**CHOICE FAQ**

1. What are the requirements for the CHOICE program?
	* Earn academic credit for the semester that they participate, requiring prior faculty approval and faculty internship supervision.
	* File the Free Application for Federal Student Aid (FAFSA) form and receive Financial Aid approval.
	* Must have a 2.75 cumulative GPA
	* Be enrolled as a full-time undergraduate student
	* Meet Massachusetts residency requirements which require permanent MA residency for one year.
2. How many students have successfully participated in the CHOICE program?
	* 200 students have successfully participated in the CHOICE program.
3. How many employers have participated in the CHOICE program? How many positions are available?
	* There are currently 150 positions posted on RAMTRACK with 50 different employers.
4. How do I find a CHOICE internship?
	* CHOICE internship positions are posted on RAMTRACK. However, other positions may be considered for the CHOICE program if the site meets the criteria for CHOICE employers. This requires approval from the internship coordinator
5. How do I know if my internship site qualifies for CHOICE?
	* Be an approved Framingham-based or MetroWest located academic center or institute, governmental agency, nonprofit business or community organization doing business in a commercially-zoned office space/property.
	* Agree to abide by the intern’s departmental internship guidelines including supervision and evaluation procedures.
	* Provide an internship that is an educational internship experience for the student and that is posted in FSU Ramtrack internship posting system at https://www.myinterfase.com/framingham/employer.
	* Be approved by the student’s Internship Faculty Advisor and FSU Internship Coordinator.
	* Confirm on a bi-weekly basis the intern-submitted actual internship hours worked by the appropriate deadline to the Internship Coordinator.
	* Agree to FSU Employer Internship Requirements as posted on the University’s web site at http://www.framingham.edu/career-services/documents/internshiprequirements.pdf
6. How much does the CHOICE program pay?
	* The CHOICE program pays $10/hr
7. I’ve been hired at my internship site, now what?
	* Please call Career Services to schedule a time to meet with the internship coordinator.
8. What is required from my employer?
	* Employers should schedule a time to speak with the internship coordinator. In addition, positions must be posted to RAMTRACK and the instructions on the internship application, which will be provided, should be followed.
9. How many hours can I work per week?
	* The minimum amount of hours is determined by each academic department’s guideline. Please check with your major requirements or meet with your advisor. Students can work no more than 8 hours per day. In addition, your contract will only allow you to work a maximum amount of total hours for the semester, which will be determined by your financial aid package.
10. How do I report my hours?
	* Once you have filled out all necessary paperwork, the Career Services department will send you your employee ID with instructions on how to enter your time on the Massachusetts HR system.
11. How do I get paid? How often?
	* You will need to submit your hours weekly in order to get paid. Payment is done by direct deposit and is done on a bi-weekly basis.
12. What do I need to bring when signing my paperwork?
	* Acceptable documents for the I-9 form, which can be found at: <http://www.uscis.gov/i-9-central/acceptable-documents>
	* Your bank account and routing number or a voided check for direct deposit
13. Can I participate in the CHOICE program for multiple semesters?
	* No, you can only participate in CHOICE for one semester
14. How can I get my internship approved for academic credit?
	* The Career Services office does not provide approval for academic credit. You will need to speak with your academic advisor and departmental internship coordinator.
15. What do I do if I think my internship site is eligible?
	* The internship site must be an approved Framingham-based or MetroWest located academic center or institute, governmental agency, nonprofit business or community organization doing business in a commercially-zoned office space/property.
	* Please call the internship coordinator to approve the internship site.