**CAS 394i – Independent Internship**

Fall, Spring Summer terms

.5 Credits

Pass/Fail

Greene Center, 4-200 Dewey Hall, Rochester, NY 14627 585.275.2366 https://careereducation.rochester.edu/

CAS 394i- SPECIAL INTERNSHIP LEARNING AGREEMENT

**Instructions**

Please complete the fields and questions below, save the document to your device, and bring an electronic copy to your appointment in the Greene Center. The Career Advisor will review your documents and assist you with any changes. Once approved, both you and the Career Advisor will sign the agreement and a copy will be emailed back to you.

**Student Information**

Name:        Student ID:

Email address:

Class yr:      Major:

Registration period: [ ] Fall [ ] Spring [ ] Summer

Applying for CPT: [ ] Yes [ ] No

* ***If you are an International Student who needs CPT, you MUST complete the “Recommendation for F-1 Curricular Practical Training (CPT)” form at the end of this document.***

**Internship Information**

Organization Name:

Organization Address:

Will you be working: [ ] Remotely [ ] In person [ ] Hybrid (both remote and in person)

 If you will be working remotely or hybrid, please list the address(es) where you will be working from:

Internship Start date:      /     /       End date:      /     /      Hours/week:

Compensation: Will you receive compensation (payment, stipend, etc.) for the internship? [ ] Yes [ ] No

**Supervisor Information**

Internship Supervisor Name:

Supervisor Title:

Supervisor Email:       Supervisor Phone:

**Learning Goals and Objectives**

The following set of goals and learning objectives developed by the student and the career advisor are used as guidelines for determining whether the requirements of the internship have been met.

**Related Course**s: (What course(s) have you taken, or plan to take that relate directly to this Internship? Please explain how they are related:

**Activities** (What duties will you perform in your internship?):

**Learning Objectives** (What do you intend to learn during the internship?):

**Evaluation** (How will you know if you have achieved these objectives?):

**Acknowledgment**

Failure to complete any of the requirements outlined above will prevent me from receiving University of Rochester credit & result in a failing (F) grade on my permanent transcript (for international students, a failing (F) grade will make me ineligible for future CPT authorizations). Successful completion of all stated assignments will result in a passing (P) grade.

The following assignments, found in Blackboard, will be required to complete CASC 394i:

* Internship Readiness Assignment
* Final Assessment / Assignment
* Employer Evaluation

The following named student herby enters into an internship agreement to facilitate a learning experience designed to benefit both the student and the internship employer.

Student Name (printed):       Student ID #:

Student Signature:      Date:      /     /

Career Advisor (Instructor):

Career Advisor (Instructor) Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:      /     /

**\*\*International Students applying for CPT …**

**Please also complete the information on the following page \*\***

 **INTERNATIONAL SERVICES OFFICE** • **UNIVERSITY OF ROCHESTER**40 Celebration Drive, Suite 1.100, PO Box 270446, Rochester, NY 14627 • Phone: (585) 275-2866 • Fax: (585) 276-2943

Email: questions@iso.rochester.edu • Web: www.iso.rochester.edu

**Recommendation for F-1 Curricular Practical Training (CPT)**

This form is used to obtain an advisor recommendation and Dean’s approval for Curricular Practical Training off-campus work permission. CPT is available to eligible students who will pursue an internship or other work activities that are integral to their program of study at the University. A new I-20 authorizing the specific employment details must be issued by the ISO ***before*** you begin any employment! Please allow one week for processing; you will be notified by email when the new document is available for pick-up. Additional information on the application process is available through the ISO website.

**Student Information** University ID#:

Name:       Date of Birth:       /       /

Email:       Phone:

**Requested CPT Authorization:** [ ] Full-time (over 20 hours per week) [ ] Part-time (20 hours or less per week)

Employer:       Title:

Street Address:

City:       State:       Zip Code:

**Required Documentation must be attached:**

*Details online at* www.iso.rochester.edu/emploment/students/cpt.html.

[ ] Detailed Offer Letter (on letterhead), including dates, hours per week, job description, and location

[ ] Evidence of appropriate academic registration for Course Credit, Co-Op Program, or Degree Requirement

Recommendation of Academic Advisor:

The student listed above wishes to apply for F-1 Curricular Practical Training (CPT). CPT authorizes off-campus employment that is an integral part of an established curriculum and is directly related to the student’s major area of study. If the proposed employment satisfies these conditions and is required of all students in a particular degree program, is part of a recognized co-op program through the school, or the student is eligible to receive academic credit for this training, please complete the following information to recommend CPT authorization.

**CPT Period:** Start Date:       /       /       End Date:       /       /

Academic Objective of Training: [ ] Degree Requirement for all students [ ] Recognized Co-Op [ ] Course Credit

*For Course Credit:* Course Number: ***CASC 394i .5 credits***. Title: ***Special Internship***

Students’ current Expected Completion Date for all degree requirements:       /       /

[ ] **Appropriate Training:**

**This student is recommended for Curricular Practical Training employment, as specified above.**

Advisor’s Name:       Phone: 585.275.2366

Signature: Date:      /     /

**Certification from Dean’s Office:**

Grad/Undergrad Dean’s Signature Name printed Date

**Do NOT begin employment until a new I-20 is issued to authorize work permission!**