



Menlo College

Curricular Practical Training

Receive college credit for academically related internships connected to your major.

INT 399 - Must be F-1 Visa Student 1 Credit

INT 499/ACC 499 - Internship Course 6 Credits

MGT 499 - Internship Course 4 Credits



Submit Your Experience!

CURRICULAR PRACTICAL TRAINING (CPT) The course allows students the opportunity to gain on-the-job-learning through internships and fellowships that supplements knowledge gained in their academic studies. This course will provide structure and guidance for students as they immerse themselves in a practical training experience that aligns with their major field of study. Check your academic plan on my.menlo.edu to determine if you are required to take ACC/INT-499 or MGT/499.

REQUIREMENTS

- Must be an international student (INT-399 Only).
- Must have declared a major and the course is degree applicable as an elective or in your major.
- Must have completed two (2) consecutive semesters at Menlo College or other U.S.- based, SEVP certified institution.
- Must be in good academic standing (2.5 GPA or higher).
- Must have no recent or active conduct investigations (unless waived).
- Must have an approved internship job offer approved by the Internships & Career Services office prior to enrolling in course.
- Must be able to attend and participate in all seminar course meetings.
- The practical training experience must be approved by a Designated School Official (DSO) prior to enrollment in the course for F-1 visa students.

Student Acknowledgement for Curricular Practical Training Course

As a student enrolled in the Curricular Practical Training course, I acknowledge the following responsibilities and commitments:

1. **Ethical Conduct:** I will uphold the highest standards of ethical conduct throughout my internship, ensuring integrity and honesty in all my actions and decisions.
2. **Duration:** I understand that my internship must span the majority of the semester in which I am enrolled in the course. I commit to fulfilling this requirement, actively participating in all assigned tasks, responsibilities, and class sessions from start to finish.
3. **Professionalism:** I will demonstrate professionalism at all times, maintaining punctuality, reliability, and a positive attitude. I will respect workplace policies and contribute constructively to my internship environment.
4. **Relevance to Major:** I will ensure that my internship is directly related to my major, allowing me to apply the knowledge and skills I have acquired in my academic journey. This alignment will enable me to gain practical experience and insights relevant to my field of study.
5. **Visa Implications:** I understand that maintaining my F-1 visa is my responsibility and that understanding and following CPT requirements, as listed below, is an important part of maintaining my F-1 visa. If I do not understand CPT requirements, I will speak with a representative of International Student Services and/or a Student Success Coach.

By signing this acknowledgment, I commit to these principles and understand that my adherence to them is essential for the successful completion of the Curricular Practical Training course.

Print Name: _____

Date: _____

Student Signature: _____

Menlo ID: _____

CPT- Approval Worksheet

Use this worksheet to seek approval to take INT-399, INT-499, ACC-499, MGT-499. All signatures are required to be enrolled in the course.

Student Name	
Menlo ID	

Requirement A

Signature Needed from Student Success Coach: Review and explain CPT preparation and approval process with student. International students are limited to taking INT-399 no more than 3 times.	Advisor Name _____ Signature _____
Declared major? (Attach unofficial Menlo transcript)	
<input type="checkbox"/> Accounting <input type="checkbox"/> Business Analytics <input type="checkbox"/> Entrepreneurship & Innovation <input type="checkbox"/> Finance <input type="checkbox"/> Human Resources	<input type="checkbox"/> International Business <input type="checkbox"/> Marketing <input type="checkbox"/> Psychology <input type="checkbox"/> Real Estate <input type="checkbox"/> Sports Management
INT-399 Only- Student has completed two consecutive semesters at Menlo College or other SEVP approved Institution. INT/ACC - 499, MGT-499 - Must be Junior level or above.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
GPA above 2.5	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Student has proof of being offered an academically related internship: Review and attach job offer to ensure job description is related to major and internship offer start and end dates align to the course dates. If internship period is less than 90% of the course length seek approval from career services office. For CPT approval, internship can not take place in multiple academic periods and must take place during the academic period the associated course is offered--specifically: for Fall 2024 the internship must take place no earlier than 8/19/2024 and no later than 12/13/2024; for Spring 2025 the internship must take place no earlier than 1/21/2025 and no later than 5/16/2025; and for Summer 2025 the internship must take place no earlier than 5/17/2025 and no later than 8/17/2025.	
<input type="checkbox"/> Yes- Internship job offer is related to major	<input type="checkbox"/> No- Internship is not related to major
<input type="checkbox"/> Yes- Internship within correct date ranges for academic period	<input type="checkbox"/> No- Internship period less than course enrollment period
<input type="checkbox"/> Yes- Internship not within correct date ranges	<input type="checkbox"/> No- Internship not within correct date ranges
Student has no financial or academic holds that prevent registration	
<input type="checkbox"/> No registration holds	<input type="checkbox"/> Billing or Financial Hold
	<input type="checkbox"/> Registrar Hold
Course is degree applicable (Open Electives)	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

Requirement B

INT-399 Only- Signature Needed from Student Affairs Office: Confirm that student has no recent or active conduct investigations.	Dean of Student Affairs Signature _____ <input type="checkbox"/> No concerns to report <input type="checkbox"/> Please contact Dean to discuss <input type="checkbox"/> Signature Waived, Student has not disclosed any conduct issues
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Requirement C

Student Submits Internship for ICS Review:

Enter the details about your internship through the [Experiences submission form](#). You **cannot** start and come back to this form. Once you start it, you must complete all required components. Do NOT submit unless you have secured an internship and have the following required information:

- Specific start and end dates of your internship
- Total number of hours you'll work during your internship
- Complete job description
- Full street address where you'll be physically working. If your internship is remote, this should be the address where you'll be when you're doing the majority of your work.
- If your internship is remote, you'll also need the company/organization's full street address (street number, street, city, state, country, ZIP if US).
- Name, email address, and phone number of the person who offered you the internship.
- Name, email address, and phone number of your internship supervisor.
- If you will be paid, how much?
- How often, if at all, will you be working remotely?

*Upon submitting your [Experiences submission form](#), your supervisor will automatically receive an email asking them to confirm your internship. ICS cannot move forward in the approval process until both forms are received. Be sure to communicate this with your supervisor.

To submit your Experience, go to:



bit.ly/SubmitExperience25

ICS Signature _____

- Student has submitted their Experience for ICS review
- Student has **not** submitted their Experience for ICS review

After student and site submit Experience.

- Internship approved by Internships & Career Services
- More Information Needed

Requirement D

Signature Needed from International Student Services: Review worksheet, Experience submission form, and offer letter to determine CPT I-20 approval.

Once approved, provide form to success coach for course registration.

ISS Signature _____

- CPT I-20 Approved
- CPT I-20 Not Approved
- More Information Needed