

## Curricular Practical Training (CPT) Guidelines for Student and Employers

### What is CPT?

According to regulations, *Curricular Practical Training (CPT)* is defined as “alternative work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.” An F-1 student may be authorized by the DSO to participate in a curricular practical training program that is “an integral part of an established curriculum and/or is directly related to the student’s major area of study.” “A student may begin curricular practical training only after receiving his or her Form I-20 with the P/DSO endorsement”. [(8 CFR 214.2(f)(10)(i)]

There is no regulatory limit on either the number of times or the length of time a student may engage in either part-time or full-time CPT. In addition, regulations do not prohibit multiple or concurrent CPT employers. However, F-1 students engaging in an aggregate of 12 months or more of full-time CPT (over 20 hours of work per week) will not be eligible for Optional Practical Training (OPT). Engaging in part-time CPT (20 hours or less of work per week) does not affect eligibility for post-completion OPT. The completion of 12 months of full-time CPT only affects eligibility for OPT at the same educational level. (NAFSA Adviser's Manual 360)

### Summary of Academic Goals

Regulations require that undergraduate students must have been enrolled in school full-time for at least one academic year (equivalent to the completion of 24 credits) and must have maintained attendance with a valid F-1 status in order to be eligible for CPT. Transfer credits from other U.S. educational institutions may satisfy this requirement. An exception to the one academic year requirement is available to graduate students that require immediate participation in CPT.

All students engaging in CPT must be enrolled in an internship course/practicum within the program of study. This for-credit internship course/practicum is taught by qualified faculty who will lead the course and facilitate discussions within the course. This will enable students to improve business acumen specific to professional goals. **Students must receive a 73% or above to pass the class. If a student earns an overall failing grade in their internship course(s) in a given semester, then they will be ineligible for CPT in the following semester.**

It is ultimately the responsibility of the student to research, apply for, and obtain their CPT internship. The CPT opportunity is an added benefit of the program to ensure real-world work experience in the United States. It is the student’s responsibility to maintain the minimum satisfactory GPA in order to retain CPT employment. The degree program is rigorous and should be the student’s primary focus while attending Westcliff University. The following are the GPA requirements:

#### Undergraduate Students:

- Students earning a GPA of 2.50 or above are eligible for Full Time or Part Time CPT
- Students earning a GPA of 1.50 – 2.49 are eligible for Part Time CPT only
- Students earning a GPA of 1.49 and below are not eligible for CPT

#### Graduate Students:

- Students earning a GPA of 3.00 or above are eligible for Full Time or Part Time CPT
- Students earning a GPA of 2.50 – 2.99 are eligible for Part Time CPT only
- Students earning a GPA of 2.49 and below are not eligible for CP

**Cooperative Education / Internship Agreement & Offer Letter**

In order to process the student’s CPT request, the employer and student will need to sign the Cooperative Education/ Internship Agreement to certify that both student and employer understand the Terms & Conditions for authorizing a student to engage in CPT. In addition to completing the agreement, employers will also need to provide an offer letter following Westcliff University’s template and specify the how the position has an educational benefit to the student’s current study and that it aligns with the program’s learning outcomes. Employers can visit Westcliff University’s website to review the program’s learning outcomes:  
<https://www.westcliff.edu/academics/college-of-business/>

**How to Apply for CPT?**

- Complete and submit the “Cooperative Education / Internship Agreement” (by both student and employer).
- Submit an offer letter on the company’s official letterhead signed by the employer. Offer letter should:
  - ✓ Follow Westcliff University’s sample offer letter template.
  - ✓ Indicate the job title, start date, end date, number of hours you will work each week, salary, employer’s address, name, contact information of supervisor, and a statement from the employer describing how the position is integral and related to your degree program.
- Provide Proof of Tuition Payment (including the internship course).
- Complete the online “Curricular Practical Training (CPT) Application”.

<b>Template</b>
<p>Employee Name Employee Address</p> <p>MM/DD/YYYY Westcliff University 17877 Von Karman Ave, 4th Floor, Irvine, CA 92614</p> <p>To Whom it May Concern,</p> <p>This letter is to confirm that <b>STUDENT NAME</b> has been offered an internship/employment with <b>NAME OF COMPANY</b> at <b>PHYSICAL ADDRESS OF TRAINING SITE</b>. The student’s internship/employment period will start from <b>EXACT START DATE</b> as <b>PART-TIME/FULL-TIME</b> for <b>NUMBER OF HOURS PER WEEK</b> WITH A SALARY OF _____ (HOURLY/MONTHLY/ANNUALLY).</p> <p>The student/employee will be working as <b>TITLE OF POSITION</b> with responsibilities including <b>DETAILED JOB DESCRIPTION</b>.</p> <p>The proposed practical training is related to the student’s major field of study and it is an integral part of the academic program because [EXPLAIN WHY THE POSITION IS APPLICABLE TO STUDENT’S DEGREE]. We acknowledge that this employee is working under the Curricular Practical Training (CPT) program at Westcliff University with our company and that in order to maintain their internship/employment; students must also maintain their attendance and good academic standing at Westcliff University.</p> <p>If you have any questions or need any further information, please contact <b>NAME OF SUPERVISOR</b> at <b>PHONE NUMBER AND/OR EMAIL ADDRESS</b>.</p> <p>Best Regards, <b>NAME OF SUPERVISOR</b> <b>SIGNATURE</b> <b>TITLE COMPANY</b></p> <p><i>Please specify the branch/physical location of employment if it is different from the official employment headquarters.</i></p>

## Section A: Cooperative Educational / Internship Agreement

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### Introduction of Parties Involved

This Cooperative Educational / Internship Agreement is entered into between Westcliff University, hereinafter collectively referred to as “WU” and, \_\_\_\_\_  
(*company name*), hereinafter referred to as “EMPLOYER”, and \_\_\_\_\_  
(*student name*), hereinafter referred to as “STUDENT” in reference to the internship course that the student has enrolled in to complement the internship obtained on \_\_\_\_\_ (*internship start date*).

### Background

This Agreement is designed to formally establish a cooperative training relationship between the Employer and Westcliff University for the benefit of students enrolled in the University’s various academic degree programs.

Where involving a student attending WU on an F-1 student visa, the parties to this Agreement acknowledge an understanding of the meaning of a proper internship offered through Curricular Practical Training (CPT). According to regulations, *Curricular Practical Training (CPT)* is defined as “alternative work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.” An F-1 student may be authorized by the DSO to participate in a curricular practical training program that is “an integral part of an established curriculum and/or is directly related to the student’s major area of study.” “A student may begin curricular practical training only after receiving his or her Form I-20 with the P/DSO endorsement”. [Title 8 of the U.S. Code of Federal Regulations, Section 214(f)(10)(i)]

The parties to this Agreement share a common interest in providing internship work opportunities for WU students that will result in both in academic enrichment and professional development. By signing this agreement, the Employer agrees to cooperate with Westcliff University to provide qualified internship opportunities for students who can meet the Employer’s intern hiring specifications.

### Terms & Conditions of Parties and Intern

#### A. Westcliff University (WU) Responsibilities

1. WU will provide EMPLOYER with access to potential intern candidates.
2. WU will provide INTERN/STUDENT with an I-20 reflecting their employment status that can then be given to EMPLOYER to provide evidence of INTERN/STUDENT’s ability to legally work in the U.S.
3. WU will, with the permission of INTERN/STUDENT, be available to answer EMPLOYER questions regarding CPT and International Student employment authorization.
4. WU does not guarantee completion of internship by INTERN/STUDENT nor the quality of work of the STUDENT; likewise, WU does not guarantee EMPLOYER will continue internship with INTERN/STUDENT if EMPLOYER’s business needs change during the course of the academic term. Either EMPLOYER or INTERN/STUDENT may terminate the internship at any time and agree to give the other reasonable notice.

#### B. Employer Responsibilities

1. EMPLOYER agrees to provide INTERN/STUDENT with a professional, high-quality work experience that pertains to and builds on the INTERN/STUDENT’s field of study.
2. EMPLOYER agrees to provide INTERN/STUDENT appropriate and direct supervision.
3. EMPLOYER understands that international students engaged in internship will lose their internship privileges immediately if they fall out of legal non-immigrant status allowing them the work authorization necessary to engage in this internship course.
4. EMPLOYER and INTERN/STUDENT understand that Westcliff University including its agents, employees, and legal representatives, are free from any and all claims, demands, liability, awards, fines, costs, lawsuits, and expenses, including reasonable attorney’s fees and court costs, arising out of the internship relationship between EMPLOYER and INTERN/STUDENT.
5. EMPLOYER agrees to complete periodic Performance Evaluations, at the behest of the university, in order to ensure that the above Course Learning Outcomes are being achieved.

6. EMPLOYER agrees to provide INTERN/STUDENT with experiences that will enhance the understanding and mastery of the following learning objectives that WU has determined to be integral to the INTERN/STUDENT’S program:

**Please check all that apply**

**Practicum Learning Outcomes (CLOs):**

- Analyze and apply leadership theories and research to current educational leadership challenges to develop and present innovative solutions.
- Develop and apply collaborative and communicative skills for effective institutional leadership.
- Analyze, discuss, and apply current leadership, curricular and instructional theories to address ethical, affective, cognitive, cultural, and social challenges in institutional and educational settings.
- Select, assess, and implement technology for effective leadership, administration, curriculum design, and change implementation.
- Apply analytical reasoning as well as qualitative and quantitative research procedures to guide, support, and solve complex institutional issues.

**C. Intern Responsibilities**

1. INTERN/STUDENT agrees to perform assigned duties in their assigned manner according to EMPLOYER policies and direction.
2. INTERN/STUDENT, if enrolled at WU as an international student either through F-1, M-1, or J-1, must also show EMPLOYER a copy of their Form I-20 which indicates that under the bounds of “Curricular Practical Training”, hereinafter referred to as “CPT”, the student is permitted to legally work as an international student within the means and objectives of CPT as defined by the Student and Exchange Visitor Program, Immigrations & Customs Enforcement, and U.S. Immigration & Citizenship Services.
3. INTERN/STUDENT must maintain full time enrollment & Satisfactory Academic Progress at WU during all mandatory terms in order to engage in WU's internship courses (INT 300s, INT 500s/510s, INT 560s/570s, INT 700s, or Practicum) except during non-mandatory enrollment terms and breaks where students are eligible to engage in internships courses despite full-time enrollment.
4. INTERN/STUDENT will be given an I-20 that lists their work authorization duration on Page 2 of the form I-20. It is the student's responsibility to maintain active authorization and, if applicable, to request an extension prior to the end date on Page 2 of the Form I-20.

**The undersigned have carefully read, understand, and agree to the terms of this Westcliff University Cooperative Educational / Internship Agreement.**

**To be completed by the student, employer & University:**

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer Authorized Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
University Authorized Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date