

Goldey-Beacom College

CPT TERM PAPER REQUIREMENTS

A basic requirement for each internship is a term paper. **You are required to complete a separate Term Paper for each 1 credit or 3 credit course.** Each paper should be submitted to the Career Service Center 2 weeks prior to the end of the semester for which the student has registered for the internship. The paper must be typed in an acceptable format and contain a cover page meeting the below requirements.

Cover Page Requirements

Please ensure that your cover page to the term paper has the following pieces of information on it:

Student Name and Student Number
Course Term (example Fall 1, Spring, Summer)
Course Number
Company Name
Type of internship (CPT or Domestic)
Duration of your internship (Start and End Dates)

Please remember to provide our office with a completed Employers Evaluation form completed by your supervisor with your term paper. Both must be turned in before your term paper can be graded.

For 1-credit CPT (undergraduate or graduate):

The undergraduate and graduate term paper must be 2-3 pages in length and include the following areas:

1. Write a brief description of your company and the duties and responsibilities assigned to you.
2. Describe your personal experience with the company who employed you. List the most significant differences comparing the organization's functions compared to similar organizations in your home country.
3. Give specific examples of how the business is different, including the culture of the organization, how they treat their clients and employees.
4. What did you learn from this CPT experience? How did you professionally grow?
5. Would you recommend other international students to participate in a CPT with this company?

For a 3-credit Internship (undergraduate only):

1. Write a brief description of your company and the duties and responsibilities assigned to you.
2. Explanation of the relevance of the internship and estimated value added to the student's life experiences.
3. Evaluation of the significance of the internship to the career objectives of the student.