



SUNY Program for Experiential and Entrepreneurial Development (SPEED) Summer 2019

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 or Innovate 518 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.

Tuition scholarships may be available to qualifying UAlbany students to offset the cost of the internship course. Please email the Center for Experiential Education at experientiallearning@albany.edu for more information.

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 and Innovate 518

Both START-UP NY and Innovate 518 are programs administered by Empire State Development aimed at assisting 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*:

- g.tec neurotechnology USA Inc.
- XchangeWorx, Inc.
- SparkShoppe, LTD.

- Nowigence Inc.
- PiSA Biopharm Inc.
- TruWeather Solutions LLC
- Branch VFX

The mission of [Innovate 518](#) is to drive commercialization within the New York State Capital Region by leading the development of a supportive innovation infrastructure and connecting entrepreneurs to the startup ecosystem. Innovate 518 is a partnership between the [University at Albany](#), [NYSTEC/IgniteU NY](#), [SUNY Adirondack](#), and the [Center for Economic Growth](#), and is designated as a New York State Innovation Hot Spot by NYSTAR.

Innovate 518 approved companies include the following*:

- Kagas Corporation dba Treebu
- Lexikeet Learning, LLC
- Sologistics, LLC
- EcoLong
- Thomas G Rosano PhD LLC dba National Toxicology Center
- Hanson Grant, LLC dba Thinkboard
- Lithoz America, LLC
- ThermoAura, Inc.

**Please note that internship positions will not be available at all companies.*

Application Information

Applications are due for the summer 2019 program by December 14, 2018. 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) Consent Form
- 3) For International Students Only: International Student Practical Training Eligibility Form

Submit the Following Additional Materials with Your Application:

- 1) Current Resume
- 2) Current Unofficial Transcript - Unofficial copies of transcripts can be obtained from the Registrar's Office.
- 3) Two Letters of Recommendation **OR** a typed list of Three References (with contact information) – At least one recommendation letter or reference should be from a faculty member at your home institution, the second/third recommendation letter/references may be academic or professional. The letters of recommendation must come to us in an envelope sealed and signed over the seal by the author of the letter or emailed directly from the recommender to experientiallearning@albany.edu.
- 4) 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. Recommendations from academic and personal or professional references
3. GPA

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 and Innovate 518 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 be asked to confirm your place in the program and 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

APPLICATION DEADLINE:
December 14, 2018



**SUNY Program for Experiential and Entrepreneurial Development (SPEED)
Summer 2019
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

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)
Summer 2019
Consent Form

1. I understand that all SPEED participants will be responsible for their own travel arrangements to and from Albany, New York and all transportation needs while in Albany, and for the charges involved.
2. I understand that I am responsible for securing my own housing while participating in SPEED, and for the charges involved. University at Albany does offer on-campus summer housing, but securing and paying for on-campus housing is my responsibility.
3. I understand that participants are responsible for the costs of meals, laundry, supplies, and incidentals.
4. I understand that University at Albany reserves the right to cancel or alter any or all aspects of this program and/or alter its schedule of charges should unforeseen circumstances warrant such action.

I have read all the materials provided about the program as well as the information above and agree to participate in the program under these terms.

Student's Name (print)

Student's Signature

Date

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CENTER FOR EXPERIENTIAL EDUCATION

UNIVERSITY AT ALBANY State University of New York

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.