



## International Internship Application

Use this form for all internship program registration requests

***Please complete this form in pen or electronically***

- 1. Learning Objectives:** *What new Learning (information, skills, experience) will you gain during your internship? Please explain how this experience directly correlates with your academic studies and include how it will enhance your curriculum knowledge and shape your career goals.*

### Confidentiality Agreement

*I recognize that my College of Idaho internship host agency may reveal proprietary information to me in the process of allowing me access to information during my internship. I promise that I will not reveal any secret, confidential, or proprietary information I may gain about my host internship agency. If I am not sure the information should be confidential, I will assume that it is and will not reveal it to people outside the host agency, and/or I will not use it for my own personal gain.*

*I recognize and acknowledge that I have moral, ethical and legal obligations to keep the host agency's business information confidential, and I acknowledge that I understand that if I violate this obligation in and substantive manner that causes damage to the host agency of The College of Idaho, the host agency and The College of Idaho may take legal action against me for violating this confidentiality agreement.*

Student Signature:

Date:

## International Internship Application

Use this form for all internship program registration requests

***Please complete this form in pen or electronically***

### Curricular Practical Training (CPT):

According to federal regulations (8 CFR, 214.2(f)): CPT is a type of off-campus employment authorization which permits international students in F-1 status to fulfill their degree program requirement. It is important to understand that CPT can only be used for "an integral part of an established curriculum." (214.2)

- The College of Idaho defines "integral" as bearing credit. In order for an internship to qualify, it must be deemed academic and receive sponsorship from an academic department. Once you have secured an internship, and academic sponsorship you can file for CPT.
- Part-Time CPT is defined as being less than 20 hours of work per week. Full time CPT is defined as 20 or more hours.

### Eligibility:

- Student must have been a full-time student for at least a year
- Student needs to maintain full time academic status during CPT
- Student must be receiving academic credit for the internship
- Internship must be affiliated with student's declared major or a requirement of their minor that is necessary for degree completion

### Student Acknowledgement (Please check all demonstrating your understanding)

- I understand that I must fill out the form completely and clearly with all employers' information before submitting to The Center for Experiential Learning.
- I understand that my CPT participation must fulfill a specific academic objective to fulfill my degree program requirements.
- I understand that my CPT starting date must be consistent with the term start date and that the internship must be completed by the end of the academic term.
- I understand when there is an early training requirement that I need a written explanation from my employer in order to have an early CPT employment start date. This request must be approved by The CEL and The International Student Coordinator.
- I understand that any CPT employment end date adjustment has to be approved by The College of Idaho in writing first. Upon approval by the College, further adjustments can be made.
- I understand that my authorization is limited to the employment as outlined in the internship application.
- I understand that I must promptly update The CEL and International Student Coordinator of any employment interruptions and/or changes while on CPT.
- I understand that the CEL and International Student Coordinator may request additional information at any time.
- I understand that the CEL and International Student Coordinator require my paperwork to be submitted before the internship deadlines and that I must wait to begin participating until both course registration and the 1-20 update process has been completed.
- I understand that I may only start CPT employment after my CPT application has been approved, and I have been issued a new I-20 (needed to be picked up or received from the ISC Coordinator).
- Failure to comply with the above could result in the immediate termination of my I-20

***By signing below, I verify that I understand the above rules and regulations pertaining to my CPT authorization and I confirm that I will consult with The CEL is I am clear about my rights and requirements pertaining to my employment.***

Last Name (As it appears in passport):

First Name:

Student Signature:

Date:

## International Internship Application

Use this form for all internship program registration requests

***Please complete this form in pen or electronically***

### Internship Site Information

Organization Name:			
Street:		City:	State: Zip:
Supervisor Name:		Supervisor Title:	
Supervisor Email:		Supervisor Phone:	
Start Date:	End Date:	Part time <input type="checkbox"/>	Paid Internship: Yes or No
		Full time <input type="checkbox"/>	For-Profit: Yes or No

**2. Internship Site Information** *(job responsibilities, tasks and learning opportunities. Include activities, projects, meetings, trainings, etc...)*

#### Host Supervisor Responsibilities:

- ❖ Interview prospective internship candidates to insure good match between the student and the host agency
- ❖ Design a one-semester, individualized internship experience, in conjunction with the student and the faculty supervisor that is relevant to the student's academic program, in cooperation with The College of Idaho to insure compliance with Curricular Practical Training regulations.
- ❖ Provide the student with a thorough orientation to the host agency's administrative policies, standards and practices, including safety training.
- ❖ With the student, establish hours, location, and responsibilities to be performed prior to the student beginning work.
- ❖ Designate an on-site mentor to provide quality and experienced supervision of the student
- ❖ Contact the CEL to inform the director if there is a problem or if in the event that it becomes necessary to terminate the student, provide reasons for such action.
- ❖ Complete a performance evaluation at the completion of the internship and return to the CEL.
- ❖ Sign the student's weekly log to verify both the weekly hours worked and the cumulative hours performed for the performed for the term.

Host Supervisor Signature:	Date:
----------------------------	-------

## International Internship Application

Use this form for all internship program registration requests

**Please complete this form in pen or electronically**

### C of I Academic and Department Information

<b>4. Advisor: Discuss academic fit for proposed internship</b>			
Academic Advisor Signature:		Date:	
<p><b>5. Faculty Sponsor:</b> <i>(Determine Learning Outcomes and outline requirements for receiving internship credit. (Per Faculty Handbook max sponsorships not to exceed more than 3 combined internships, independent studies and honors projects per term).</i></p> <p><b>Supervising Faculty Member's Responsibilities:</b></p> <ul style="list-style-type: none"> <li>❖ <i>Communicate and consult with the host agency and student to facilitate an internship that has academic merit and that allows for a solid practical learning experience.</i></li> <li>❖ <i>Approve and complete the internship application after reviewing the completed sections submitted by the host agency and student.</i></li> <li>❖ <i>Assume general responsibility for academic instruction, advising and evaluation of the internship</i></li> <li>❖ <i>In a timely manner, respond in partnership with the CEL to any complaints concerning the student</i></li> <li>❖ <i>Evaluate and determine a grade for the internship according to established learning outcomes.</i></li> </ul>			
Faculty Sponsor Signature:		Faculty Name Printed:	Date:
Department Chair Signature:		Date:	
<p><b>6. International Student Coordinator:</b> <i>Discuss Curricular Practical Training (CPT) and I-20 guidelines. Students must pick up new I- 20 from ISC Office before internship participation can begin. (*all internships must be registered for at least 1 credit hour)</i></p>			
International Student Coordinator Signature:		Date:	
CEL Signature:		Date:	
Registrar Receipt Stamp:	ID#:	Class Standing:	Credits Enrolled
	Grad App: <b>Y or N</b>	GPA over 3.5: <b>Y or N</b>	Faculty Wkld:
	Holds:		