

CAS 396i Special Internship [0.5 credit]

This internship is designed for international students with an F-1 or J-1 visa seeking a paid internship opportunity in the U.S. that relates to their program of study. Consultation with the College Center for Advising Services must precede registration to obtain approval from the Office of the Dean of the College and CPT Authorization from the International Services Office.

Requirements for CAS 396i (Must meet all before permitting registration!):

- ✓ Related to student's current program of study.
- ✓ International student on an F-1 or J-1 visa.
- ✓ **"PAID" Internship**
 - Paid= hourly, stipend or other compensation such as parking, housing, meals, commission*
 - YES proceed with 396i!*
 - IF NO compensation → DON'T DO THIS COURSE!***
 - Instead do a typical independent study option such as 396a (0 credit not eligible for CPT), 396b/c/d (Career Center), 394 1-4 credits*

Description of CAS 396i

- The course grants 0.5 credit and is offered during fall, spring and summer terms at no 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 (NOT done through electronic I/S process):

1. CDACS "Instructor" is Molly Jolliff – Visit CCAS, Lattimore 312 to see any advisor for permission to register on a drop/add form.
2. Once registered student gains access to Blackboard course where they must:
 - Fill out Learning Agreement form and upload to Blackboard.
 - Upload Offer letter to Blackboard (screenshot below)
3. After uploading, CCAS will review forms and submit to ISO for final approval of CPT Authorization.
4. At end of internship, student will submit Short Answer Assessment in Blackboard.
5. Internship supervisor must complete Survey Monkey evaluation emailed to them.
6. Successful completion of Short Answer Assessment and Supervisor Evaluation will result in a passing (P) grade.