CAS 394i – Special Internship
Fall, Spring, Summer terms
0.5 credits
Pass/Fail

All undergraduate students are eligible to register for CAS 394i, which is available all academic terms with no associated tuition fees. It can be utilized for both paid and unpaid internship opportunities. Students may elect to register for CAS 394i for one or more of the following reasons:

- Curricular Practical Training (CPT) allowance needed for a student on an F-1 or J-1 visa
- Internship employer requiring registration for academic credit
- Transcript notation
- Maximize learning

Value of Registering for Credit
- Learning agreement structures internship, targets competency development and solicits feedback from supervisor
- Assignments prompt reflection on internship, development of competencies, and connections to curriculum

Course Requirements
- Completed Academic Learning Agreement uploaded to Blackboard
- End-of-term reflection assignment(s) in Blackboard
- Internship supervisor feedback form (can be waived if needed)

PRIOR TO REGISTRATION
1) International students should consult with ISO regarding the need to apply/eligibility for work authorization.

2) Before students can register, they must obtain an official Offer Letter from an employer.

   FOR INTERNATIONAL STUDENTS SEEKING CPT, THIS LETTER MUST CONTAIN THE FOLLOWING:
   a) Be on company letterhead
   b) Start & end dates of internship with hours expected to work each week
      o Start date must be in the future and allow two weeks for processing from start to finish
   c) Job title and description of duties
      o Internship must be related to student’s current program of study
   d) Salary (or other compensation such as parking, housing, meals, commission, etc.)
   e) Physical location of employment with U.S. Zip Code
   f) Internship supervisor’s name, email and company address

3) Complete a draft of the Academic Learning Agreement.

REGISTRATION PROCESS
1) Schedule an appointment with a Career Advisor in the Greene Center through Handshake. Bring your Offer Letter (see above), a draft of the Academic Learning Agreement and a laptop or tablet (if available) with you.

2) During the meeting, the Career Advisor will assist you with the following:
   a) Finalize and sign the Academic Learning Agreement
   b) Register for CAS 394i using the instructor permission code

3) International students seeking CPT must then take the signed Academic Learning Agreement and Offer Letter to ISO to apply for CPT authorization. Students MAY NOT begin working until they have received CPT authorization. Please note that this process can take up to two weeks. ISO will contact the student when the I-20 is available for pick up.