



# Rhodes College

INTERNATIONAL STUDENT  
SERVICES

*Academic Affairs*

## Curricular Practical Training (CPT) Application

### **Instructions:**

1. READ this information.
2. USE the correct checklist to create a complete CPT Application.
3. SUBMIT a complete CPT Application to DSO Rachel Gasser **at least one month before** your CPT start date.

### **Information:**

The Federal CPT Regulations state: “An eligible student may request employment authorization for practical training in a **position that is directly related to their major area of study**... An F-1 student may be authorized by the DSO to participate in a curricular practical training program that is an **integral part of an established curriculum**. Curricular practical training is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school...”

Rhodes’ CPT Policy permits CPT authorization for experiences which fall within both the federal regulations and Rhodes’ academic regulations. Per federal regulations, each CPT experience must fulfill major-related learning objectives. Learning objectives must be unique to each CPT experience and/or demonstrably build upon earlier CPT learning objectives, as evidence for the educational necessity of the proposed CPT experience. Abuse of CPT is not permitted. (CPT will not be authorized for experiences not providing new major-specific skills/knowledge).

Federal regulations require one full academic year of study before a student may engage in CPT. If a student engages in full-time CPT for 12 months or more, the student becomes ineligible for post-completion OPT. Engaging in part-time CPT (20 hours or less) does not affect eligibility for post-completion OPT. Students must continue to maintain a full course of study in F-1 status during the period of employment. Inform the Rhodes DSO immediately if there are any changes in your CPT experience after authorization, such as change of employer or dates, etc.

Usually, CPT is most accessible to undergraduate students as summer internships, though semester experiences are also possible. As with on-campus employment and pre-completion OPT, CPT employment is limited to 20 hours per week during the school year. However, full-time CPT employment is possible during the semester breaks.

### ***Using CPT for Academic Internships***

Many departments at Rhodes include an internship course as part of the curriculum. Having a major-specific academic internship is a good opportunity for students to utilize CPT. During the semester, students are limited to a cumulative workload of fewer than 20 hours per week. During the summer, students may work as many or as few hours as they like. Academic internships may be accepted with or without pay.

### ***Using CPT for F11 Professional Experiences***

Foundations 11 (F11) is an integral part of the Rhodes curriculum and requires students to “connect academic study to community, global, or professional engagement. Sustained engagement involves developing the knowledge, skills, competencies, and values that prepare students to be thriving professionals and engaged members of local and global communities. Rhodes students become engaged citizens through involvement in activities related to their academic interests and professional goals.” An off-campus professional employment/internship experience may qualify for F11 designation. The Federal CPT Regulations do not specify a minimum or maximum number of experiences eligible for CPT. Rhodes permits students to engage in as many F11 experiences as they wish. The F11

designation does not cease being “integral to the curriculum” after a student has satisfied it. Therefore, CPT may be authorized for more than one F11 experience. After satisfying F11, any additional F11 experiences may not necessarily be annotated on the academic transcript. Students may take part in opportunities which are designated as F11 experiences, such as the St. Jude Summer Plus program, or in paid experiences, such as employment or internships directly related to the student’s major. F11 experiences may be accepted with or without pay.

**CPT Checklists: Use the correct one**

**CPT Checklist: ACADEMIC INTERNSHIP**

In one email, send each of these documents to Rachel Gasser, DSO:

- Completed “CPT Registration and Acknowledgement Form,” including your advisor’s signature supporting the appropriateness of the proposed learning objectives.
- Academic internship approval/acceptance notice/email from Career Services.
- “CPT Letter of Cooperative Agreement” completed and signed by your CPT employer/supervisor.
- If approved, the DSO will authorize CPT on a new I-20 for you; once you have this, you may begin working.

**CPT Checklist: F11 EXPERIENCE**

In one email, send each of these documents to Rachel Gasser, DSO:

- Completed “CPT Registration and Acknowledgement Form,” including your advisor’s signature supporting the appropriateness of the proposed learning objectives.
- Completed “Supervised Research, Creative, & Professional Experience F11 Contract”
- Employment/Training job offer letter from your manager/supervisor at the place where you’ll be working.
- “CPT Letter of Cooperative Agreement” completed and signed by your manager/supervisor.
- If approved, the DSO will authorize CPT on a new I-20 for you. Once you have this, you may begin working.
- After you complete the F11 experience, you must send Rachel Gasser your notice that F11 has been awarded to you after the assessment process.

**\*NOTE for Computer Science majors:**

- If this is your FIRST F11 credit: You must register and pay for 3 credits of the Computer Science internship course (COMP 460). This course carries F11 when taken for at least 3 credits. All summer interns (domestic and international) are required to take this course if they will be using this experience to complete the F11 requirement for the first time.
- If you have already earned F11 on something else and you want to do a Computer Science internship over the summer, you can go through the Completed “Supervised Research, Creative, & Professional Experience F11 Contract” process without registering for the course. Please direct questions about this process to the CS department chair.



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## CPT Registration and Acknowledgement Form

Legal name from your passport:			
SEVIS ID number:	<i>Last/Family</i>	<i>First/Given</i>	<i>Middle Name(s)</i>
Permanent cell phone number:		Rhodes Mail Box number:	
Rhodes email address:			
Rhodes Degree and Graduation Date:	<input type="checkbox"/> BA	<input type="checkbox"/> BS	<input type="checkbox"/> MA <input type="checkbox"/> MS Date of Graduation:
Rhodes major(s) at graduation:			
My CPT will be an:	<input type="checkbox"/> Academic internship	<b>OR</b>	<input type="checkbox"/> F11 Professional Engagement Fellowship
My major(s) and/or minor(s) is correct on my current I-20.	<input type="checkbox"/> No	<input type="checkbox"/> Yes	(If No, we will update your I-20)
Have you had CPT before?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
My requested START DATE is:	(Month):	(Day):	(Year):
My requested END DATE is:	(Month):	(Day):	(Year):
I request for my CPT to be:	FULL-TIME (20 hours/week or more) PART-TIME (fewer than 20 hours/week)		
Company/Employer Name:			
Company Address:			
	<i>Street Number</i>	<i>Street Name</i>	
	<i>City</i>	<i>State</i>	<i>ZIP</i>

**Explain how this experience is directly related to your major area of study.** For example, "As an auditor for FincanceSouth, I will be analyzing real-world commerce statistics and recommending actions on economic trends, all which relate directly to my economics/business major."

**List several concrete learning objectives this CPT experience will fulfill.** For example, "Improve my knowledge of FinNet software for econ/finance firms."

**Date and Signature of Academic Advisor:**

*The proposed learning objectives are appropriate for this academic area.*

**Date and Student Acknowledgement and Signature:**

*I understand the Rhodes CPT Policy and I will adhere to it.*



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## CPT Letter of Cooperative Agreement

Date:

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F-1 Student Name:

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Name of Company/Organization:

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Name and Title of Supervisor:

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Supervisor's Email Address

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To the PDSO of Rhodes College:

We have accepted the above-named student for their period of “Curricular Practical Training” (CPT) in the following capacity: **(circle one)** volunteer service | employment | internship

I understand that the student’s relationship with us represents curricular training for the student and that they will earn the required curriculum designation “Foundations 11” (F11) at Rhodes College for this experience.

I understand that the curricular objectives this student seeks to fulfil state: “F11: Sustained engagement involves developing the knowledge, skills, competencies, and values that prepare students to be thriving professionals and engaged members of local and global communities. Rhodes students become engaged citizens through involvement in activities related to their academic interests and professional goals.”

I will supervise the student and agree to cooperate with Rhodes College in achieving the stated curricular objectives. In this sense, “cooperating with Rhodes College” can be taken to mean helping your student to understand the connections between the Rhodes classroom and the world by gaining real-world experiences and workplace skills in a position that is directly related to their major area of study.

Signed,

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Student Supervisor

Printed Name, Student Supervisor

Date