**UB Career Experience Program**

**FAQ**

**What are the eligibility criteria for companies to participate?**

Companies must be in the life sciences, materials informatics or advanced manufacturing sectors and be for-profit. Companies, who participated in previous years, must have participated in the final program survey for past years and have economic impact submitted, if applicable.

**How will postings be chosen?**

Postings will be reviewed by a committee for acceptance into the program. Clarity of the duties and responsibilities of the students, timeliness of posting submissions, and alignment to the mission of the program will be taken into consideration for selection. Companies who participated in 2019 MUST have completed the final survey to be eligible for 2020.

**When must I inform Sandra Small of the student chosen for the position?**

By November 15, 2019.

**Is there a contract between UB and my company?**

Yes. An authorized company representative must sign a contract agreeing to the responsibilities of UB and the company.

**What reporting obligations does my company have to UB?**

* Participating companies must return an economic impact letter reporting the value of the student employee, either the dollar amount UB paid the student or a greater value as measured by the company
* The students’ supervisors must confirm, via email to Diane Plinke, the total hours worked by the student in each pay period.
* If a student is receiving academic credit for the position, the supervisor may be required to submit an evaluation or brief summary of the student’s work.

**May I select a student who has participated in the program previously?**

No.

**How is IP from the company protected?**

It is the company’s responsibility to discuss IP confidentiality with the student.

**How are students’ hours tracked?**

The company supervisor is required to confirm the student’s hours via email to Diane Plinke, dianepli@buffalo.edu. Students will need to submit electronic timesheets through the [SUNY RF Self Service Portal](http://www.rfsuny.org/Information-For/Employee-Center-/Self-Service/). Timesheets, and supervisors’ confirmation emails are due the Tuesday before they are due to HR; those due dates can be found [here](http://www.buffalo.edu/content/dam/www/administrative-services/pdf-docs/HR/Payroll/PayrollCalendars/State%202016-2017/RF/RF%202016-17%20Hrly%20Payroll%20Calendar.pdf)

**How many hours may the student work?**

Unless otherwise stated, the student may work an average of 12 hours/week for 12 weeks. The student may not work more than 20 hours in any given week.

**Does the company need to provide funding or match?**

No.

**May a company pay the student for hours beyond what is covered by this program?**

Yes.

**When may the student start work?**

If all required paperwork is completed, the student may begin working at the start of the Spring 2020 Semester, January 27, 2020.

**When does the student’s time end?**

When the student has reached the maximum of 144 hours of work **or** the end of the semester, May 9, 2020, whichever comes first.

**What criteria do students need to participate?**

Participants must be full time graduate or undergraduate students in good academic standing at The University at Buffalo and eligible to work in the US.

**Are postings restricted to technical positions?**

No. The program is open to all positions within life sciences or advanced manufacturing companies. The goal of the program is to bring awareness to the variety of careers in these sectors.

**Who supervises the student?**

The company must assign a supervisor to the student.

**How does the student get paid?**

The student is an employee of the Research Foundation (RF) and will be paid through UB. Paychecks may be picked up at 120 Crofts Hall, North Campus.

**May a company submit more than one posting?**

Yes. All postings will be reviewed by a committee for selection into the program.

**How much will the student be paid?**

Students will be paid $14/hour.

**Can a student work for more than one company through this program?**

No.

**Can a student have another job through the Research Foundation?**

Students may work in other Research Foundation-supported positions so long as the total number of hours work per week does not exceed 20.

**Whom should I contact with general questions about the program?**

Sandra Small, PhD

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