CAS 394-i  INTERNSHIP LEARNING AGREEMENT
(for .5 credit registration in the College of Arts, Sciences & Engineering)

Requirements for CAS 394-i

- 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 (on company letterhead).

For international students pursuing CPT Authorization on your student visa:

- Internship must be related to student’s current program of study.
- The 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

- Email both the Offer Letter and a CPT Recommendation form to Michael Dedes at
  Michael.v.dedes@rochester.edu

- You must receive notification of your CPT authorization from ISO PRIOR TO STARTING YOUR INTERNSHIP.
  NOT START WORKING AT YOUR INTERNSHIP UNTIL THIS IS CONFIRMED.

Registration Process:

The student is required to submit the following materials for the 0.5-credit Internship

- Fill out this Learning Agreement, bring your internship offer letter and meet with an advisor the
  Career and Internship Center to obtain registration permission
- Register for the course online using the permission code provided
Complete the Internship Registration form on the College Center for Advising Services page at [link coming soon]

**Course Requirements:**
- Once you gain access to the Blackboard Course, upload this learning agreement
- At end of internship submit Short Answer Assessment in Blackboard
- Supervisor Evaluation (online survey emailed to supervisor upon completion of internship)

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**Student Information:**

Name: ____________________________  Student ID: __________________

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**Internship Information:**

Organization Name: ____________________________________________________________

Internship Supervisor Name: _____________________________________________________

Supervisor Email: ____________________________

Internship Start Date: _______________ End Date: _______________ Hours/week: ____________

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**Learning Goals and Objectives:**

The following set of goals and learning objectives developed by the student and the internship supervisor are used as guidelines for determining whether the requirements of the internship have been met.

**Related Courses** (What course(s) have you taken, or plan to take that relate directly to this internship? Explain how they are related):

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**Learning Objectives** (What do you intend to learn during the internship?):

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**Activities** (What duties will you perform that will help you accomplish the above objectives?):

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**Evaluation** (How will you know if you have achieved these objectives?):

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Acknowledgment:

Failure to complete any of the requirements outlined above will prevent me from receiving University of Rochester credit and result in a failing (F) grade on my permanent transcript. (For international students, a failing (F) grade will make me ineligible for future CPT authorizations.) Successful completion of End of Internship Assessment and Supervisor Evaluation will result in a passing (P) grade.

The following named student hereby enters into an internship agreement to facilitate a learning experience designed to benefit both the student and the internship employer.

Student Name (printed): ________________________________________  Student ID #:________________
Student Signature: __________________________________________  Date: ________________