

## ***Curricular Practical Training (CPT) Information & Application Packet***

### ***General Information***

Curricular Practical Training (CPT) is an internship, co-operative education, or required practicum (such as a clinical course) offered by sponsoring employers through cooperative agreements with The University. CPT may be a **paid or unpaid** experience. The purpose of CPT is to facilitate academic objectives. CPT must be an integral part of a student's established curriculum where the position is directly related to the student's major area of study. CPT may only be taken before completion of study.



## APPLICATION FOR CURRICULAR PRACTICAL TRAINING (CPT)

### Instructions\*:

1. Attach your job/training offer letter. Be sure the letter is **written on company letterhead** and **signed by the employer**. The letter must include **all** of the following information: employment start and end dates, job duties, supervisor's name, and hours per week.
2. Complete Section I below.
3. Ask your Academic Advisor to complete Section II. (Exceptions: Co-op students, etc.)

**Section II. To be completed by the Academic Advisor.**

The student listed below wishes to apply for Curricular Practical Training (CPT). CPT is employment authorization for an experience that is an integral part of the student's established curriculum and is directly related to the student's major area of study. CPT is not meant to facilitate special employment opportunities for F-1 students. If the primary goal of the proposed work experience is not academic, CPT should not be recommended. Please certify that the proposed program meets the following requirements.

Student \_\_\_\_\_ ID # \_\_\_\_\_

1. ***This work experience is an integral part of the established curriculum and part of the student's degree program.*** Briefly describe how the employment is an integral part of the curriculum. (Please note "integral" means "essential to completeness" or "a component of the whole.")

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2. ***Is the co-op/internship/training required for all students in order to graduate from their program of study?***  Yes  No. ***If no, the student must register for a course.***

Please complete the following:

Course number \_\_\_\_\_ Course title \_\_\_\_\_

Number of credits student will receive (if applicable) \_\_\_\_\_ Semester/session \_\_\_\_\_

Name of Instructor \_\_\_\_\_

***For thesis/dissertation students only.*** If the student will enroll in thesis or dissertation credits to monitor the internship, the work must be related to the student's thesis or dissertation research. ***Describe how the work will be incorporated into the student's thesis or dissertation.***

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3. ***This work is offered through a cooperative agreement between The University of Akron and the employer.***

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Signature of Academic Advisor (**Required**)\* \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

\* For co-op students in the College of Engineering and Polymer Science, only the signature of Director of Co-Op Education is needed.

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Additional Signature (if required)\* \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

\*Required for College of Engineering and Polymer Science internships and College of Business graduate and undergraduate internships/co-ops.