

HAMILTON COLLEGE
APPLICATION FOR 1/4 CREDIT INTERNSHIP
****International Students must also complete the reverse side of this form****

I.

Name: _____ Class Year: _____

Name of Company: _____ Supervisor Name: _____

Contact Information: _____
(Title) (Phone) (Fax)

_____ (Street Address) (City, State, Zip)

Term: _____ Start Date: _____ End Date: _____

Date by which Supervisor evaluation must be received: two weeks after end date of internship

II.

Please type on a separate sheet(s) of paper the following information:

1. A statement of one or more paragraphs discussing how the internship experience will help you to meet your academic goals. Be sure to describe both your academic goals and the manner in which the internship will help you meet those goals.
2. A statement clearly specifying the activities you will engage in as part of your internship experience.

As part of the internship proposal process, you must meet with a professional staff member at the Career Center (x4346).

*The Committee on Academic Standing will make its determination to award **credit/no credit** based on a letter of evaluation submitted by the project supervisor and may include an interview with the student conducted by the Associate Dean of Students (Academic). The Office of the Dean of Students will place the project supervisor's letter of evaluation in the student's permanent file. **Students may not apply credits earned for their internship experiences in this manner towards the requirements for their degree, including the regulation requiring the completion of a minimum of 32 credits.***

III.

Signed: _____ Student

_____ Associate Dean of Students for Academics

Distribution: Dean, Student, Registrar, Career Center

Note: This is a Hamilton College internal form only. A copy does not need to be sent to the internship supervisor as the supervisor only needs the internship approval letter and evaluation form.

HAMILTON COLLEGE
APPLICATION FOR CURRICULAR PRACTICAL TRAINING AUTHORIZATION

As an F1 student seeking CPT, you must complete the ¼ credit internship credit process through the Career Center. In addition, complete the information below, submit the additional documents listed in I., and procure a statement of support and approval from the chair of your department/program of concentration (II). You should also meet with the International Student Advisor to be sure you understand the requirements of CPT.

I. Additional Submissions

In addition to the required statements described on page 1, you must submit the following:

- A letter from the company on letterhead, specifying: the number of hours you will work per week, beginning and ending dates of employment, job description, physical location (address) of employment.
- A short statement from the chair of your department or program of concentration explaining how the internship is relevant to your concentration. That statement may be inserted in II below or on a separate sheet of paper.

II. Approval: Department or Program of Concentration

As chair of the _____ Department/Program, I have reviewed the application and agree that this internship is suitable for the concentration and will help the student achieve his/her academic goals. *Please explain the relevance of this internship to the concentration, below or on a separate sheet, if necessary.*

Department/Program chair Date

III. Authorization to Begin Internship/CPT [I20 with CPT Authorization Issued]

International Student Advisor _____
Date

IV. Final Approval and Award of Credit

In addition to the letter from your supervisor, you must submit

- A final paper of 2-3 pages by you addressing how the internship helped you achieve your goals.

BOTH documents must be submitted to the Career Center by September 15 for summer internships or by February 15 for winter internships.

The Dean of Students Office will place a note in your international student file when these documents are received and the ¼ credit has been applied to your transcript.

International Student Advisor Date: _____