

# A E I E B HI CHEC I

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

- I**
- Have a cumulative GPA of 3.0 or above ( **I E** ).
  - Take the mandatory CPT online orientation in Blackboard (under organizations) or Comevo online module @ <http://onlineorientation.net/stuart-iit/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 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.

- D E :**
- 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."

- F A**
- 2:**
- ( [AAA](#) & )
- 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.

- 3:**
- Career Manager signs off provided me with ORIGINALS of the Internship Authorization Form", "Advisor's Recommendation Form" for the International Center.
  - I have registered for my internship (this 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 ([Mtp://bit.ly](http://bit.ly)))

Int'l Center Approved

III.

ACADEMIC ADVISOR :

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: \_\_\_\_\_

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: 312-906-6555/6542  
F : 312-906-6511

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Please print legibly

Company

Internship Work-site Supervisor Name Position Title

Company Mailing Address

City State Zip code

A

City State Zip code

Phone Fax

Supervisor's email Company web page

Student's Name

Student's Department (if applicable)

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***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:***

1. ***(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 , including but not limited to work location, salary, evaluations, and changes in schedule.
2. ***(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.***
3. I are for one academic term with one employer. International students in internships work in the internship on a part time basis (20 hours or less) or full time (more than 20 hours) during the academic year. . ***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.***
4. 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.
5. ***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.***
6. The Stuart School of Business encourages the employers to discuss the performance evaluation with the student.
7. The Stuart School of Business reserves the right to contact the employer to discuss the student's performance and progress.
8. 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.

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Last First Nickname

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