

CPT Co-Operative Education Program Packet

Washington University of Virginia

School of Business

2017

Curricular Practical Training (CPT)

What is Curricular Practical Training (CPT)?

Curricular Practical Training (CPT) was established by the United States Immigration and Customs Enforcement (ICE) to enhance a student's classroom instruction with practical experience. The employment experience must be directly related to the student's field of study. The ICE has established narrow parameters for the use of this category. Curricular Practical Training must be an integral part of an established curriculum. One of the main objectives of business school in WUV is that students need to develop the necessary skills in accounting, finance, operations, marketing, and human resource management through real field experiences such as Business Research Course (3 credit hours), Cooperative Education Programs (3 credit hours), and Business Practicum (0 or 1 credit hour). Thus, an F-1 student needs to be authorized by the university to participate in CPT program. CPT is defined to be alternative works/study, internship, cooperative education, or any other types of required internship or practicum at an off-campus worksite that are offered by sponsoring employers through cooperative agreements with the school.

Who is eligible?

- F-1 students who are legally maintaining their status; and
- Who have been enrolled full-time for at least one academic year before starting CPT. Exception; graduate students who have internship requirement within their first academic year.
- Students must apply for the CPT at least 2 weeks before semester begins.
- Students must be registered full-time during the academic year to participate in CPT.
- CPT must be approved for one semester at a time, not to exceed the program end date.
- CPT must be approved and authorized on the I-20 prior to the employment start date.
- CPT shall be authorized for a part-time basis during regular academic terms while a full-time basis can be authorized during the summer and winter terms.

Types of CPT

The CPT component of any course is equal to Non (0) credit hour or One (1) credit hour or three (3) credit hours. CPT is an optional component of BBA/BSA and MBA degree programs at Washington University of Virginia. The main objectives of business school in WUV is that students need to develop the necessary skills in management through real field experiences.

Students who wish to pursue the CPT program should consult with the student's academic director for the required paperwork and permission.

Type 1

CPT for 0 Credit:

It is not required for graduation and it has no academic credits. Student will engaged in proposed employment as an optional independent study. But the experience to be gained the proposed employment must be an integral part of the student's current degree program. Students who wish to pursue this CPT option should consult with the Academic Director for the required paperwork and permission.

- **The new students who are admitted to Business School in WUV after Spring Semester of 2017 can't apply for the 0 credit hour CPT.**

Type 2

CPT for 1 Credit Hour:

It is not required for graduation, but it has 1 academic credit hour. Student will engaged in proposed employment as an optional independent study. But the experience to be gained the proposed employment must be an integral part of the student's current degree program. Students who wish to pursue this CPT option should consult with the Academic Director for the required paperwork and permission. **Please refer to the curriculum of business school for the details**

Type 3

CPT for Full 3 Credits (taken as elective courses: Co-operative Education Program)

Co-operative education program is an academic focused program which allows students to obtain professional work experience while still in college. It is a unique opportunity for students to apply their academic preparation to "real world" situations in business and industry. At Washington University of Virginia, the co-op education program will provide you with the chance to combine classroom study with periods of paid professional employment directly related to your major and career goals. Students benefit from the co-op program in many ways.

Co-op work experiences provide students with an opportunity to explore career interests and goals, use the workplace as your classroom, and gain professional development.

The CPT component of any of the courses listed below is equal to (3) credit hours. Students who wish to pursue this CPT type should consult with the Academic Director for the required paperwork and permission.

* BBA/BSA Students

BUS370: Co-operative Education Program Level 1 (3 credits)

Prerequisite: None

This course will provide practical training experience to undergraduate students working in various areas of business administration. Students will be able to gain insights into general business operations which would enhance their classroom learning in various business disciplines.

BUS371: Co-operative Education Program Level 2 (3 credits)

Prerequisite: None

This course will provide practical training and hands-on experience to undergraduate students in their **more concentrated area of business administration**. Students will gain key industry knowledge in specific concentration areas such as international business, marketing, finance, etc.

* MBA Students

BUS790: Co-operative Education Program Level 1 (3 credits)

Prerequisite: None

This course will provide practical training and hands-on experience to undergraduate students as related to **their area of interest for their senior research project course**. Students will be able to work in any area of interest as long as it relates to their current or future conceptual framework of their senior research project.

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Practicum / Cooperative Education Program Agreement

1. Student Information

Name: _____ WUV ID#: _____
Program of study: _____ Course Code: _____
Email Address: _____ Phone: _____
CPT start date: _____ CPT end date: _____
Are you an F-1 visa student? Yes No
Student Signature: _____ Date: _____

2. CPT Site Information

Please attach Job Offer letter (with title, dates of employment, number of hours per week, hourly wage and location of the work place) for CPT.

Name of Organization: _____
Worksite Address: _____
Name of Supervisor: _____ Title: _____
Phone: _____ Fax: _____
Email: _____
Site Supervisor Signature: _____ Date: _____

3. Academic Department Approval

If the student is on F-1 status, to qualify for the CPT, the student must either get credit in a course or none credit. The director of the school of business must certify and check at least one of the following;

A) The work is required for the students' degree program.

Degree Program: _____

Work hours required for the degree: _____

B) The student will earn academic credit in a course.

Course Title and Number: _____

Number of credits earned from CPT: _____

Semester starts on _____ and ends on _____

C) The work will form an integral part of an established curriculum.

Comments:

Director Signature: _____

Date: _____

Washington University of Virginia
School of Business
Practicum / Cooperative Education Program

Student Bi-weekly Progress Report

Student's Name: _____ Date: _____

ID #: _____ Contact Phone #: _____

Major: _____ Email Address: _____

1. Describe some of the new projects you have worked on in the past two weeks?

2. How would you rank the feedback given to you by your manager on this project(s)?

Excellent Good Fair Poor

3. How would you rank your own performance on the project(s)?

Excellent Good Fair Poor

4. Any general comments?

Practicum / Co-Operative Education Hour Log

All students completing an practicum / Co-Operative Education Program must submit this log to their instructor, electronically or in person. They must also have their instructor and supervisor sign their hour log at the end of the semester and submit it, along with their evaluation forms to Business School.

Name of the intern:

WUV ID #:

Internship Title:

Company:

Mm/dd/yyyy	# of Scheduled	# Hours	Supervisor's Comments
Total Hours			

Intern Signature: _____ Date:

Supervisor Signature: _____ Date:

Instructor Signature: _____ Date:

Evaluation Form by Supervisor

Student Name: _____ Date of Evaluation: _____

Organization: _____

Site Supervisor: _____ Title: _____

Please provide a description of the work the student completed while serving as an intern this semester.

Please give rate the student's performance. Please circle;

1= Poor, 2=Fair, 3= Satisfactory, 4=Good, 5=Excellent, NO= Not Observed

Willingness to improve and learn	1	2	3	4	5	NO
Adheres to work instructions	1	2	3	4	5	NO
Attendance/Punctuality	1	2	3	4	5	NO
Proactive (asked for direction when needed)	1	2	3	4	5	NO
Responsibility	1	2	3	4	5	NO
Adaptability to organizational rules	1	2	3	4	5	NO
Problem solving	1	2	3	4	5	NO
Communication skills	1	2	3	4	5	NO
Computer/Technical skills	1	2	3	4	5	NO
<u>90%~100% : Excellent</u> <u>80%~89% : Good</u> <u>70%~79% : Satisfactory</u> <u>60%~69% : Fair</u> <u>Less than 60% : Poor</u>						

Please describe areas needed to be improved for his/her future development.

Would you hire this student for a full time position at your organization if you had the resource?

Please circle one Yes No

Please explain:

Site Supervisor Name: _____

Signature: Date: _____

Instructor's Name: _____

Signature: Date: _____