CAS 394-i Special Internship [0.5 credit]

Information for International Students seeking Curricular Practical Training authorization

This internship course is open to international students with an F-1 or J-1 visa seeking an internship opportunity in the U.S. that relates to their program of study. Consultation with the Career & Internship Center must precede registration, and CPT paperwork must be processed through the International Services Office prior to starting the internship.

International Student Requirements for CAS 394-i

- Must be an international student on an F-1 or J-1 visa.
- Internship must be related to student’s current program of study.
- The course grants 0.5 credit and is offered during fall, spring and summer terms at no additional charge.
- Internship may be anywhere in the US.
- Course is graded Pass/Fail only.
- Student must have obtained an official offer letter from an employer.

Offer Letter must include:

1) Start* & End dates of internship with hours expected to work each week
   *Start date must be in the future. Allow 2 weeks for processing from start to finish.
2) Job title and description of duties
3) Salary (or receive compensation such as parking, housing, meals, commission, etc.)
4) Location of employment with U.S. Zip Code
5) Internship supervisor’s name, email and company address

Registration Process:

1. Search for internships, interview and obtain offer letter for internship on official letterhead (must include details above).
2. Meet with an adviser in the Career & Internship Center to discuss your internship, complete the learning agreement, and receive the instructor permission code.
3. Complete the Internship Registration form on the College Center for Advising Services page at https://secure1.rochester.edu/registrar/forms/internship-registration-form.php
   1. Department for the course is 1CAS
   2. Course Number is 394i Special Internship
   3. Credit amount is .5
   4. Instructor is Caterina Caiazza, Director of Career Curriculum Initiatives, ccaiazza@ur.rochester.edu
   5. Instructor Permission code is _______________
4. Where it asks if you are an international student filing for CPT – Select YES so ISO get your form!
5. Take your advisor SIGNED learning agreement and your offer letter documentation to ISO to begin CPT process
6. ISO will contact you to pick up your new I-20 (process can take up to two weeks)

Course Requirements:

6. Submit Learning Agreement through Blackboard.
7. At end of internship, submit Short Answer Assessment in Blackboard.
8. Internship supervisor must complete evaluation emailed to them.
9. Successful completion of Short Answer Assessment and Supervisor Evaluation will result in a passing (P) grade.