

SAIC For-Credit Internship Program



Internship Provider Guidelines

CAREER AND
PROFESSIONAL
EXPERIENCE

SAIC's For-Credit Internship Program provides students the opportunity to earn course credit while participating in arts-related work experiences. Employers gain the opportunity to work with highly talented students and benefit from their advanced artistic and technological training and skills.

The program has been developed over many years to ensure that each student who participates receives the most valuable internship experience possible. To that end, we've established specific criteria to guide us.

Approved For-Credit Internships meet the following criteria:

Student Supervision and Mentorship – For-Credit Internships provide mentored supervision to students during the internship. Supervisors share their expertise with interns to ensure an educational experience for them.

Workplace – Interns are provided a dedicated professional workplace or work-related job site, and all necessary equipment to complete the internship responsibilities. Interns are not permitted to work remotely or from home or to use their own or SAIC equipment or facilities, including computers, cameras or software.

Student Safety and Liability - For-Credit Internship Providers maintain safe, low-risk work environments and are covered by General Liability Insurance.

Use of a Motor Vehicle - Student interns do not use their own cars or Internship Provider vehicles for any purpose related to their internship position.

Program Agreement - For-Credit Internship Providers sign a Program Agreement that confirms the organization's understanding of the expectations of the SAIC For-Credit Internship Program.

For-Credit Internship Compensation Options:

There are three options for compensation of For-Credit internships: **Employer-Paid, paid through Federal Work Study, or Unpaid.**

Employer-Paid - These positions provide hourly rates of pay determined by the Internship Provider. An hourly rate of at least minimum wage in Chicago (\$10.50) per hour is required to qualify as an **Employer-Paid Internship.**

Federal Work Study (FWS)—This cost-sharing program is available to organizations with proof of 501(c)(3) tax-exempt nonprofit status. Please see the Federal Work Study Information for Employers [PDF] sheet for additional information.

Non-paid—Employers are welcome to offer unpaid internships on SAIC Compass. However, all approved SAIC For-Credit Internships must meet U. S. Department of Labor guidelines, and be of educational value to the participating student. Offering unpaid internships may limit the pool of qualified candidates you receive.

Note: F-1 International students cannot work off-campus unless they are earning course credit through one of our For-Credit Internship options and process a Curricular Practical Training (CPT) authorization. An employer that wishes to hire an international student intern must be an approved For-Credit Internship Provider.

If you have questions about SAIC's For-Credit Internship Program please contact:
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Connect with SAIC students and alumni
SAIC Compass makes it easy to list available internships
and paid positions online
Visit www.saic.edu/careers

For questions regarding our online internship and job search platform, SAIC Compass, contact: saiccompass@saic.edu