

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 F1 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

- i Student must have been a full time student for a minimum of one academic year prior to beginning CPT.
- i GPA requirements: 3.25.
- i 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.
- i Student must register for IDX595 each term they participate in CPT.

III. PROCEDURE 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 IDX595 for the term for which you are seeking CPT authorization.
4. Submit Advisor's 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

- x No student may work prior to or work after the authorized period of time as indicated on page 2 of the I 20.
- x Authorization can only be given for one semester. Each subsequent semester, the student must

IV. ADDITIONAL INFORMATION (CONT'D)

- x 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.
- x Students must register for IDX595 each semester prior to seeking an authorization from the International Center.
- x 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.
- x When renewing CPT with your existing employer, you must submit work term summary report to the Assistant Dean for Academic at the Institute of Design before you can be authorized for the next semester. Please follow the steps indicated under "Procedure to Apply for CPT."
- x Contracting, consulting, starting your own business or teaching does not meet the requirements to qualify as CPT. Only PhD students are permitted to teach.
- x 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.
- x During the academic school year, students on CPT must maintain a full course load (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:

- i To assist in research which will be incorporated into final thesis/dissertation
- i To supplement coursework. List course(s): _____
- i To enhance current coursework with practical application.
- i To fulfill program/course requirements. List course(s): _____

Name of

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

EMPLOYER 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:

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

CURRICULAR PRACTICAL TRAINING INTERNSHIP

WORKTERM 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 IN 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