

**M-E-M-O-R-A-N-D-U-M**

**TO: Director International Student Services**

**FROM: Director, Hamilton College Semester in NYC**

**RE: Documentation for CPT**

**DATE:**

This memorandum documents an agreement between the Hamilton College Semester in New York City Program and a \_\_\_\_\_ concentrator, STUDENT NAME, who will partially complete requirements for the courses College 396 and College 397, described below, while engaging in work constituting an off-site internship. These courses and the internship are required components of the Hamilton College Semester in New York City Program. Students may not participate in or receive credit for the program without completing required internships for College 397.

STUDENT NAME will be an intern at (name of employer) from (dates) and will work on projects that (describe relationship to program).

I will supervise STUDENT NAME in College 396 and College 397. In addition to engaging in the internship, the student will engage in group discussions and write an independent study project placing the internship in an academic context.

**396F, S Hamilton in New York City: Independent Research.**

An Independent Study supervised by the director of the Program in New York City and based on an internship and additional research. For a more specific description, see the Program website: [www.hamilton.edu/academics/programs\\_abroad/nyc/](http://www.hamilton.edu/academics/programs_abroad/nyc/). May count toward the concentration in the department or program of the director. Open only to Program participants. Maximum enrollment, 16.

**397F, S Hamilton in New York City: Internship.**

Internship with firm, organization, agency or advocacy group appropriate to the theme of the semester. For more information, see the Program website: [www.hamilton.edu/academics/programs\\_abroad/nyc/](http://www.hamilton.edu/academics/programs_abroad/nyc/). Does not count toward concentration credit. Open only to Program participants. Maximum enrollment, 16.