CPT / Internship Course Proposal and Registration Form Instructions

The Hamline School of Education recognizes that Curricular Practical Training (CPT) is an important co-curricular learning experience for international students. International students wishing to gain degree program relevant work experience must submit this proposal form for obtaining approval to register for the CPT Internship course. Students may register for the CPT Internship course only after receiving authorization from both the School of Education and the International and Off Campus Programs office. The CPT Internship course is non-credit and offered in fall, spring and summer terms.

To gain approval for registering for the CPT Internship course, the student must submit this form with attachments, including Internship Proposal, at least three weeks before the start of the term (fall, spring or summer). Proposals will first be reviewed by the School of Education, and if approved forwarded to the International and Off Campus Programs office. Students will need to work with the International and Off Campus Programs office to ensure compliance with visa regulations. Approval by the School of Education does not guarantee the application will get final approval by the International and Off Campus Programs office. Only after both approvals are granted will the student be allowed to register and take part in the CPT / Internship course.

Student Information:

Name: ________________________________ Hamline ID: ____________________
Degree Program: ________________________ Program Start Date: ______________

Registration Request:

Registration for:
Course: CPT / Internship (0 credit)  For:  ☐ Fall  ☐ Spring  ☐ Summer  Year_________
Internship Position:________________________   Organization:_______________________________
Name & Position Of Supervisor:__________________________________________________________
(Please attach copy of Offer Letter, with position description and Supervisor to application)
Date Project Begins:_____________   Date Project To Be Completed:_____________

Student Signature: ____________________________________________Date: ______________
Internship Director/Supervisor Signature: __________________________Date: ______________

NOTE: Students also fill out and submit the CPT Application form (available through the International office)
Internship Proposal

Title of Internship  ________________________________

Students who wish to participate in CPT / Internship will meet with the faculty mentor supervising Internships several times throughout the semester. Unless the supervising faculty member sets a different deadline, internship projects are due no later than the last day of final exams of the semester. All CPT / Internships are graded on a Pass / No Pass basis.

Please write up and attach a learning agreement that includes the following information:

- Title and statement of learning objectives
- Classes in degree program that relate to project (CPT work)
- Schedule of meetings to discuss progress and problems
- Specifications of a final product for the project
- Expected completion date

________________________________________________________________________
Student signature      Date

________________________________________________________________________
Faculty Supervisor      Date