

Illinois Institute of Technology

Institute of Design
350 N. LaSalle Street
Chicago, IL 60616
Phone: (312) 595-4906
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CURRICULAR PRACTICAL TRAINING

Design Internship

[8 CFR 214.2 (F)(10)(I)] 4/2016

I. DEFINITION

Curricular Practical Training: "An F-1 student may be authorized, by the DSO (Designated School Official), to participate in a Curricular Practical Training Program which is an integral part of an established curriculum. Curricular practical training is defined to be 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."

II. ELIGIBILITY

- ◆ Student must have been a full-time student for a minimum of one academic year prior to beginning CPT.
- ◆ GPA requirements: 3.25.
- ◆ Allows for part-time CPT (20 hours or less) during the academic year, and full-time (above 20 hours) only in the summer term. **Exception:** PhD students may apply for full-time CPT during the academic year along with their coursework/research credit.
- ◆ Student must register for IDX 595 each term they participate in CPT.

III. PROCEDURES TO APPLY FOR CPT

1. Obtain a written job offer from the company specifying job title, duties, beginning and ending dates, and number of hours per week. Secure signatures on the Employer's Agreement form.
2. Obtain an approval from the Institute of Design by completing the Advisor's Recommendation for Curricular Practical Training form. This form must be signed by both the Assistant Dean for Academics and the Director Graduate Admission and Student Engagement.
3. Register for the internship course IDX 595 for the term for which you are seeking CPT authorization.
4. Submit Advisors Recommendation form and copy of job offer letter with job description to the International Center to obtain CPT authorization. You may drop off the documents to the International Center Reception in MTCC Room 202 (Mies Campus) or email the documents to icenter@iit.edu.
5. It takes approximately 2 weeks for the International Center to process your CPT request. Your CPT authorization will appear on your new I-20 issued by the International Center. Once you have received the new I-20, you may begin working as of the start date of the CPT authorization. **You must not begin working prior to the date listed on your CPT I-20 or prior to you collecting the I-20.**

IV. ADDITIONAL INFORMATION

- **No student may work prior to or work after the authorized period of time as indicated on page 2 of the I-20.**
- **Authorization can only be given for one semester. Each subsequent semester, the student must be re-authorized.**
- All work must be related to the student's major field of study as indicated on the student's I-20.
- The duration of full-time CPT must be less than 12 months over the entire period of study in the U.S. A student who has worked full-time for 12 months or more will forfeit eligibility for Optional Practical Training (OPT).

IV. ADDITIONAL INFORMATION (CONT'D)

- Part-time employment does not count towards the 12-month limit. Part-time employment is 20 hours or less per week. Anything above 20 hours is considered full-time.
- Students must register for IDX 595 each semester, prior to seeking an authorization from the International Center.
- If you change employers, all forms must be submitted to the International Center with new signatures. An updated I-20 must be obtained PRIOR to any change of employer.
- When renewing CPT with your existing employer, you must submit work term summary report to the Assistant Dean for Academics at the Institute of Design **before** you can be authorized for the next semester. Please follow the steps indicated under “Procedures to Apply for CPT.”
- Contracting, consulting, starting your own business or teaching does **not** meet the requirements to qualify as CPT. Only PhD students are permitted to teach.
- International students are exempt from paying Social Security and Medicare taxes for the first 5 years. They are required to pay all federal, state, and applicable local taxes.
- During the academic school year, students on CPT must maintain a full courseload (minimum of 9 credits). **Exception:** PhD students who are in their final term of coursework or have completed all coursework.

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ADVISOR'S RECOMMENDATION FOR CURRICULAR PRACTICAL TRAINING

4/2016

I. TO BE COMPLETED BY THE STUDENT

Last Name _____ First Name _____

Student CWID _____ Degree sought _____

Telephone _____ E-mail _____

II. TO BE COMPLETED BY THE ADVISOR

I confirm that the employment listed below is integral to 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 final thesis/dissertation
- ◆ To supplement coursework. List course(s): _____
- ◆ To enhance current coursework with practical application.
- ◆ To fulfill program/course requirements. List course(s): _____

Name of Company: _____

Company Address: _____

Position: _____

From (m/d/y): _____ To (m/d/y): _____

Full-time (More than 20 hours per week) OR

Part-time (20 or fewer hrs, per week): _____ (indicate # of hours)

The anticipated date when the student will complete all degree requirements: _____ (mo/yr)

APPROVERS

Assistant Dean for Academics (Print Name) _____ Phone _____

Signature _____ Date _____

Director Grad. Admission & Student Engagement (Print Name) _____

Phone _____ Signature _____ Date _____

**ILLINOIS INSTITUTE OF TECHNOLOGY
INSTITUTE OF DESIGN
CURRICULAR PRACTICAL TRAINING/ INTERNSHIP PROGRAM**

EMPLOYER'S AGREEMENT

In order to establish a mutual understanding of the program, please read the following guidelines and sign below. By signing this agreement the employer agrees to abide by these policies:

1. Admission of students to the Curricular Practical Training Internship Program is the responsibility of the Institute of Design, an academic unit of Illinois Institute of Technology ("Illinois Tech"). The employer hiring a student within this program agrees to inform the Institute of Design and the International Center of any changes to the student's terms of employment.
2. The student shall work under this established schedule (Check One):
 - Full-Time: Students work full-time for the summer only. (Exception: PhD Students)
 - Part-Time: Students work for a maximum of 20 or less hours per week during the school term.
3. The work assigned to students must be integral to the degree program in which they are enrolled and appropriate given their level of study.
4. Students may begin employment only after they have been authorized for CPT by the Institute of Design and Illinois Tech's International Center. This authorization can be verified on page 2 of the student's I-20.
5. CPT authorization is valid for only one semester at a time. Extensions for any subsequent terms must be approved in advance by the Institute of Design and International Center. A written job offer & job description is required, and an evaluation of the previous work term must be submitted to the Assistant Dean for Academics before a CPT extension will be granted.
6. An evaluation of student's performance must be submitted by the employer to the Assistant Dean for Academics at the completion of each semester. The Institute of Design will provide the evaluation form to the employer and the student. Employers should discuss with the student the evaluation of their performance. Failure to complete the evaluation will result in the student's ineligibility to continue in an internship program.
7. The Institute of Design reserves the right to contact the employer to discuss the student's performance and progress.
8. It is the intention of the Institute of Design of Illinois Tech to act in accordance with all regulations of federal, state, and local governments in respect to providing equal opportunity in employment and education, insofar as those regulations pertain to Illinois Tech. Illinois Tech prohibits and will act to eliminate discrimination and segregation on the basis of race, color, sex, religion, national origin, age, veteran status, handicap or disability, or sexual orientation. The Institute of Design services are available only to employers whose employment practices are consistent with this policy and are similarly non-discriminatory.

Company Name (please print)

City and State (please print)

Name of Company Representative (please print)

Signature of Company Representative

Telephone

Date

ILLINOIS INSTITUTE OF TECHNOLOGY
INSTITUTE OF DESIGN
Phone 312 595-4906 Fax 312 595-4901

CURRICULAR PRACTICAL TRAINING - INTERNSHIP

WORK TERM SUMMARY REPORT
For the period of (mm/dd/yy) _____ to _____

Student's Name	CWID	Email	
Job Title	Graduate Program	Concentration, if any	
Company Name	Division or Group, if any		
Street address where work is performed	City	State	Zip
Supervisor's Name	Title	Phone	Email
Institute of Design Assistant Dean for Academics	Phone		

Complete the attached page, sign, and submit to the Institute of Design, Assistant Dean for Academics. This form must be submitted before the student will be considered for an extension or new Internship permission.

The work term summary report must remain on file at the Institute of Design for three years after the completion of the student's F-1 status. The report may be requested by the International Center at any time.

WORK TERM SUMMARY REPORT
To be completed by the Supervisor and discussed with the student

Student's Name: _____ CWID: : _____

Supervisor Name: _____ Phone: _____ Email: _____

PART 1 – STUDENT'S GENERAL AREA OF RESPONSIBILITY DURING THE WORK TERM

PART 2 –DESCRIPTION OF JOBS OR PROJECTS ON WHICH STUDENT SPENT THE MOST TIME DURING THE WORK TERM

PART 3- STUDENT'S APPRAISAL OF THE RELATIONSHIP OF WORK DUTIES TO HIS/HER COURSE OF STUDY

PART 4 – EMPLOYER'S APPRAISAL OF THE EFFECTIVENESS OF THE STUDENT'S JOB PERFORMANCE

Has this report been discussed with the student? Yes ___ No ___ Date _____

Supervisor's Signature

Date

Student's Signature

Date