##### **Requirements and Policies**

*Please remove this sheet and keep with your records.*

**WHAT WE NEED FROM YOU FOR YOUR APPLICATION PACKET:**

1. Completed internship application
2. Job description
3. Additional requirements for CPT for International Students

**APPROVAL CRITERIA:**

* **Relevant:** Internships must be relevant to the student’s major, minor and/or career student is seeking.
* **Challenging:** Graduate-level internships will be above entry-level and meet quality standards for awarding graduate credit (subjective to Program Advisor’s discretion).
* **Compensated:** All internships for academic credit will be paid positions (exceptions include non-profits, broadcast media or professional sports).
* **Enrollment info:** The Harmon College Internship Office will enroll each student after their application and job description are approved. Students must be enrolled in the internship course to receive academic credit.

**COURSE REQUIREMENTS:**

1. **Work hour requirement:**

Employed 200 hours or more 3 credit hours

***All work hours must be completed at the same employer during the term enrolled.***

1. **Assignments:** Students enrolled in the internship course must fulfill all requirements of the current internship syllabus to ensure a passing grade. Syllabus, assignments and other course information can be found on Blackboard a week before the start of the term. The Program Advisor may supplement the syllabus by identifying additional course objectives or other assignments/papers. Any work assigned by the Program Advisor will be graded by the Program Advisor.
2. **Grading:** The grading method for a graduate level internship is standard grading.
3. **Work/class balance:** Students working in a full-time internship may enroll in additional academic courses as long as the additional courses do not interfere with their academic performance or interfere with the work schedule set by the employer.

**PROVISIONS OF THE GRADUATE CATALOGUE FOR THIS COURSE:**

The provisions of the graduate catalog of UCM will be applicable for all students enrolled in course credit for an internship. **This includes, but is not limited to, financial responsibility for the course credit, enrollment stipulations and plagiarism**. To view these policies and others in the graduate catalog, please visit: <http://catalog.ucmo.edu/>

**OUR CONTACT INFORMATION:**

Director, Darrell Brammer

Coordinator, Sarah Alkire

Dockery 101

Harmon College Internship Office

University of Central Missouri

Warrensburg, MO 64093

Phone 660-543-8432

[salkire@ucmo.edu](mailto:schnakenberg@ucmo.edu)

**INTERNATIONAL STUDENT REQUIREMENTS:**

1. All international student graduate internship applications must be submitted for CPT I20 approval through ISSS. The CPT application must include an official offer letter from the business employing the intern. The letter must include:
   1. Name of the student;
   2. Location of the company;
   3. Description of duties/tasks student will be performing in position;
   4. Period of time the student will be working for the company;
   5. Supervisor’s name and contact information;
   6. Compensation (per hour or total) to the student by the employer.

Without the declaration letter from the company, an internship will not be granted by the Harmon College Internship Office.

1. Per the [ISSS website](https://www.ucmo.edu/graduate/current/Forms.cfm#CPT), here are the steps to applying for CPT.

To apply for CPT please complete all of the following steps at least two weeks before your CPT start date in order for us to process your request:

* 1. Review CPT PowerPoint above and/or attend a scheduled CPT workshop.
  2. Complete the [CPT application form](https://docs.google.com/a/ucmo.edu/forms/d/e/1FAIpQLSenP_aSCd7D_3XeCBKspEsvnfGXBrKF6qiBLO1osyMwdH1xLQ/viewform).
  3. Complete and pass the [CPT Quiz](https://docs.google.com/forms/d/e/1FAIpQLSeIDPeU5CcAdtPSOVGenjVSgler_FVJ1M-RQAN6SLLErBmApQ/viewform). You may use the information from the [CPT PowerPoint](https://www.ucmo.edu/graduate/current/Forms.cfm#CPT) to complete the quiz.
  4. Submit the completed [CPT agreement form](https://www.ucmo.edu/graduate/current/documents/CurricularPracticalTrainingAgreementForm1.31.2018.pdf) and a scanned offer letter that meets all requirements to isss@ucmo.edu.

1. If the Internship Office or Program Advisor discovers that any documentation provided by the student has been falsified the student may receive an F for the course.

***Please return completed, approved application to Dockery 101.***

**Name**:       700 #:

International Student: Yes No

Local/cell phone number:       UCM email address:      @ucmo.edu

May we text you: Yes  No ­

Graduate Program:­

Do you have any limitations or require accommodations that the Internship Office or the potential employer should be aware of? No:  If yes, please describe:

**About Your Internship:**

Company Name:       City/State:

Have you worked here before? No:  If yes, when and how long:

Does anyone in your family work here? No:  If yes, who:

About how many hours will you be working during your internship?

**Enrollment Information:**

Which semester do you want to be enrolled:

How many credit hours would you like to be enrolled for?

Which business major prefix do you want to be enrolled in (ex. MGT, ACCT)?

I have read the internship and enrollment requirements, as well as the payment of fees policy provided to me, I understand them, and I hereby agree to comply with all provisions of this document. I understand that there is a syllabus for the internship and it will be posted on Blackboard, as will my scores upon completion of the assignments. I understand this is a pass/fail course and that **all assignments and work hours must be completed and submitted in order to pass the course**.

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Advisor Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\*Please include a copy of the job description when seeking Program Advisor Approval.***