

Curricular Practical Training (CPT) for F-1 students is intended to provide hands-on practical work experience in situations where the work serves as an integral part of a student's academic program, prior to the completion of that program. Franklin University defines Curricular Practical Training as an internship for college credit. Students that have been in F-1 status for at least nine months may apply to participate in this type of training.

Although authorized part-time Curricular Practical Training employment is permitted with no penalties until completion of a degree, students who have received one year or more of **full-time** Curricular Practical Training are ineligible for Optional Practical Training (this includes practical training immediately after graduation).

NOTE: *Curricular Practical Training entailing employment of 20 or fewer hours per week requires concurrent full-time course work to maintain status as a full-time student.*

In order to be eligible for Curricular Practical Training the following must be met:

- 1) The employment meets the definition of Curricular Practical Training as being "alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school." 8 C.F.R. § 214 (f) (10) (i)
- 2) The employment must be "an integral part of an established curriculum." 8 C.F.R. § 214 (f) (10) (i)
- 3) The employment must be a temporary internship through an employer and not a permanent employment position.
- 4) The internship must be for college credit as an integral part of a student's academic program. It must be endorsed and monitored by the student's academic department. The work should build upon required competencies that are aligned with MBA program outcomes.
- 5) The work should build upon required competencies that are aligned with MBA program outcomes.

MBA Program Outcomes:

1. Communicate effectively in professional situations by applying appropriate written, verbal interpersonal, and presentation skills.
2. Lead, manage and contribute as a member to project teams.
3. Employ tactical, operational, and strategic decision making and problem solving to organizational issues.
4. Demonstrate a fundamental understanding of the workings of all aspects of an organization.
5. Analyze business issues by applying multi-functional, theoretical, and practical perspectives.

Application Materials

The student must provide the following information to the MBA Program Chair in writing prior to the initial meeting with the Program Chair or designee.

NATURE OF INTERNSHIP

- Description of job duties
- Detailed description of planned internship activities
- Special projects or assignments

LEARNING OUTCOMES

- Learning outcomes to be achieved on the job: How will the internship work experience enable the student to complete the Course and LifeLong Learning Outcomes listed above for the MBA program? Each outcome must be listed individually with a detailed action plan describing how it will be accomplished. Attach an additional sheet, if necessary.
- Provide a listing of completed coursework that is related to the aforementioned outcomes.
- Learning activities on and off the job: List specific examples of projects, work journals, research, written reports or portfolios the student is responsible for completing that will assist the student in achieving the course and lifelong learning outcomes of the internship by the student.

SELF-EVALUATION

- Special interests: What would you like to gain from this internship?
- Strengths: List what you feel are your strengths and how you plan to apply them to this internship.
- Areas for improvement: List what you feel are areas of your work performance that need to be developed or improved. How would you like the individuals involved in this internship to help you achieve your goals in these areas?

SUPERVISION

- Supervisor: Name the Program Chair and the internship supervisor, if known. Describe the supervision to be provided at the work site and at Franklin University. List what kind of instruction, training or consultation you will receive.

- Expectations of the employer/internship supervisor: Describe the method and frequency of supervision to be expected from the internship supervisor

Bring the following to the **Office of International Services & Programs**:

- 1) Passport;
- 2) I-94 card;
- 3) Form I-20;
- 4) Employer offer letter on employer's letterhead that includes the following:
 - a) The job description
 - b) The start date and end date of internship
 - c) The number of hours that will be worked per week
 - d) The name and address of the employer; and
- 5) Completed Franklin University internship form with signatures

Authorization Procedure

Curricular Practical Training is authorized by an International Student Advisor in the Office of International Services and Programs. A new SEVIS Form I-20 will be created with an endorsement indicating, "full-time (or part-time) Curricular Practical Training authorized for (employer) at (location) from (date) to (date)"

F-1 students may not begin Curricular Practical Training until the Form I-20 has been endorsed to indicate authorization. International students must be careful not to continue employment beyond the date authorized, unless you apply for and are granted an extension of your permission to work.

The student may engage in Curricular Practical Training upon receipt of the endorsed Form I-20.

For more information contact the Office of International Services and Programs at 614.797.4700 or oispp@franklin.edu.

Academic Status

Student Name: _____

Student I.D. / SSN: _____

TO BE COMPLETED BY ~~GRADUATE STUDENT SERVICES ASSOCIATE~~ INTERNATIONAL STUDENT & SCHOLAR ADVISOR

Cumulative GPA: _____

I certify that this student meets all academic requirements for an internship and that the above information is correct.

International Student & Scholar Advisor: _____

Date: _____

Student Information

To be completed by the student

Student Name:	
Student ID:	
Student Address:	
Student Phone:	Student Email:

Curricular Practical Training (CPT) Information

To be completed by the student

Dates of CPT:	From:	To:
Full Time or Part Time:		
Company Name:		
Company Address:		
Name of Supervisor:		
Phone of Supervisor:	Email:	

Registration

To be completed by Program Chair while meeting with the student

Term of Independent Study/CPT:	Credit Hours:
Academic Discipline:	MBA 699

Authorization Signatures

By signing below, I certify that this student meets all academic requirements for an internship and that the above information is correct.

Student:	Date:
Internship Supervisor:	Date:
Program Chair:	Date:
Designee (if applicable):	Date:
International <u>Student & Scholar</u> Advisor:	Date: