SUNY Program for Experiential and Entrepreneurial Development (SPEED)
Summer 2020
Internship Program Application and Instructions

Housed at University at Albany (UAlbany) in New York’s capital city, the SUNY Program for Experiential and Entrepreneurial Development (SPEED) is a summer internship-based program that provides students an opportunity to gain professional experience at a START-UP NY company. All internships take place in the Albany, NY-area. This program is open to students who are currently enrolled at any SUNY institution. SPEED works best for undergraduate students, but graduate students are also eligible to apply.

Interns are required to enroll in a 3-credit UAlbany internship course (UUNI-289), requiring a minimum of 150 on-site internship hours over twelve weeks. On-campus housing is available. An orientation session at UAlbany at the beginning of the summer is required, as well as bi-weekly professional development and entrepreneurship workshops. Internship site placement is limited to situations approved by UAlbany’s Center for Experiential Education. Note: Equivalent credit for prior experience is not available due to the requirement of concurrent contract between the employer/ supervisor and the university.

Program Eligibility:

- Enrolled at any SUNY institution (including community colleges)
- Must have completed at least one year of higher education at your home institution
- 2.0 GPA
- 18 years old or older
- Eligible to intern in the United States (see information for international students below)

About START-UP NY

START-UP NY assists early stage to growth stage companies with a technology or innovation focus to grow and prosper in New York State. These companies will offer a unique type of internship experience, allowing students to see firsthand the work entailed to scale an emerging industry venture and to be part of a formalized public-private partnership. This is an ideal internship for students exploring entrepreneurship or wishing to experience what it is like to work for a technology-based startup. START-UP NY helps new and expanding businesses through tax-based incentives and innovative academic partnerships.

START-UP NY approved companies with the University at Albany include the following (note: internships may not be available at all companies): XchangeWorx, SparkShoppe, Pisa Biopharm, Nowigence, TruWeather Solutions, Branch VFX, Key Capture Energy, BuildingFootPrintUSA
Application Information

Applications are due for the summer 2020 program by January 31, 2020. This is a competitive program. Incomplete applications will not be considered for review.

Complete the following forms in the application packet and submit them to UAlbany’s Center for Experiential Education with all required application materials.

1) General Information Form
2) For International Students Only: International Student Practical Training Eligibility Form

Submit the Following Additional Materials with Your Application:
1) Current Resume
2) Personal Essay

Applications must include an essay (3 pages maximum, double-spaced) in which the applicant discusses how participating in SPEED relates to the student’s academic and career goals. Pages should be numbered and the student’s name should be at the top of each page. It is expected that essays will be proofread for grammar and spelling.

REMEMBER: Incomplete Applications will not be considered for review! Complete applications should be submitted to UAlbany’s Center for Experiential Education by email at experientiallearning@albany.edu or in person at the UAlbany Social Sciences building, room 138A.

Program Selection

Selection Criteria:
Representatives from UAlbany will review application materials and interview all qualified candidates in person or by phone/video chat. Program acceptance is based on the following criteria:

1. How clearly the candidate demonstrates that participating in SPEED will enhance their academic and career goals.
2. Academic qualifications, including 2.0 GPA and at least sophomore standing at the time of internship (current first year students may apply).

Financial Information

- Information about tuition and fees can be found at the UAlbany Student Accounts website.
- Information about summer housing at UAlbany can be found on the UAlbany Housing website.

Logistics

Internships:
Internships will be available at several Albany-area START-UP NY companies. Many of the positions will be paid, either by stipend or hourly wage. The Center for Experiential Education staff will assist you in securing an internship at one of the companies. While this program is open to students from all academic disciplines, many of
the available internships focus on technology, computer science, innovation, and business development. Students are required to intern for approximately 12 weeks, from late May through the middle of August.

The internship course includes both a work and academic component. Students will also be expected to attend bi-weekly workshops on entrepreneurship and professional development. More details about the academic requirements of the internship will be provided at orientation.

Registration Procedure:
Once accepted into SPEED, you will begin working immediately with the Center for Experiential Education to secure an internship. During UAlbany summer registration, we will work with students from both UAlbany and other SUNY institutions to help students register for the UAlbany internship course. As with any other semester, registration will trigger billing for tuition and fees.

Support While in Albany:
The Center for Experiential Education is available as a resource to participants throughout the duration of the program.

For International Students:
International students must secure practical training authorization from the International Student and Scholar Services Office prior to beginning your internship.

For More Information about SPEED, please contact the Center for Experiential Education at UAlbany:
Social Sciences 138A, experientiallearning@albany.edu, 518-442-4644
SUNY Program for Experiential and Entrepreneurial Development (SPEED)
Summer 2020
General Information Form

**Applicant:** Please type or print. Complete all sections of this form and include it in your application packet.

Name: ____________________________________________        ____________________________
First      Middle  Last       Preferred

Home SUNY institution: _______________________________________________________________

Student ID # (if UAlbany student): _________________________     Date of Birth: ________________

Date of enrollment at home campus: ____________________

Major (if declared): __________________________     Anticipated graduation date: ________________

Are you a US Citizen or Permanent Resident**? _____Yes  _____No

Are you interested in living on-campus at UAlbany while participating in SPEED? _____Yes  _____No

Are you interested in living on-campus at UAlbany while participating in SPEED? _____Yes  _____No

UAlbany students: Would you like to be considered for a scholarship for this program? _____Yes  _____No

Address: ___________________________________________________________________
___________________________________________________________________________

Phone Number: _________________________        Email: ______________________

Emergency Contact Name: ___________________   Emergency Contact Phone #:
_____________________________________

**Note: International students must secure practical training authorization from the International Student and Scholar Services Office prior to beginning your internship.

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SUNY Program for Experiential and Entrepreneurial Development (SPEED)  
International Student Practical Training Eligibility Form

SPEED participants will intern at Albany-area companies (some positions will be paid) and are required to enroll in a three-credit undergraduate University at Albany internship course (UUNI 289) during the summer term.

F-1 or J-1 students must seek advice from the immigration advisors at their home college or university. F-1 and J-1 students must receive work authorization from the international office at their home institution prior to beginning any work off-campus (“campus” refers to your home institution).

In regard to off-campus work authorization, please consult your immigration advisor at your home institution about whether one of the following options is appropriate for you:

- Curricular Practical Training  
- Optional Practical Training (pre or post completion)  
- Academic Training  
- Or another form of work authorization

If you are authorized to work off-campus, please have your immigration advisor certify below:

Student Name: _______________________________________________________________________

Name of DSO/RO: _____________________________________________________________________

Name of Academic Institution: _______________________________________________________

Which form of work authorization will this student use?: _________________________________

Signature of DSO/RO: __________________________________________________________________

The student should submit this completed form with their SPEED application to the Center for Experiential Education at experientiallearning@albany.edu.