

University of Michigan School of Information

**BSI Internship Course (SI 390)
Policy Handbook**

2024-2025



About this handbook: BSI students are encouraged, but not required, to complete an internship or multiple internships for credit during their time at UMSI. You will continue to reference this handbook throughout your program, so please bookmark this guide as a resource. If you have a question, please reference this guide first and any time you need clarification, before reaching out to the Career Development Office (CDO).

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Welcome from the UMSI Career Development Office (CDO)

Dear BSI Students,

This handbook is a helpful guide for BSI students to know policies and procedures for having their internship approved by the Career Development Office (CDO) to earn credit towards their degree. As an enrolled student at UMSI, you are responsible for knowing and understanding the content of this manual.

The UMSI CDO is guided by the following mission statement:

Educate, Empower, Engage:

- We strive to provide innovative career education programs, courses and individualized coaching services that empower UMSI students to use their strengths in designing successful strategies for lifelong career management.
- We engage with employers locally and globally to create high touch, personalized partnerships to facilitate beneficial recruiting relationships.
- We aim to be agile and collaborative as we stay at the forefront of career development best practices among all iSchools and career centers nationwide and globally.
- A commitment to diversity, equity and inclusion is a core principle of our team and our work.

We meet with students one-on-one for career coaching, provide resources, and teach career courses (SI 210, SI 300, and SI 390) to advance students' career development skills. All workshop slides, handouts/worksheets, available workshop/panel recordings, and links to helpful tools can be found on our [CDO Canvas site](#).

Stop by our drop-in coaching hours or make an appointment via UMSI CareerLink to meet with a career coach one-on-one to discuss any of the following ([how to meet with a career coach](#)):

- Resume & cover letter reviews
- Portfolio reviews
- Internship/job search strategies
- Interview preparation & mock interviews
- Networking resources
- Salaries & negotiation

We hope that you have a productive and fulfilling UMSI experience and professional internship, and we look forward to meeting with you.

Best,

The CDO Team

Joanna Kroll, *Director of Career Development*

Krystle Forbes, *Assistant Director of Graduate Career Education*

Jordan Hansen, *Assistant Director of Undergraduate Career Education*

Emily Cutlip, *Career Education Coordinator*

Carina Wilson, *Career Education Coordinator*

Laura Marsh, *Employer & Alumni Relations Manager*

Nick Jones, *Employer & Alumni Relations Coordinator*

Helmi Barzak, *Engagement Center Administrative Assistant*

How to Contact the Career Development Office (CDO)

We're here to help, and there are several ways to get in touch with UMSI CDO staff. After you've referenced this handbook regarding your question or issue, you may still have questions.

- If you have a **quick question about internships** after referencing the handbook, please email umsi.internships@umich.edu. Our team will respond with the appropriate information or let you know if you need to schedule a career coaching appointment.
- If you **need to schedule an appointment** to meet with a CDO Career Coach, please use UMSI CareerLink to schedule an appointment ([how to meet with a career coach](#)).
- **CDO drop-in coaching is an opportunity to ask quick career-related questions** that can be answered in 5-10 minutes during the residential academic year. To ensure we are able to see all students who come to drop-ins, students with more intensive questions may be asked to make an appointment. The [link to join the weekly CDO Drop-in hours queue](#), as well as the drop-in schedule, can be found on CareerLink in the Events tab.
- If you have an **immediate concern**, please email umsi.careers@umich.edu.

UMSI Internship Course (SI 390) Introduction

Course Overview:

Internships are structured work experiences related to a student's degree program and career goals. This experience should enhance a student's academic, career, and professional development. True internships are a learning experience for the student and therefore must be supervised by a professional in the field. See the [National Association of Colleges and Employers definition of an Internship](#).

All BSI students are encouraged, but not required, to gain practical experience through approved internships. **To earn one (1) credit for an approved internship**, BSI students **can enroll in SI 390**.

- **Note:** Starting in Fall 2025, SI 390 will also be offered for internships in the Fall and Winter semesters. BSI students can repeat SI 390 up to 3 times and earn up to a total of 3 credits (1 per term) toward their BSI degree.
- Internship hours may be worked at one or more internships, but **no hours worked may be counted until students have completed two semesters enrolled as a UMSI student and an Internship Registration is approved by the UMSI CDO**.

Course dates: The SI 390 Canvas course runs alongside an approved internship. Students will be added to the Canvas site, which includes the syllabus, after their internship has been approved by the CDO. This course will happen the same term as you complete your internship, no matter the term of enrollment (see [Selecting SI 390 Term of Enrollment section](#) of this handbook for more details).

Instructional Mode: The SI 390 course is **completely online and asynchronous via Canvas**.

Assignments & Requirements: During SI 390, students will reflect on the work they are doing at their internship(s) individually and in small groups. Assignments typically include the following:

- **Check-in surveys** to see how your internship is going at multiple points throughout the experience
- **Multiple reflective discussions** (will include brief online articles and small group discussion)
- **Create an Internship Overview Slide Deck** documenting and demonstrating your learning outcomes
- **Complete a Post-Internship Survey**

Note: Assignments may vary between summer internship courses and academic-year internship courses

Searching for an Internship?

- When planning your search, please note that some industries have different recruiting timelines to be aware of (e.g., consulting starting in early fall). You can also review [internship recruiting timeline trends for UMSI students](#) based on our most recent internship reports
- It's recommended that students [make an appointment to meet with a CDO Career Coach](#) to discuss internship search strategies and goals, as well as [review resources available on the CDO Canvas Site](#). Students should also review the UMSI [internship reports](#) to learn more about data collected from students about their search.

When am I eligible to take SI 390?

As a BSI student, to be considered for enrolling in the SI 390 internship course, you must meet eligibility criteria to submit an Internship Registration form:

- Students must **complete two (2) terms at UMSI**
- Students must **be in good academic standing** before registering an internship for credit.
- Must have an established account on UMSI [CareerLink](#).

Please note:

- **Students on a student visa or who otherwise need work authorization are responsible for adhering to their visa stipulations.**
 - Students should connect with the International Center ([advising hours and contact information here](#)) to discuss options.
 - Students on an **F-1 Visa must complete at least one academic year** (fall and winter terms) at the University of Michigan in order **to obtain** [Curricular Practical Training \(CPT\)](#) work authorization.
 - CPT should be discussed with the support of the Career Development Office (CDO) and the International Center.
- Students **studying abroad** their second term at UMSI **must only have completed one full term** at UMSI to be eligible.
- Students who take a **leave of absence** during their first two terms at UMSI can discuss options with the CDO team, but please be aware of [enrollment considerations](#).

What makes an internship eligible for SI 390?

UMSI students may pursue the internship experience of their choosing; however, for an internship to be approved for credit, it must meet the following guidelines:

1. Hours:
 - There must be a plan in place to work a **minimum of 60 hours during the term that the internship takes place.**
2. Supervision:
 - The student **must have a** [supervisor](#) **who has 3+ years of related professional work experience.**
 - Students will identify a suggested plan for how they will seek feedback, guidance, support and/or mentorship from their supervisor throughout their experience.
 - Students earning credit should not be the only expert in the work they are doing
3. Connection to Coursework and Career Goals:

- The internship **must be related to what is taught and/or researched at UMSI**.
 - Students will provide a clear connection to **at least two (2) specific courses** they have successfully taken in their degree program,
 - The role must be a learning experience with a real-world opportunity to apply the knowledge gained in the classroom.
 - Students will demonstrate this by giving an **overview of internship tasks** as well as **how the experience advances their career/professional goals**.
 - Students will **write three learning objectives** (each with a goal, tasks/strategies and a measurement of success) before starting their internship.
4. Any student earning internship course credit for internship experiences completed outside of the United States (including international students returning to their home countries) must adhere to the [University's International Travel Policy](#), including completing the [U-M Travel Registry](#), enrolling in [U-M Travel Abroad Health Insurance](#), and [checking their destination's U-M country risk rating](#) for higher-risk travel processes.

The internship should not begin until after the student's Internship Registration is submitted and approved by the UMSI CDO.

- **Hours worked cannot be counted until the internship is approved, and all hours must be worked by the end of the term.**
- **NOTE:** International Students, as outlined above, it is the students' responsibility to obtain the appropriate work authorization in alignment with their individual circumstance.

Internship Payment & Funding: Internships may be paid or unpaid and may be offered as a part-time or full-time position (**students must work a minimum of 60 hours total to earn 1 credit**).

- If a for-profit company offers you an unpaid internship we recommend reviewing this [U.S. Department of Labor fact sheet](#).
- Students completing an unpaid/underpaid summer internship can apply for the [UMSI Internship Grant](#). Students are encouraged to apply, but we cannot guarantee funding for all applicants.
- The pay and work schedule of an internship should be determined between students and their supervisor.
- The CDO provides coaching on negotiation strategies and has several resources you may refer to on our [CDO Canvas Site](#).

What types of internships/roles are approved?

UMSI students may pursue the internship of their choosing as long as it meets the guidelines previously outlined, but students often have questions about the types of roles and/or specific programs at UM that are eligible for being approved.

The types of roles approved typically include traditional internships that are previously established or developed by the student and their supervisor.

- Note: traditional internships are not limited to roles titled "intern," but may also be part-time, fellowships, co-ops, short-term/contract work, volunteer projects, etc.

Industry, location, modality, and/or pay are not typically a consideration when approving internships for credit as long as other requirements are met.

Other examples of approved programs or experiences might include:

- **Conducting applied research with faculty:** Consider doing applied research (e.g. moving beyond the literature review or market evaluation) to apply concepts from your UMSI degree.

- **Self-directed, entrepreneurial project:** Students may continue their own innovative projects, but will need to find an external mentor to serve as their supervisor and ensure they meet all guidelines previously outlined. Additionally, students will need to complete and submit a [Project Scoping Worksheet](#) as part of their Internship Registration.

Students interested in this option are encouraged to [make an appointment with a CDO Career Coach](#) (via [CareerLink](#)) to discuss this.

Some examples of experiences that are typically not approved for internship course credit include:

- Teaching Assistants (TAs) and Instructional Aides (IAs)
- Taking a training course or completing a certificate
- Taking part in engaged learning extracurricular programs (such as Cut Groups or Alternative Spring Break (ASB), Design Jams, or Hack-a-thons),
- Student organization-led projects

If you have further questions, or would like to discuss your specific situation, please contact the UMSI CDO at umsi.internships@umich.edu.

What about my current job?

In some situations, a student's current part-time or full-time position may be approved:

- The work must be beyond the scope of the student's regular job as demonstrated in [writing learning objectives](#).
- Ideally, someone other than your current supervisor would oversee your work
- All the previous internship requirements for eligibility must apply
- You cannot count any hours worked prior to when your internship registration is approved by the CDO
- Students interested in this option are encouraged to make an appointment with a CDO Career Coach via [CareerLink](#) to discuss this. ([how to meet with a career coach](#))

Earning Credit for a continuing/ongoing internship

If your internship employer offers you the opportunity to continue working with them, it may be possible to earn additional internship course credit. Internship Registrations submitted for continuing/ongoing internships MUST be different from what was previously submitted. The Internship Registration needs to have updated responses and new learning objectives.

Some examples for a continued experience and components of new or advanced learning could be:

- Experiencing different constraints or challenges
- Utilizing new resources or tools
- Delivering or iterating on a new product
- Taking on more complex projects or applications of previous concepts

Process Notes:

- A brand-new Internship Registration must be submitted on [CareerLink](#) for each additional term, showing opportunities for new learning, as demonstrated in your [learning objectives](#).
- Students are required to participate in the internship course for each term they are requesting credit and complete all internship course assignments.

Notes for International Students: International students requiring work authorization will need to ensure they are in compliance with their visa situations.

- Typically each new academic term requires a **new** work authorization.
- Work authorization is tied to earning credits.
- Students should ensure they do not max out on earning 3 internship course credits if there's a future term in which they may need CPT work authorization.
- See [CPT for continuing internships](#) for additional information.

Questions? Please reach out to us at umsi.internships@umich.edu or make a career coaching appointment to discuss. ([how to meet with a career coach](#))

Supervisor Requirement

To help ensure students are taking part in a structured, mentored learning experience we do have several supervisor qualifications.

A qualified supervisor will meet the following requirements...

1. Have 3+ years of professional experience with relevant expertise and/or educational experience
2. A true internship is meant for you to learn. You, the student, should not be the most knowledgeable person working on your project.
 - The 3+ years of experience do not need to be with the same company- it should include full-time work in the field, though.
3. Agree to regularly meet with the student to provide productive feedback, guidance, and the resources and equipment necessary to be successful. The CDO encourages you to share this [Internship Program Overview for Employers](#) if your supervisor has questions.

If your direct supervisor does not meet these qualifications, it may be possible to have someone else (e.g. a different team leader at your company, an external consultant, a mentor, etc.) serve as the supervisor for your Internship Registration.

If your supervisor does not adhere to these guidelines, please notify the UMSI CDO at umsi.internships@umich.edu in order to individually discuss the situation.

Register Your Internship

In order to earn credit, students must first register their internship for credit via [CareerLink](#) for CDO approval.

Registration submission and approval should be completed PRIOR to starting the internship.

An Internship Registration form is **required for each internship experience** the student would like the CDO to approve.

The Internship Registration process allows the CDO to learn more about a student's internship(s). The CDO will gather information to ensure both the [student](#) and the [internship](#) are eligible for credit (as outlined above).

- All internship registrations must be submitted via [CareerLink](#) by following these instructions: [UMSI Internship Registration Process](#)
- Students are responsible for submitting their Internship Registration form prior to their internship start date, and within the approval timeframe for each term.

- The CDO only reviews internships during the following timeframes:
 - Summer: April through mid-June
 - Fall: August through mid-September (deadline is [always Friday before drop/add deadline](#))
 - Winter: December through mid-January (deadline is [always Friday before drop/add deadline](#))
- The Internship Registration form will ask the student to provide the following information:
 - The student's contact information
 - Employer and internship information (title, total hours you plan to work, start/end dates)
 - Main tasks: Description of internship role and responsibilities. This might include:
 - A copy/paste of responsibilities listed in the position description
 - A bulleted list of at least 5 general tasks you will complete
 - An outline of the project with a 5 sentence narrative about your role's contributions
 - Degree Connection: We ask that students include specific skills from UMSI coursework they will develop/strengthen through participating in the internship
 - At least 5 sentences, naming 2 UMSI courses the student has satisfactorily completed, related to the internship's tasks.
 - Career Connection: Description of how the internship connects to the student's career goals.
 - At least 5 sentences or bullet points noting how this internship will prepare a student for their career/professional goals. This might include:
 - Tools/methods to learn or practice
 - Competency development ([see here for NACE Career Readiness competencies](#))
 - Desired deliverables or products
 - Networking goals
 - Three [learning objectives](#) you hope to accomplish by the end of the internship. Each learning objective should include a goal, tasks/strategies and an outcome/measurement of success.
 - Supervisor Information: The supervisor's name, title, years of experience, and contact information (email and phone number), as well as the supervisor's LinkedIn profile link, and a link to the company's website
 - At least 5 sentences describing how you will seek feedback, guidance, support and/or mentorship during your internship
 - Documents and Forms (note this is a different page on the registration form) :
 - All students are required to upload their internship offer letter confirming their role, internship duration, and hours to be worked each week.
 - A screenshot/PDF of an email from the student's employer providing this information will also be accepted.
 - An unofficial transcript: this document should show the most recent term of enrollment and the student's up-to-date standing (grades) in the program.
 - International Students requiring work authorization should also start their CPT advisor form. Students should fill out their personal information including:
 - Name, Student ID number, & College, Degree, and Pathway
 - Credits remaining to graduation & expected graduation term
 - Course, number of credits requested, and requested semester of enrollment
 - Employer name, and internship title (as listed on offer letter)
 - **Internship Outcome** (a separate survey, also on [CareerLink](#)):
 - This survey helps us understand your search process and additional non-required components of the experience (i.e. offer date, salary, etc.) you will be doing

UMSI CDO's Internship Registration Review Process

- The CDO team will review your internship registration submission within four business days.
- After the registration is reviewed, you will receive a status update email with one of the following next steps:
 - Feedback and a request for revision and resubmission
 - Approval with information on next steps regarding enrollment/course registration, work authorization (as applicable) and joining the SI 390 Canvas course site
- The CDO team's review is a two-step process where the first step focuses on whether all the information is complete, and the second step focuses on whether the registration meets the learning requirements for the internship course.
- We encourage you to check your email regularly and reply promptly to messages from the CDO team about your internship registration. We want to help keep your internship registration moving forward in the process, and your responses can help us do that.

Please review the above notes (["Register Your Internship" section](#)) about submission periods by term and remember that internship registrations should be approved before starting work. Students are encouraged to submit their registration as soon as they have access to the required information for their registration.

Writing Learning Objectives

As part of your Internship Registration you will need to **submit three learning objectives, each of which will be broken into the three parts listed below.**

1. **Objective/Goal** - What will you learn from the internship? What specific skill or knowledge will you acquire by the end of your internship? Your objective statement must include action-oriented verbs that will help identify what you must do in order to demonstrate understanding. Bloom's Taxonomy provides a classification of learning objectives that may be used to [determine your action-oriented verbs](#).
 - Though there may be many parts, aim to identify one goal per learning objective.
2. **Tasks/strategies to accomplish it** - How will you accomplish your objective? This should include statements describing the steps you will take to accomplish your objective. You might consider:
 - Breaking down large goals into smaller steps
 - Listing tasks, methods, and/or strategies you will engage in
 - Identifying the resources and tools you will use
 - Noting who you can ask for support to answer your questions or give feedback throughout the internship process
3. **Measurement of success** - How will you indicate you have accomplished or finished the learning objective? This could include what you will be able to do, say, make, write, etc. in order to show what you've learned. This could also include specific criteria that could be used to evaluate whether or not you have achieved the objective.
 - You may think about this as the deliverable, key performance indicator (KPI), or desired outcome.
 - NOTE: Getting feedback is a great way to facilitate success; however, the feedback itself is not a measurement of success. In this case, ask yourself what do I want to hear/learn from in this feedback. Who should be delivering it? When?

To draft your three learning objectives we recommend spending some time reviewing descriptions for your ideal post-graduation job, and considering how your internship will provide a stepping stone to developing/strengthening the skills or experiences required.

Your learning objectives can be academic, professional, or personal as described below:

Academic: Application of concepts or theories from UMSI courses and/or development of new knowledge and understanding.

Professional: Skill development related to the UMSI program and your career path; and/or general competencies such as oral and written communication, critical thinking, organization, problem-solving, decision making, leadership, interpersonal relationships, technical skills, etc.

Personal: Personal development such as self-awareness, self-confidence, sensitivity and appreciation for diversity, emotional intelligence, clarification of values, and refinement of career goals/next steps.

***Note: only 1 of your 3 learning objectives should be a personal goal.**

Things to consider:

- Would you like to gain greater depth of skills or experiences? If so, choose objectives that build upon your coursework or previous experience to give you greater expertise in particular areas.
- Would you like to gain a breadth of skills or experiences? If so, choose objectives that complement your coursework or previous experience to give you a broader background.
- Consider whether or not your objectives are realistic to accomplish within your internship timeframe.

Learning Objective Example:

- **Objective:** I'd like to expand my professional network and learn about different career paths within healthcare [or insert your area of interest!].
- **Tasks/strategies used to accomplish it:** Within one month, I am going to contact three local alumni to meet for coffee and conduct an informational interview. To prepare I will review the CDO's "TIARA" workshop slides and develop a list of questions to ask. At each informational interview, I will ask for additional resources to look into, or professionals to connect with.
- **Measurement of success:** By the end of the summer, I will have completed 3 interviews and anticipate having learned more about the day-to-day of different roles, which I will consider as I plan my upcoming job search. I will create a list of job titles I am interested in based on this information.

Learning Objective Example:

- **Objective:** I want to learn how to develop excellent wireframes in Figma for <type of project/audience>.
- **Task/strategies used to accomplish it:** I will do this by leading or independently working on three wireframing exercises by the end of my internship. I will have each set of wireframes reviewed by my supervisor and request feedback on my method and outcome to ensure that my related knowledge and skills will grow with each exercise.
- **Measurement of success:** At the end of my internship, I should be able to create usable wireframes without any guidance.

Selecting SI 390 Term of Enrollment

For fall or winter internships:

- The internship enrollment can only go in the semester that the internship is taking place
 - Fall enrollment in SI 390 for fall internships
 - Winter enrollment in SI 390 for winter internships

The rest of this “Selecting SI 390 Term of Enrollment” section applies to summer internships only.

For summer internships, you will be asked to select your term of enrollment for SI 390 when registering your internship in [CareerLink](#). SI 390 must be added to a term during or directly adjacent to the summer internship experience.

Typically, most students choose to have SI 390 added retroactively back to the Winter term before their summer internship. Although you complete the coursework assignments for SI 390 online over the summer along with working in your summer internship, you can avoid registering for summer courses in Wolverine Access by selecting retroactive Winter term enrollment or Fall term enrollment.

When preparing to enroll in SI 390, or any time you are adjusting your academic plan, please connect with the BSI Academic Advising team (umsi.advising.bsi@umich.edu). Please also refer to the [Office of the Registrar's current tuition rates](#) for costs of full-time and part-time enrollment. We also advise you to call [Student Financial Services](#) and the [Office of Financial Aid](#) to calculate specific costs for your personal financial situation.

SI 390 Term of Enrollment Options for Summer Internships:

- **Winter Term Course Enrollment (directly before internship):** This is the most common term of enrollment for summer internships. After your internship is approved, you'll receive additional information about enrolling in the course. In the meantime, you can not backpack the course. We will email you if there are any additional steps you need to complete and/or email you to notify you when the course has been retroactively added to your Winter term schedule.
 - **NOTE:** For students studying abroad with a non-UMSI program in the winter term prior to their summer internship, retroactive credit will likely not be an option. If you have questions please contact the UMSI CDO team. [See below for additional considerations.](#)
- **Fall Term Course Enrollment (immediately after internship):** This is the second-most common term of enrollment for summer internships. After your summer internship is approved, you will receive a course permission email, and then **you will need to enroll yourself** in SI 390 via Wolverine Access.
- **Spring, Spring/Summer, or Summer Term Enrollment (during your internship):** This is rarely selected by students, but it is an option if needed for your academic plan. Please email umsi.internships@umich.edu to talk through Spring/Summer term enrollment if you think it is best for your situation.
 - **NOTE:** Students studying abroad in May on any UMSI study abroad program cannot add SI 390 to the spring half-term in which the program takes place.

Course Enrollment For Summer Internships - Considerations for Part-Time, Dual Degree, & Study Abroad Students:

- **Part-time students:** As long as you have met all [student eligibility](#) requirements, part-time students may submit an Internship Registration in CareerLink. SI 390 Course enrollment may impact tuition. Please refer to the [Office of the Registrar's current tuition rates](#) for costs, and we always encourage you to call that office to confirm those costs. We also advise you to call [Student Financial Services](#) and the [Office of Financial Aid](#) to calculate specific costs for your personal financial situation.
- **Leave of Absence:** Students who take a leave of absence will not be able to add their enrollment for SI 390 to the term when they took the leave. However, the CDO team is willing to work with you to discuss other options for taking the SI 390 course.
- **Dual-degree students:** Dual-degree students whose home school is not UMSI often find that Fall enrollment is best for SI 390 enrollment for their summer internship. Adding SI 390 to the Winter term before the summer internship usually involves extra steps and complications, including the student working with their home school and potentially even preparing petitions.

- **Students studying abroad via a UMSI Program in Winter term prior to internship:** If you were enrolled as a full-time U-M student, SI 390 likely can be added to the Winter term prior to your internship or your Fall term directly after your internship.
- **Students studying abroad via a non-UMSI Study Abroad Program in Winter term prior to internship:** You have the option of adding SI 390 to the Fall term directly after your internship experience. If you were not enrolled at U-M in the Winter term prior to your internship but are planning to transfer credits in from study abroad, you cannot add SI 390 to that term.
 - If you participate in a U-M study abroad program (i.e. CGIS), your options depend on the specific enrollment of that program. Most students in this situation add SI 390 to their Fall term directly after their summer internship.
- **Students studying abroad in May on any UMSI study abroad program cannot add SI 390 to the spring half-term in which the program takes place.**
 -

Students with questions about where to place their credits should connect with the UMSI Internship Team (umsi.internships@umich.edu) and their academic advisor (umsi.advising.bsi@umich.edu) for consultation and support.

Work Authorization

Note: The UMSI CDO can certainly help answer questions you may have about the work authorization process, but know that the [U-M International Center's advisors](#) are the experts when it comes to work authorization and maintaining lawful status of your Visa. Students have the responsibility for ensuring they are in compliance with regulations affecting their visa status.

Work Authorization Options:

Students with an active F-1 Visa must complete the process for securing [Curricular Practical Training \(CPT\)](#) **work authorization while completing off-campus work^^ (including unpaid work)**. This includes living in the U.S. and working for an international employer.

^^"Work" is not well defined and might be considered an internship, co-op, fellowship, projects, contract, or part-time roles. Students should refer to [Employment and Volunteering](#) guidelines on the International Center's website, and consult with the International Center before engaging in experiences with off-campus employers, partners, and/or organizations. ([advising hours and contact information here](#))

- If you are working on-campus (including Michigan Medicine), CPT is not always necessary, unless the work is primarily working with off-campus partners/clients. You should connect with the International Center ([advising hours and contact information here](#)) if you are working on campus more than 20 hours/week.
- If you are living and working outside of the U.S., CPT is not necessary

Important note: All CPT for BSI students is considered Optional CPT.

Work Authorization Eligibility:

Students must complete an academic year (i.e., two full consecutive terms) of being enrolled full-time while physically present in the U.S. before being eligible for optional CPT.

[Students](#) and [internship experiences](#) must fit within the eligibility requirements listed above to enroll in SI 390 for CPT.

International students must maintain full-time enrollment or be on a Reduced Credit Load, RCL, in their final term ([more information here](#)). Visa requirements include students being on campus and in person for their coursework. Due to this, most international students must limit their academic year CPT to local jobs or working remotely.

Work Authorization Process through UMSI:

Your internship registration must be approved by the CDO team before you will be able to apply for CPT.

Timeline: The process for approval of an internship by the UMSI CDO for credit and processing of CPT by the U-M International Center can take **up to two to three weeks** during peak times. Please plan accordingly when accepting an offer from an employer.

Enrollment: CPT requires enrollment in a CPT-approved course (i.e., SI 390) and the **term of enrollment must be when the internship takes place or the term directly before**. When CPT is required, students cannot enroll in SI 390 the term after their internship takes place.

Students on a F-1 Visa should take the following steps in order to secure CPT:

1. Review the [CPT information on the U-M International Center website](#).
2. Register your internship in [CareerLink](#) as soon as you have secured an internship and indicate that you are on a student visa.
 - a. You will need to upload your offer letter/[detailed training description](#) and unofficial transcript.
 - b. See the [Register Your Internship](#) section for more details.
3. Once your internship is approved, the UMSI CDO will contact you to **provide you with a signed CPT Advisor Form via email**.
4. **Course Enrollment:** pending your term of enrollment, the CDO will provide information on next steps (either using permissions to enroll or waiting to see the course appear on your transcript for retroactive enrollment). SI 390 MUST show up on your transcript before you can apply for CPT through the International Center (step 5)
5. Following processing by the UMSI CDO, you will **provide all [necessary documents](#)** to the U-M International Center to [apply for CPT](#).
6. Once processed, the **U-M International Center will provide you with an updated I-20 showing CPT endorsement** and the exact dates for which you may legally work in the United States.
 - a. Students should not be working outside of their approved authorization.
7. After you receive CPT you **may also need to [apply for a Social Security Number \(SSN\)](#)**. Employers will typically ask for a SSN when you begin work. [You may legally start working in the U.S. without an SSN](#), as long as you can prove you've applied for one.
8. Students are required to participate in SI 390 and complete all course requirements and assignments to receive a pass/fail grade.

CPT and continuing internships for BSI students:

If you are continuing an internship into a new term and/or starting a new position in a new term, you will need to apply for CPT again. CPT is granted term to term and always requires course enrollment in SI 390.

Students should keep in mind they may only earn a **maximum of 3 internship credits toward their BSI degree** and plan accordingly for ensuring they'll be able to take SI 390 for CPT.

Students must maintain full-time enrollment or be on a Reduced Credit Load, RCL, in their final term ([more information here](#)) during fall and winter CPT. Due to this, most students must limit their CPT during the academic year to local jobs or working remotely.

Note: Ongoing experiences must be eligible for credit according to the [continuing/ongoing experience guidelines](#) listed above.

In order to apply for CPT in a new term you will take the [same steps listed above](#).

CPT in your last term of enrollment in the BSI program:

International students with an F-1 Visa cannot participate in an internship that requires CPT authorization their last term at UMSI if the internship course (SI 390) is the only class on their transcript. Additionally, an international student cannot take part in an internship that requires CPT authorization in their final term at UMSI unless they are enrolled in other coursework that is required to graduate. The exception to this is if you have not earned the necessary amount of SI or total credits needed to graduate, and will fulfill this by taking an internship course.

If you wish to request enrollment in a reduced course load for your last term at UMSI, review information on the [UM International Center's website](#) and contact umsi.registrar@umich.edu for an RCL Recommendation Letter.

International Internship Reminders

Any student earning internship course credit for experiences completed outside of the United States (including international students returning to their home countries) must go through additional steps to adhere to the [University's International Travel Policy](#), which includes:

- Completing the [U-M Travel Registry](#)
- Enrolling in [U-M Travel Abroad Health Insurance](#)
- [Checking their destination's U-M country risk rating](#) for higher-risk travel processes, which may require submitting an [individual safety plan](#).

Note: The UMSI CDO internship team will not be able to approve international Internship Registrations until we've confirmed compliance with the U-M International Travel Policy.

It is your responsibility to be aware of travel restrictions and guidelines, take any necessary steps, and follow up with [Global Michigan](#) if you have questions.

UMSI Internship Funding

The **UMSI Internship Grant** is designed to support UMSI students, regardless of citizenship, pursuing high-quality spring/summer internships both domestically and internationally that are unpaid or low-paying. Internships should be a minimum of 180 hours and meet the guidelines of the UMSI Internship Program to provide a learning opportunity that connects to a student's academic and career goals.. The overall aim of the UMSI Internship Grant is to help **defray living costs** during your internship, not provide a wage. Grants should not be used for research projects that have eligible funding through support by faculty grants. The Grant is based on the availability of funds, which fluctuates annually. We cannot guarantee funding for all applicants.

Review all Internship Grant policies, and apply on [M-Compass](#).

***Note:** Students selected to receive an Internship Grant for experiences outside of the United States (including international students returning to their home countries) must go through additional steps to adhere to the [University's International Travel Policy](#), including completing the [U-M Travel Registry](#), enrolling in [U-M Travel Abroad Health Insurance](#), and [checking their destination's U-M country risk rating](#) for higher-risk travel processes.

Internship Search Ethical Guidelines

Your behavior throughout your job/internship search reflects upon you as a candidate as well as the University of Michigan, so it is important to conduct the search professionally and with integrity. The UMSI Career Development Office works hard to build strong employer and community partnerships. Please help us to uphold high professional standards to build and maintain strong partnerships that will impact your career success.

Once you accept an offer, withdraw all outstanding applications and cancel any remaining interviews in accordance with the [Internship & Job Search Ethical Guidelines & Policies](#). Continuing an internship or job search after accepting employment is an unethical practice.

Students should also make every effort to avoid reneging on accepted job offers or leaving an internship before the end of your commitment. Gather information, ask plenty of questions, anticipate other offers, determine your career goals and needs, meet with a CDO career coach, request an extension on the deadline, all in an attempt to make an informed decision regarding an offer of employment. Once that commitment is made, reneging on an accepted offer has a very negative impact ranging from personal and UMSI reputation to significant financial implications for the employer.

Before you retract a committed offer or leave your internship before the end of your commitment, you must contact the CDO and set up a coaching conversation. ([how to meet with a career coach](#)) In this meeting, you will consider your options and develop a strategy for communicating with the employer. If it is decided that it is in your best interest to leave your position, you should always provide the standard two week notice to your employer.

Failure to contact the CDO when reneging an offer, retracting a commitment, and/or leaving a position early risks your UMSI [CareerLink](#) account being revoked for a temporary amount of time, or possibly indefinitely.

Title IX Internship Statement

Title IX protections apply on campus and extend to credit-based and required internships with off-campus employers. Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here:

- UM Sexual Assault and Prevention Center (SAPAC) 24-hour confidential crisis line
 - (734) 936-3333 * <http://sapac.umich.edu/>
- UM Counseling and Psychological Services (CAPS)
 - (734) 764-8312 * <http://caps.umich.edu/>
- University of Michigan Police (DPSS)
 - (734) 763-1131 (or 911 for emergency) * <http://www.dpss.umich.edu/>
- UM Office of Student Conflict Resolution
 - (724) 936-6308 * <http://oscr.umich.edu>

NOTE: Members of the CDO staff team are considered [Individuals with Reporting Obligations or IROs](#). This means we connect people who share that they may have experienced sexual or gender-based misconduct with the [Equity, Civil Rights & Title IX Office \(ECRT\)](#). **We are not a Confidential resource, but we can connect you with a Confidential Resource if you would prefer to speak with someone confidentially.**

Concerns & Questions During Your Internship

If any concerns arise throughout your internship, please know that the CDO team is here to support you. Contact us at umsi.internships@umich.edu to discuss your concerns. Additionally, if you face any professional situations that are new to you during your internship, please know that the CDO team is here to support you.

If you have questions about networking, navigating a return offer from your internship, or any other situation, please reach out to us at umsi.internships@umich.edu, email your internship course instructor as indicated on the class syllabus, and/or schedule a time to talk with a career coach ([how to meet with a career coach](#)).

Main Links

- **UMSI Career Development Office (CDO) Resources**
 - [Talk to a Career Coach Canvas Page](#) (on CDO Canvas site)
 - [UMSI Internship Registration Process](#)
 - [CDO Internship Grant](#)
 - [UMSI Internship Reports](#)
- **Important Platforms**
 - [CareerLink](#)
 - [CDO Canvas site](#)
- **International Center**
 - [Advising Hours and Contact Information](#)
 - [Curricular Practical Training \(CPT\)](#)
- **International Travel**
 - [Individual Safety Plan Process](#)
 - [U-M International Travel Policy](#)
 - [Global Michigan Country Risk Ratings](#)
 - [UM Travel Registry](#)

- [Travel Abroad Health Insurance](#)
- **Academic Plan & Course Progression**
 - [BSI Academic Advising Google Site](#)
 - Email the BSI Academic Advising team at: umsi.advising.bsi@umich.edu
- **Financial Consideration(s) Resources**
 - [Office of the Registrar's Current Tuition Rates](#)
 - [Student Financial Services](#)
 - [Office of Financial Aid](#)
- **UMSI CDO Managed Email Accounts**
 - umsi.internships@umich.edu
 - For any questions related to internship credit, internship grant, CPT, etc.
 - umsi.careers@umich.edu
 - For all other career-related questions for the CDO team