



# GLOBAL EDUCATION CENTER LAMAR UNIVERSITY

International Student and Scholar Services

## CPT Application Guidelines

Student and Exchange Visitor Programs governing regulations for students and schools [8 CFR 214.2(f)(10)(i)] define Curricular Practical Training (CPT) as an employment authorization that is “*an integral part of an established curriculum, including 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.*” CPT is not meant to facilitate the creation of a special employment opportunity for international students on F-1 visa or for employment unrelated to the major field of study. It must have well-defined learning outcomes and cannot delay the time of graduation. If the primary goal is practical work experience rather than an academic pursuit, please apply for Optional Practical Training (OPT) when you become eligible. In addition, CPT must be associated with an approved Internship and/or Practicum course, and therefore the employment period should be consistent with the course period in a semester.

Please follow the following guidelines for CPT petition:

- Required components for a CPT application (*incomplete application will not be accepted*):
  - 1) Completion of at least two long semesters of study as a full-time student.
  - 2) In good academic standing (GPA of 3.0 or higher for graduate students or based on academic standards of the undergraduate program).
  - 3) Faculty adviser’s letter describing the scope of CPT and the intended student outcomes (details in the instruction for academic department). If the CPT is arranged for data collection as required for senior projects or thesis/dissertation research, the letter must specify how the data will be incorporated into the thesis/dissertation or project report.
  - 4) Employer’s offer letter with authorized signature(s) including the following components:
    - a. The letter must be in the company’s letterhead signed by the authorized company official.
    - b. A description of the position and job responsibility.
    - c. Physical location and start & end dates of employment.
    - d. Specification of part- or full-time employment including the number of hours per week and compensation terms.
    - e. Contact information of the employer (person of contact, title, complete physical address, telephone number and email address).
  - 5) Registration in a required internship/practicum/thesis/dissertation course (A syllabus containing the following components must be provided: course description, pre-requisite requirements, learning objectives, course materials, student outcomes, methods of performance evaluation and grading scale).
  - 6) Completion of CPT academic approval form (attached) and other documents required by the Office of International Education & Services.
  - 7) Submit completed application electronically to the International Student & Scholar Services office

## Instructions for Academic Departments

Academic rigor is of prime importance for all courses offered at Lamar University, including the internship and practicum courses arranged as an integral part of the education program. The rigor is particularly essential for an internship course offered at graduate level. To ensure academic rigor required for internship and practicum courses counted toward the degree requirement, please provide the following items for the student to include in his/her CPT application:

1. The course syllabus of the internship/practicum course in Lamar University Concourse format or an alternative format provided by the Academic Affairs. In the syllabus, please specify the course description, pre-requisite requirements, learning objectives, course materials, student outcomes, methods of performance evaluation and grading scale.
2. A letter from the student's academic advisor should specify the following:
  - 1) Description of the scopes and academic goals of the internship/practicum course and how the course addresses the educational objectives of the degree program.
  - 2) Physical location and start & end dates of employment.
  - 3) Specification of part- or full-time employment including the number of hours per week and compensation terms.
  - 4) Contact information of the employer (supervisor's full name, title, complete physical address, telephone number and email address).
3. **Please review all the statements below, fill in the blank, and sign to certify the following:**

As the student's Academic/Faculty Advisor,

- ☒ I confirm that \_\_\_\_\_ (internship course) is an integral component of his/her academic program;
- ☒ I will monitor and assess the student's CPT experience;
- ☒ If a request is made by the U.S. Department of Homeland Security, I will provide documentation showing that the CPT course was an integral part of the student's academic program and objectives.

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Signature of Advisor

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Typed/Printed Name of Advisor

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Today's Date



## CPT APPLICATION FORM (GRADUATE)

### SECTION 1: Student Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Local Address: \_\_\_\_\_

LU ID # \_\_\_\_\_ Lamar email: \_\_\_\_\_

Degree Level: \_\_\_\_\_ Program of Study: \_\_\_\_\_

Signature: \_\_\_\_\_

### SECTION II: To be completed in full by academic advisor.

**Degree Level:** ☐ Bachelor ☐ Master ☐ Doctor ☐ PhD **Field of Study:** \_\_\_\_\_

**Expected completion date of degree requirements:** \_\_\_\_\_

**Proposed internship** Start date: \_\_\_\_\_ End date: \_\_\_\_\_

**Please review and check one of the options below describing the purpose of the internship:**

☐ The internship is a **required and established** part of the degree program.

**Course Number:** \_\_\_\_\_ **Number of Hours:** \_\_\_\_\_ **Semester:** \_\_\_\_\_

☐ This internship/practicum is part of the established curriculum, for which the student will receive academic credit towards their degree (1 – 3 units **REQUIRED**), and in this student's major field of study. The internship course below is open to all students in the degree program.

**Course Number:** \_\_\_\_\_ **Number of Hours:** \_\_\_\_\_ **Semester:** \_\_\_\_\_

☐ This student has completed all coursework requirements and is currently in thesis or dissertation hours. The data obtained from the internship will be published in the student's thesis/dissertation.

**Course Number:** \_\_\_\_\_ **Number of Hours:** \_\_\_\_\_ **Semester:** \_\_\_\_\_

### SECTION III: Approval

Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_