



Internship/CPT Policy for International Students (Effective Fall 2013)

Off-campus work opportunities for F-1 international students are limited, but not impossible. Curricular Practical Training (CPT) is one type of off-campus work authorization that international students may be eligible for. CPT is defined to be an internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. An eligible student may request employment authorization for practical training in a position that is directly related to his or her major area of study.

What is an internship?

According to the National Association of Colleges and Employers (NACE):

- The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
- The skills or knowledge learned must be transferable to other employment settings.
- The experience has a defined beginning and end, and a job description with desired qualifications.
- There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
- There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
- There is routine feedback by the experienced supervisor.
- There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals

Requirements for CPT approval:

- A. Students must have completed two consecutive semesters of full-time coursework in F-1 status.
- B. To earn 1-4 internship credits, students must have at least a 2.0 GPA; for 5-12 internship credits, students must have at least a 2.5 GPA.
- C. All students must receive CPT employment authorization from the Office of International Student Services (ISS) PRIOR TO beginning any job/internship.
- D. Since internships must be directly related to the student's major, students must have officially declared a major in order to be eligible for an internship. The internship position and job duties must be reviewed and approved by the Internship Coordinator and the Director of ISS for relevance to the student's major.
 1. If the position is not directly related to the student's major, the Internship Coordinator and Director of ISS will request a meeting with the student and maybe academic advisor to discuss the position in more detail. If needed, the supervisor will be telephoned during this meeting to discuss how the position relates to the major.

2. If a direct connection between the position and major cannot be made, the Internship Coordinator and Director of ISS reserve the right to not approve the student's CPT authorization.
 3. If approved, the DSO will create and print a new I-20 with CPT authorization noted on page 3.
- E. All F-1 international students must receive academic credit within their major for their internship/CPT position. This could be an internship credit (ITS 199, XXX 399, XXX 409), independent study course within their major (XXX 398), or as part of an established course, with the approval of the course instructor (example – a learning lab to complement a course or student teaching).
1. For differences among the internship courses, visit the Internship Program's website.
 2. When students are registered for 20 or more credits during the Fall or Spring semester, an overload fee is applied to the student's bill. Additionally, there is a cost for summer internship credit. Contact the Business Office for current rates.
- F. A student may petition to do a non-credit internship in certain instances. Petition approval is at the discretion of the Internship Coordinator and Director of ISS. Instances in which a petition is acceptable include:
1. Student has completed a credit-bearing internship in his/her major and wishes to do a second internship at the same site.
 2. Student wishes to complete an internship that is in his/her field and is indisputably related to the student's career aspirations. For instance, an accounting major who wishes to work at an accounting firm for one summer may petition for non-credit internship. This will also require the academic advisor's endorsement.
- G. Students must receive new CPT work authorization each term, even if the student is continuing at the same site. The Internship Coordinator and Director of ISS, in consultation with the academic advisor, reserve the right to not approve a second term if new skills or concepts will not be introduced. A second internship may also not be approved if the student has not maintained communication and assignments with his/her faculty sponsor.
- H. An F-1 student may only work part-time (up to 20 hours per week) while classes are in session, unless they are participating in an approved full-time internship.
- I. An F-1 visa holder can complete a total of 11 months of full-time work on CPT. Surpassing 11 months will jeopardize the student's ability to do Optional Practical Training (OPT) after graduation. Part-time work (fewer than 20 hours/week) does not count towards this total.
- J. These guidelines are unique to CPT. Any student wishing to receive OPT (Optional Practical Training, a one-year employment benefit usually used following graduation) should meet with the Director of International Student Services. A special application process must be followed and requires the assistance of the Director of ISS.

Student's Name (Print): _____

Student's Signature: _____

Campus Box #: _____ **Date:** _____