



Goldey-Beacom College
Internship Employer and Student Agreement Form For
CPT Undergraduate Students

____ # OF CREDITS _____ SEMESTER (DURATION OF EMPLOYMENT)

NAME OF STUDENT _____ MAJOR _____

NAME OF EMPLOYER _____

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.
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 and an Assessment Form on the student's performance provided by the Career Services Office and return in a timely manner.

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 part time 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. Work no more than 20 hours per week unless the approved hours per week
4. Fulfill all assignments related to my CPT/ internship position as determined by the Career Services Office, the Chief Academic Officer and my employment supervisor.
5. Notify the Career Services or my DSO/ academic advisor immediately concerning change in employment status, supervisor and responsibilities.
6. Wait until I receive official authorization by from my DSO/ academic advisor for approval to begin employment.
7. Maintain a cumulative GPA of 2.75.
8. Attend all scheduled classes after receiving CPT approval.

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 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 _____