

## Stuart School of Business 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.*

**Please go through this checklist before you submit your form**

### In order to apply I must do the following:

- Have a cumulative GPA of 3.0 or above (**without any Incompletes or E grades**).
- Take the mandatory CPT online orientation in Blackboard (under organizations) or Comevo online module @ <http://onlineorientation.net/stuart-iiit/126>.
- Apply for an internship that is related to my major field of study.
- My internship is for one semester and I understand that I am **not** allowed to switch employers before my semester ends.
- I understand that I can intern part-time (20 hours or less) or full time (more than 20 hours) during the academic year including summer, as long as I follow the deadlines and full time registration requirements.
- I will NOT be working on-campus during a full-time internship (working full-time, for 20+ hours).
- I am taking no more than 6 credit hours in academic coursework during my full-time internship (6 credit hours is the MAXIMUM number of academic credits you can take unless approved to take additional credits by your academic advisor) and no less than 5 academic 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/end date (align semester start & 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 completed the "Advisor's Recommendation"
- I have answered the questions and emailed them to the academic advisor via [Google documents](#)
- If I worked last semester I have submitted the "Student and Employer Evaluations" from the previous term to the Stuart Career Management Center (CMC).
- My employer has read and signed the "Employer Agreement."
- I have read and signed the "Student Agreement."

### Final Approvals

#### Step 2:

*(QAAA & CMC has appointment and open advising hours – see website for open advising hours)*

- I have visited my Academic advisor to complete the Advisor's Recommendation Form
- I have made an appointment (or dropped by during walk-in hours) to see a CMC advisor for the CMC authorization form.
- I have obtained a "Permit" to register for the internship from CMC.

#### Step 3:

- Career Management has provided me with ORIGINALS of the Internship Authorization Form", "Advisor's Recommendation Form" for the International Center.
- I have registered for the internship (this **MUST** be done prior to seeing the International Center).
- I have submitted approved CPT documents to the International Center. (Offer Letter, Internship Authorization form & Advisor Recommendation form)  
(International Center (<http://bit.ly/WNFy8v>) Hours for Main Campus: Monday-Friday from 8:30 AM – 5:00 PM, MTCC - Rm 202. Please email: [icenter@iit.edu](mailto:icenter@iit.edu) or call the International Center directly to schedule an appointment at 312.567.3680)

#### Step 4:

- I have received my updated I-20 from the International Center. q I have submitted a copy of my updated I-20 to my employer.
- I have submitted a copy of my updated I-20 to my employer.

Int'l Center Approved	_____
Date	_____
Signature	_____
119	_____

Stuart School of Business  
 Career Management Center  
 565 W. Adams St., 4<sup>th</sup> Floor,  
 Chicago, IL 60661  
 Ph: 312-906-6555/6542  
 Fax: 312-906-6511

## INTERNSHIP AUTHORIZATION ADVISOR'S RECOMMENDATION FORM FOR INTERNSHIP

**I. To be completed by the STUDENT:**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Nickname \_\_\_\_\_

Illinois Tech Student ID # \_\_\_\_\_ SEVIS ID (*For international students only*) \_\_\_\_\_

Degree Sought:  MBA  MSF  MMF  MAX  MS-SMGT  MPA  MTE  MMS  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 course during this semester?  Yes  No

(Applicable only for Fall/Spring semesters)

How did you hear about this position? \_\_\_\_\_

Residency status:  US citizen  Permanent resident  F-1 Visa  J-1 Visa  Other (specify) \_\_\_\_\_

**II. To be completed by the STUDENT:**

Student must fill out the CPT Academic Verification Form (accessible online at <http://bit.ly/1rZxSLA>) at least 1 business day before meeting with their Academic Advisor.

**III. To be completed by the ACADEMIC ADVISOR:**

*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:*

GPA is above 3.0       Yes       No

- 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: \_\_\_\_\_

Position Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please email the answers to these questions to your academic advisor

Provide a detailed summary of the position description and job responsibilities.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Which academic courses have prepared you for this employment opportunity? Provide detailed explanation for each course.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain how this employment opportunity will be essential to your current and/or future coursework.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Academic Advisor (Please PRINT): \_\_\_\_\_

Academic Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Stuart School of Business  
Career Management Center  
565 W. Adams St., 4<sup>th</sup> Floor,  
Chicago, IL 60661  
Ph: 312-906-6555/6542  
Fax: 312-906-6511

**INTERNSHIP AUTHORIZATION  
STUDENT AGREEMENT**  
To be signed by 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 International Center, 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 the 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. **Since internship is an academic program, registration 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 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.**

Pursuant to 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.

---

Student Name (Please Print)

---

Student Signature

Date

Stuart School of Business  
Career Management Center  
565 W. Adams St., 4<sup>th</sup> Floor,  
Chicago, IL 60661  
Ph: 312-906-6555/6542  
Fax: 312-906-6511

## INTERNSHIP AUTHORIZATION EMPLOYER INFORMATION

Please print legibly

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)

### TO BE FILLED OUT BY THE EMPLOYER:

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

Yes       No

Please indicate ALL programs from which you would consider hiring:

- MBA
- MS in Environmental Management and Sustainability
- MS in Finance
- MS in Mathematical Finance
- MS in Marketing Analytics
- MPA
- PhD in Management Science/ Finance
- PhD in Management Science/ Operations
- BS in Business Administration

Stuart School of Business  
Career Management Center  
565 W. Adams St., 4<sup>th</sup> Floor,  
Chicago, IL 60661  
Ph: 312-906-6555/6542  
Fax: 312-906-6511

## INTERNSHIP AUTHORIZATION EMPLOYER AGREEMENT

*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:***

- (For International students only)*** Admission of students to the Curricular Practical Training (CPT) Internship Program is the responsibility of the Stuart School of Business of the Illinois Institute of Technology. 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 changes in schedule.
- (For International students only)*** ***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 International Center. This authorization can be verified on page three (3) of the student's I-20. CPT authorization is valid for only one term. INTERNSHIP work authorization for additional work terms must be approved before the start of each academic term.***
- Internships*** are for one academic term with one employer. International students in internships can work in the internship on a part time basis (20 hours or less) or full time (more than 20 hours) during the academic year. **Since internships are academic programs, start and end dates of work terms must follow the academic calendar. DEADLINES ARE STRICTLY ENFORCED, please see the CMC website for deadlines.**  
***CHANGES TO THE STUDENT'S SCHEDULE MUST HAVE THE CONSENT OF THE WORKPLACE SUPERVISOR AND THE CAREER MANAGEMENT CENTER ADVISOR PRIOR TO TAKING EFFECT.***
- The work assigned to students must be relevant to the degree programs in which they are enrolled, increasing in complexity and/or breadth as each student progresses through successive work terms.
- An evaluation of student performance needs to be submitted by the employer to the Stuart School of Business at the completion of each term, based on learning objectives established by the student and supervisor at the beginning of each work term.***
- The Stuart School of Business encourages the employers to discuss the performance evaluation with the student.
- The Stuart School of Business reserves the right to contact the employer to discuss the student's performance and progress.
- It is the intention of the Stuart School of Business 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 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 and State (please print)

\_\_\_\_\_  
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

Stuart School of Business  
Career Management Center  
565 W. Adams, 4th Floor  
Chicago, IL 60661  
Ph: 312-906-6555/6542  
Fax: 312-906-6511

CURRICULAR PRACTICAL TRAINING (CPT):

**CO-OP/INTERNSHIP  
AUTHORIZATION FORM**

Career Management Center

**Student Name:** \_\_\_\_\_  
Last First Nickname

**Student ID#** \_\_\_\_\_ **GPA:** \_\_\_\_\_

**Degree:**  MBA  MSF  MMF  MMA  MS-EMS  MPPA  MTE  MMS  PhD  
 BS

**Company Name:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Academic Advisor:** \_\_\_\_\_ **Term** (circle one): 21F 22S 21 Summer

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

**Internship Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Course #:** \_\_\_\_\_ **Section:** \_\_\_\_\_ **CRN#:** \_\_\_\_\_

**Administrative credits** (circle one):  
UG 6 Credits 12 credits 0 credits  
G 4.5 credits 9 credits 0 credits

\_\_\_\_\_  
Helen Ezenwa, Director, Career Management Center Date  
Shahzad Hussain, Associate Director, Career Management Center

A permit has been entered for internship/co-op registration.  
***Please go online and register for your co-op or internship.***

***International students only:***  
***You must register for the co-op/internship before visiting the International Center.***

**THE INTERNATIONAL CENTER WILL NOT STAMP YOUR I-20 IF THE CO-OP/INTERNSHIP REGISTRATION IS INCOMPLETE.**

\_\_\_\_\_  
Student Signature Date