

CURRICULAR PRACTICAL TRAINING (CPT) MASTER'S INTERNSHIP CHECKLIST

Use this step-by-step checklist to make sure you have completed each of the necessary steps for engaging in an internship.

To apply I must have completed the following:

- Have a cumulative GPA of 3.0 or above (**without any Incompletes or E grades**).
- Successfully completed 2 semesters of Advancing Career and Education (ACE): SSB 510 and SSB 511 or 512
- Take the mandatory CPT online orientation:
<https://professionallearning.catalog.iit.edu/browse/stuart/courses/online-curricular-practical-training-cpt-orientation>.
- Apply for an internship/co-op that is related to my major (on-campus positions do not qualify as industry experience).
- My internship is for one semester and I understand that I cannot switch employers before the end of the semester.
- I understand that I can intern part-time (20 hours or less) or full-time (more than 20 hours) during the academic year including the summer semester, as long as I follow the deadlines and full-time and part-time registration requirements.
- I will not work on-campus during a full-time internship (20+ hours is considered full-time).
- I can only be registered for 6 credit hours during my full-time internship (any additional credits will need to be approved by your academic advisor)
- I can only be registered for 6 credit hours during my part-time internship.

Your Next Steps for Documentation – Students and Employers:

Step 1:

- I have obtained a signed offer letter from my employer on the company's letterhead stating:
 - My job title
 - My start date (your start date must coincide with the semester start date)
 - My end date (your end date must coincide with the semester end date)
 - Hours per week
 - My Salary (all internships must be paid)
 - My job description/job duties (can be in a separate document)
- I have reviewed the [“Academic Verification Questions - Sample Document”](#)
- I have answered the questions and completed the Academic Verification via [Google documents](#)
- If I worked last semester I have submitted the “Student Evaluation” and “Employer Evaluations” forms for the previous term to my advisor and then to the Stuart Career Management Center (CMC).
- My employer has read and signed the “Employer Agreement.”
- I have read and signed the “Student Agreement.”
- All components of the CPT packet, except my Advisor and the CMC portions, are completed.

Final Approvals

Step 2:

([OAAA](#) & [CMC](#) have appointments and walk-in advising hours – see website for walk-in advising hours)

- I have emailed my Academic advisor my completed CPT packet and offer letter for initial review and to receive signatures for the Advisor's Recommendation Form.
- Once approved by my advisor I have submitted this form to the Career Management Center for approval.
- I have obtained a “Permit” to register for the internship from CMC.

Step 3:

- Career Management has provided me with a signed version of the **Internship Authorization Form**.
- I have registered for the internship course (this **MUST** be done before seeing the Office of Global Services).
- I have submitted approved CPT documents to the [Office of Global Services](#). (Offer Letter, Internship Authorization form & Advisor Recommendation form)
(Office of Global Services hours for Main Campus: Monday-Friday from 10 AM – 5:00 PM, 10 W 35th St, Galvin Tower, (2nd floor), Suite 2C8-1, Chicago, IL 60616. Please email: global@iit.edu or call the Office of Global Services directly to schedule an appointment at 312.567.3680)

Step 4:

- I have received my updated I-20 from the Office of Global Services.
- I have submitted a copy of my updated I-20 to my employer.

Global Services Approval	_____
Date	_____
Signature	_____
119	_____

ADVISOR'S RECOMMENDATION FORM

CURRICULAR PRACTICAL TRAINING (CPT)

I. To be completed by the STUDENT:

Last Name: _____ First Name: _____

Illinois Tech Student ID: _____ SEVIS ID (For International students only): _____

Degree: MBA MBA Business Analytics MBA Quant MPA MPAA MSF MSFE EDA MAX
 SAM MGMT PM MTE MSTE MS-MSC PhD BS

Telephone: _____ Email: _____

Company Name: _____

Company Address: _____ City: _____ State: _____ Zip: _____

Position Title: _____

From (mm/dd/yy): ____ / ____ / ____ To (mm/dd/yy): ____ / ____ / ____

CMC Initial Here: _____

Number of hours per week (please check one):

Full-time (more than 20 hours/week) OR Part-time for _____ hours per week (indicate # of hours)

Expected completion date of all degree requirements (month/year): ____ / ____

Have you registered for at least one on-campus academic course during this semester? Yes No
(Applicable only for Fall/Spring semesters)

How did you hear about this position? _____

Residency status: F-1 Visa J-1 Visa Other (specify) _____

II. To be completed by the STUDENT:

Students must complete the [CPT Academic Verification Form](http://bit.ly/1rZxSLA) (accessible online at <http://bit.ly/1rZxSLA>) at least 1 business day before sending their paperwork to their Academic Advisor.

CPT Academic Verification Form responses will be attached by your advisor to your signed Advisor Recommendation Form.

ADVISOR'S RECOMMENDATION FORM

CURRICULAR PRACTICAL TRAINING (CPT)

III. To be completed by the ACADEMIC ADVISOR:

GPA is above 3.0? Yes No

I confirm that the employment listed below is in the student's field of study, is appropriate given the student's degree level, and will be taken for one of the following reasons:

- To assist in research, which will be incorporated into a final thesis/dissertation.
- To enhance current coursework with practical application.
- To fulfill program/course requirements. Mention course: _____

Academic Advisor (Please PRINT): _____

Academic Advisor Signature: _____ Date: _____

STUDENT AGREEMENT

CURRICULAR PRACTICAL TRAINING (CPT)

To be signed by the student

By signing below, I agree to adhere to the following policies of the Illinois Tech's Stuart School of Business Internship Program. I understand that failure to abide by any of these rules may lead to the early termination of my internship privileges.

1. Acceptance into the Internship Program is determined by the Stuart School of Business and the Office of Global Services, based on completion of two (2) full-time terms with a cumulative GPA of 3.0 or above (without any Incompletes or E grades) and good disciplinary standing. Continuation in the program is dependent upon maintaining a 3.0 GPA (without any Incompletes or E grades) and disciplinary standings, submitting the required evaluation forms, and receiving satisfactory performance evaluations.
2. The student is required to immediately inform the Career Management Center (CMC) of any changes in employment status or problems, and meet with the CMC before and after each work term.
3. **Registration for your internship credit, as well as start and end dates of work terms must follow the academic calendar. DEADLINES FOR INTERNSHIPS ARE STRICTLY ENFORCED, please see the Stuart CMC website for deadlines.**
4. After receiving authorization and a registration permit from the Career Management Center, the student must register for the internship course. The student must register for the appropriate internship course for each work term, including summer. Students who fail to register during the appropriate work terms may become out of status and/or lose scholarship eligibility, in addition to other consequences.
5. Students are required to participate in an evaluation process each semester at the work site. The student and supervisor will determine objectives and learning goals at the beginning of the term, and evaluate progress toward those objectives at the end of the term, which must be reviewed and approved by the academic advisor and then submitted to the CMC. If the original, signed copies of both the student and employer evaluations are not submitted at the end of the semester the student will not be permitted to participate in another INTERNSHIP.
6. Students working in full-time internships may take a **maximum** of 6 credit hours during a work semester. Students working part-time internships must take a **minimum** of 5 credit hours. Coursework loads over this limit must be approved by their academic advisor.

Failure to adhere to these policies, outlined above may result in dismissal from the Internship Program and other CMC services.

Under the Family Education Rights and Privacy Act of 1974, as amended, I hereby authorize the Illinois Institute of Technology, Stuart School of Business, Career Management Center to release information to employers related to employment.

To be completed by the STUDENT:

Student Name (Please Print)

Student Signature

Date

EMPLOYER INFORMATION

CURRICULAR PRACTICAL TRAINING (CPT)

TO BE FILLED OUT BY THE EMPLOYER:

Company

Internship Work-site Supervisor Name

Position Title

Company Mailing Address

City

State

Zip code

Company Work Site Address (if different from above)

City

State

Zip code

Phone

Fax

Supervisor's email

Company web page

Student's Name

Student's Position Title

Department (if applicable)

Are students with Permanent Resident status or an F-1 visa eligible for permanent employment opportunities with this company?

Yes No

Please select which programs your organization would be interested in hiring for internships and full-time roles:

- | | |
|--|--|
| <input type="checkbox"/> MBA Business Administration | <input type="checkbox"/> Masters in Public Administration in Analytics |
| <input type="checkbox"/> MBA Business Analytics | <input type="checkbox"/> Masters in Management |
| <input type="checkbox"/> MBA Quantitative Finance | <input type="checkbox"/> MS in Management Science and Analytics |
| <input type="checkbox"/> MS in Sustainability Analytics and Management | <input type="checkbox"/> MS in Project Management |
| <input type="checkbox"/> MS in Finance | <input type="checkbox"/> MS in Technological Entrepreneurship |
| <input type="checkbox"/> MS in Finance Economics | <input type="checkbox"/> PhD in Management Science/ Finance |
| <input type="checkbox"/> MS in Economics and Data Analytics | <input type="checkbox"/> PhD in Management Science/ Operations |
| <input type="checkbox"/> MS in Marketing Analytics | <input type="checkbox"/> BS in Business Administration |
| <input type="checkbox"/> Masters in Public Administration | |

EMPLOYER AGREEMENT

CURRICULAR PRACTICAL TRAINING (CPT)

To be signed by the employer

This is an agreement which, when signed, demonstrates the employer's understanding of the Illinois Institute of Technology, Stuart School of Business Internship Program policies:

1. Admission of students to the Curricular Practical Training (CPT) Internship Program is the responsibility of the Stuart School of Business. The employer hiring a student within this program agrees to immediately inform the Stuart School of Business of any changes to the student's terms of employment, including but not limited to work location, salary, evaluations, and type of schedule (ie. part-time or full-time).
2. **Students may begin employment only after they have been authorized for INTERNSHIP by the Stuart School of Business, Career Management Center, and Illinois Tech's Office of Global Services.** This authorization can be verified on page three (3) of the student's I-20.
3. CPT authorization is valid for only one term with one employer. Internship work authorization for additional work terms must be approved before the start of each academic term.
4. International students can work in the internship on a part-time basis (20 hours or less) or full-time (up to 40 hours) during the academic year. Start and end dates of work terms must follow the academic calendar and overtime is not permitted.
5. Changes to the student's type of schedule must have the consent of the workplace supervisor and the Career Management Center before schedule changes can be implemented.
6. The work assigned to students should be relevant to their degree programs and should become more complex and varied with each term they work at your company.
7. An evaluation of student performance needs to be submitted by the employer to the Stuart School of Business after each term, based on learning objectives established by the student and supervisor at the beginning of each work term.
8. The Stuart School of Business encourages employers to discuss the performance evaluation with the student.
9. The Stuart School of Business reserves the right to contact the employer to discuss the student's performance and progress.
10. It is the intention of the Stuart School of Business at Illinois Tech to act per all regulations of federal, state, and local governments with respect to providing equal opportunity in employment and education, as those regulations pertain to Illinois Tech. Illinois Tech prohibits and will act to eliminate discrimination and segregation based on race, color, sex, religion, national origin, age, veteran status, handicap or disability, or sexual orientation. The Stuart School of Business services are available only to employers whose employment practices are consistent with this policy and are similarly non-discriminatory.

Company

City

State

Name of Company Representative (please print)

Signature of Company Representative

Telephone

Email

Date

Name of Primary Supervisor (if different from above)

Telephone

Student's Name

Email

CO-OP/INTERNSHIP AUTHORIZATION FORM

CURRICULAR PRACTICAL TRAINING (CPT)

Last Name: _____ First Name: _____

Student ID#: _____ GPA: _____

Degree: MBA MBA Business Analytics MBA Quant MPA MPAA MSF MSFE EDA MAX
 SAM MGMT PM MTE MSTE MS-MSC PhD BS

Company Name: _____ Location: _____

Job Title: _____

Academic Advisor: _____ Term (fill one): Fall _____ Spring _____ Summer _____

Type of Schedule (circle one): P/T F/T

Internship Start Date: _____ End Date: _____

International students only:
You must register for the internship before visiting the Office of Global Services.

THE OFFICE OF GLOBAL SERVICES WILL NOT STAMP YOUR I-20 IF THE INTERNSHIP REGISTRATION IS INCOMPLETE.

Student Signature Date

To be completed by the CMC.

Course Code : _____ Section: _____ CRN#: _____

Administrative credits (circle one): 3 credits 6 credits 4.5 credits 9 credits 0 credits

Career Management Center Date

A permit has been entered for internship registration.
Please go online and register for your internship.