



# Goldey-Beacom College

## CPT Employer and Student Agreement Form for International Students

### GENERAL INFORMATION *(to be completed by the student)*

Name of Student \_\_\_\_\_ Major \_\_\_\_\_

Name of Employer \_\_\_\_\_

UNDERGRADUATE     GRADUATE    \_\_\_\_ # OF CREDITS    Start/End Dates of Employment \_\_\_\_\_

### EMPLOYER SECTION *(to be completed by internship supervisor)*

*The student has discussed the CPT/ Internship requirements with me, and I understand that in order for the student to receive legal authorization to work, I must provide the following to the student:*

1. Train in a job related to his/her major field of study.
2. Provide enough work assignments that would not exceed the approved hours (20 per week for undergraduate; 20-40 hours/week for graduate students)
3. Submit a Verification of Employment letter typed on Company letterhead and signed by student's supervisor or HR dept. stating the detailed job description of the student's responsibilities which will include:
  - o **Accurate and complete description of job duties/responsibilities (related to his/her major field of study)**
  - o **Hours of work per week**
  - o **Beginning and ending dates of CPT internship assignment (no more than 1yr)**
4. Complete a written Evaluation Form on the student's performance provided by the Career Services Office and return in a timely manner.
5. Understand that the GBC DSO or other authorized official from GBC may perform unannounced site visits to verify the student's employment activities and status.

**By entering into this agreement with Goldey-Beacom College, I understand that the student cannot begin employment until I receive official documentation (I-20) signed by the DSO at Goldey-Beacom College authorizing the student to work at my organization.**

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

### STUDENT SECTION *(to be completed by the student)*

*I have discussed the CPT/ Internship requirements with the Career Services Office and my employer. I understand that in order to get approval for CPT/internship I must fulfill the following requirements:*

1. Be trained in a job related to my major field of study.
2. Pay for the CPT/Internship credit(s) once the course is officially approved.
3. Fulfill all assignments related to my CPT/ internship position as determined by the Career Services Office, the Chief Academic Officer and my employment supervisor.
4. Notify the Career Services or my DSO/ academic advisor immediately concerning change in employment status, supervisor and responsibilities. If I am no longer a student, my CPT ends on the date I am no longer a student.
5. Wait until I receive official authorization by from my DSO/ academic advisor via GBC e-mail for approval to begin employment.
6. Maintain a cumulative GPA of 3.0 for graduate students or 2.75 for undergraduate students.
7. Attend all scheduled classes after receiving CPT approval.

- 8. Work for no more than 20 hours per week unless specifically authorized to do so (undergraduate only).
- 9. Understand that the GBC DSO or other authorized official from GBC may perform unannounced site visits to verify my employment activities and status.

**I understand that if I fail to satisfy the requirements stated above, I may lose the privilege of participating in CPT with my employer. I am responsible for notifying my employer if my CPT is terminated for any reason.**

I also understand that I will be assigned a grade of P (satisfactory completion) or F (unsatisfactory completion) for my CPT/internship assignment based upon (a) the evaluation of my job performance by my employer and (b) the evaluation of other assignments by the Chief Academic Officer and Career Services Office.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Career Services' Signature \_\_\_\_\_ Date \_\_\_\_\_