

POMPEA COLLEGE OF BUSINESS INTERNSHIP

POMPE

INTERNSHIP



Step 1:

Log into ChargerLink:

Follow instructions to begin building your profile

The system is based on an advanced algorithm that searches student profiles to find the best matches for your job/internship search. Employers can also search for students,

For the purpose of registering your internship, you can come back to the profile at any point and move directly to registering your internship.

Click 'Internships' to get started

View Tammy Porter's Profile

Full Name: Tammy Porter
 Email: tammyporter@unh.edu
 Address: New Haven, CT, USA
 Phone/Cell: 203-555-5555

Undergrad Student active

Education *
 Language Skills
 Work Experience
 Job Related Training
 Campus Involvement
 References
 Additional Information
 Volunteering
 Personal Evaluation
 Career Goals *

Find JQbs
 Internships

Resumes Cover Letters Certifications References Gallery

Step 2:

Click 'New Internship'

University of New Haven

Internship Management

your internships

Creative Date	Position	Company (Internal/External)	Internship Advisor	Status	Internship Form	Weekly Hours	Docs
6/7/15	jobdutylf	6174175	Pete Peterson	Declined			
1/2/15	v	testest	Faculty UNH	Finished			

Find JQbs
 Internships

Complete form by filling in the blanks

- Start by searching to see if your employer is already in the system; if not, click the + sign next to 'New External Employer' and add your internship employer
- Be sure to add a detailed job description for your internship - this will allow your faculty advisor to review and confirm the opportunity meets academic credit and/or program requirements
- You may add attachments, if needed - job descriptions, confidentiality agreements, etc.

University of New Haven

Internship Request

Status: Undergrad Student active
 Last Updated: 05/23/2017

Tammy Pross

Employer *
 Work Department *
 How Did You Find Out About This Internship *
 Course Credit *
 Start Date *
 End Date *
 Enrollment Date *
 Compensation Rate *

New External Employer
 Unh Advisor/Coordinator *
 Course Number
 End Date *
 Compensation Type *
 Hours Per Week *

Find JQbs
 Create Internship

Step 2:

- Position Title is your title at the internship (i.e., Marketing Intern). If your title is just 'Intern', that is fine.
- Faculty Advisor this one is very important. You must add the faculty member who will be in the instructor for the internship course. **This is needed for registration so if you do not know, stop now, and find out.** For some programs it is the same as your academic advisor while other programs have designated internship advisors.
- Course Number: This is the course to register the internship into Banner. There is a drop-down box of options. **If you don't know, stop now, and find out.** If you do not need to register for academic credit, select 'No Registration'.
- Course Credit: Very important - **If you don't know, stop now, and find out.** You can't just put whatever you want - each course has a specified number of credits attached to it so ask your advisor. If you do not need credit, select 'No Credit'. Zero (0) credit is different than 'No Credit'.
- Work Term: This is the semester in which you are interning. If you are interning in the Fall select Fall, if in Summer select Summer, etc.
- Enroll Term: This is the term in which you want to enroll the course. Normally it is the same as the Work Term. By policy we allow students to do an internship in the Summer but enroll the course in the following Fall. So, you would put Summer for the Work Term and Fall for the Enroll Term.
- Compensation Type and Rate: These are here to protect your interest. If you are getting paid, fill out the info. Once your employer approves, they are agreeing to the pay information and the University can support you if the employer tries to change anything.
- The next few boxes are the employer information at the internship site: Complete this information as stated - the Site SupervUISr is your internship boss' name, and then their contact info.

Step 2:

- Enter a complete and detailed job description: This is what faculty use to discern if the internship is worthy of academic credit. They will decline your internship if they can't determine what you will be doing. Don't just add a job description attachment - cut and paste it into this box.

Attachments:

Click 'Submit'

Your internship is now registered, and approval emails will be routed to your internship supervUISr at your internship site, and to your faculty advisor.

You can follow the approval process via the notification's icon in the top right corner of your screen after login.

Registration is not immediate after hitting submit. It must go through the approval process stated above. This normally takes 2-3 days to complete but can be faster or slower.

Step 3:

Entering Internship Reflection Assignments (Weekly Reports)

Once your faculty advisor has approved your internship, you can submit your assigned reports right into the system **if directed by your faculty advisor. If not, you are finished with internship documentation.**

- Return to the same place you went to originally document your internship:
 - Select "Add New Report"
 - Write in the comment box, and enter the number of work hours for the week
 - Click Save Report, and come back as assigned to enter additional reports

Finishing the Internship

Once you have completed your internship work hours and assignments, click 'Finish Weekly Logs' and the internship process is completed in the system.

Your advisor may have additional assignments.

Curricular Practical Training Form (CPT)

MyCharger International Employment Information

Eligibility:

- To be eligible to apply for CPT, an undergraduate student must have been at the University for one full academic year (2 semesters). Graduate students may be eligible as soon as their second semester.
- Students must not be on academic probation.
- Students must be enrolled in a full course load (including the internship course) (9 credits for graduate students of which 6 credits must be on-ground, 12 credits for undergraduate students of which 9 credits must be on-ground). A remote internship is considered a remote course and does not count as on-ground credits.
- Students must not be on academic probation or have unresolved INCs.

Application Process:

1. Obtain a job offer letter from the employer for whom you will be working. The employer must be willing to employ an F-1 student on CPT. The offer letter must be printed on company letterhead and include the following information:
 - Name of Company
 - Mailing Address of Company
 - Start and End Dates (within the dates of the term)
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