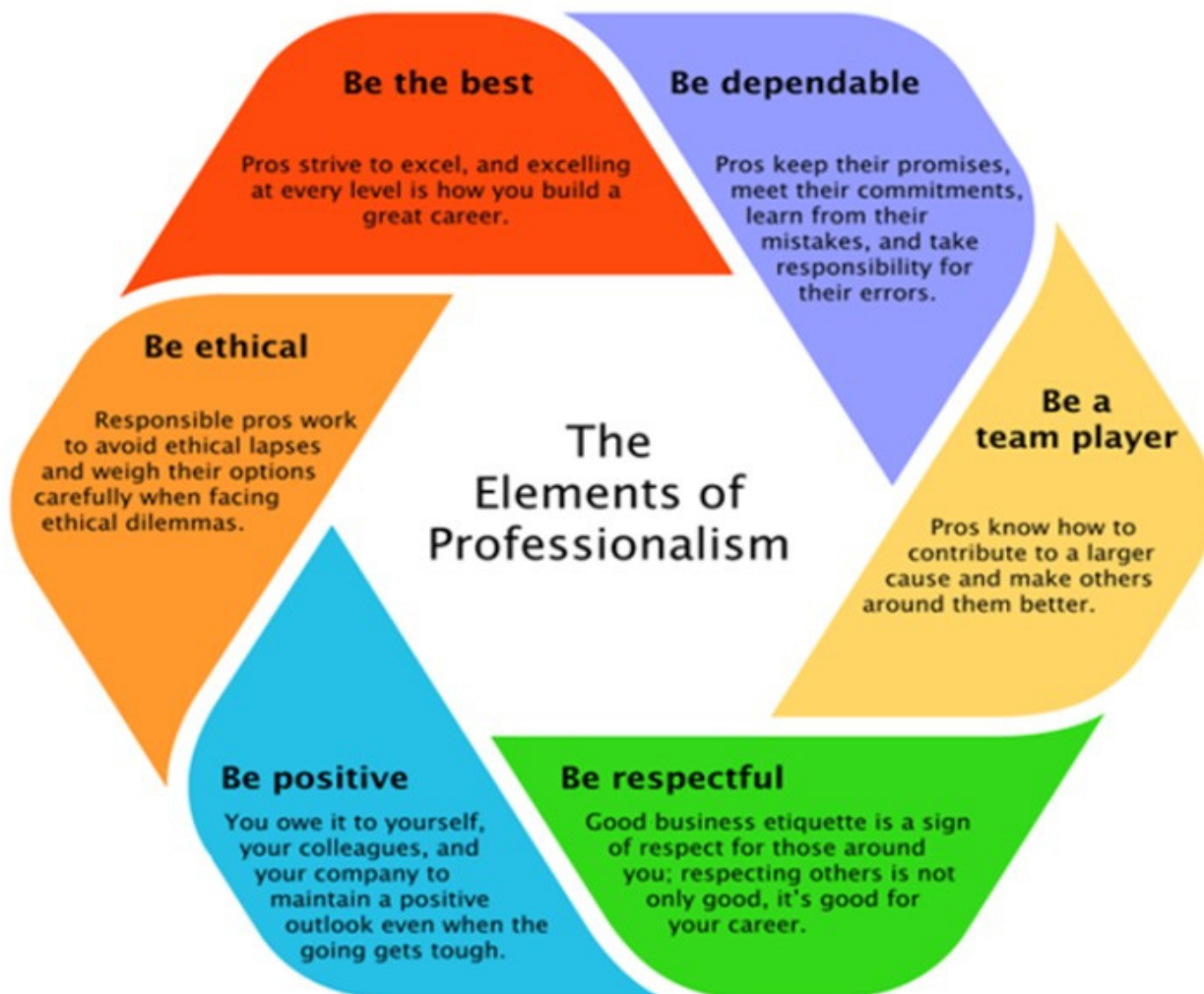


- **Submit the internship form in ChargerLink and enroll in the corresponding course for the term in which you want to do the internship. Your academic advisor will approve the internship in ChargerLink.**
- **Upload a pdf of the approved ChargerLink form and a copy of the offer letter to the UIS CPT Request Form. UIS will issue an I-20 with the CPT authorization on page two.**
- ***If you don't already have a Social Security Number (SSN), follow the instructions on www.ssa.gov to apply for an SSN. You will need the CPT I-20 and a FT status letter from UIS along with the offer letter.***
- **You need the CPT I-20 and the SSN (or receipt of having filed for the SSN) to begin working. Plan your start date accordingly.**

A few rules to consider in your planning

- CPT must be part-time (less than 20 hours per week) during a required term. CPT can be full-time (20 hours or more per week) during an optional summer session. *However, please note that full-time CPT will be scrutinized by USCIS and may affect OPT, STEM OPT, and any future H1-B application.*
- CPT is only allowed within the dates of the term that a student is enrolled in the internship course. If an internship spans two terms, the student must register in a corresponding internship course in each term. A maximum of two terms is permitted.
- CPT employment is employer- and location-specific. If the student wishes to change their employer, the student must obtain a new job offer letter and restart the ChargerLink approval process. If approved, the student needs a new authorization in SEVIS. CPT is not transferable from one job to the next.
- CPT authorization is needed for an internship whether it is a paid position or not .
- During the regular semester, the F-1 visa requires students to be on campus and taking classes on-ground. Any internship that is on-site (not remote) must be within a reasonable commute of campus (approx.100 miles). On-site internships that are outside this radius are only permitted during an optional summer term.
- Remote internships are counted as online credits.

Professionalism



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Be on time...**EVERYTIME!** This includes the start of the day, meetings, project due dates...**EVERYTIME!**



Deadlines are **OMNIPOTENT!**



Firm handshake **WITH** direct eye contact.



Be pleasant to work with and ask questions when in doubt.



Everything you do is the start of building your brand. **Start fast!**

**Please record your attendance with
this QR code.**

