

# Internships & Curricular Practical Training (CPT) for International Students

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## *Creating a Professional Profile*

Creating a professional online profile is important to your career goals. By creating an online profile you can:



# Unsure About Your Path?

WHAT do you want to do and WHY?

- Work with people because it is fulfilling?
- Work with animals because they don't talk back?
- Work with tools because you see the finished product?
- Work with computers because they are ever changing?

WHERE do you want to work?

- Indoors? Classrooms, offices, labs, workshops
- Outdoors? Parks, Fieldwork, Oceans, Mountains
- Remote work? Home, Shared workspace/Coffee shop
- Travel to multiple places via car or airplane?

With WHOM do you enjoy working?

- Team setting, multiple colleagues, collaboration
- Individual setting, self-disciplined



# O\*NET (RIASEC)

- Interest Profiler
- Job Tasks
- Degrees Req.
- Labor Market
- Income & Wages

MY NEXT MOVE

o-net in-it

HOME SEARCH INDUSTRIES INTERESTS

### O\*NET Interest Profiler

Here are your Interest Profiler results!

Think of your interests as work you like to do.

Your interests can help you find careers you might like to explore. The more a career meets your interests, the more likely it will be satisfying and rewarding to you.

You can click on any interest below to learn more. When you're ready, click **Next** to continue.

- [Realistic](#)
- [Investigative](#)
- [Artistic](#)
- [Social](#)
- [Enterprising](#)
- [Conventional](#)

Realistic	10
Investigative	5
Artistic	27
Social	31
Enterprising	7
Conventional	10

Print Share

Back Start Interests Results Job Zones Careers Next

O\*NET Interest Profiler is sponsored by the U.S. Department of Labor, [Employment & Training Administration](#), and developed by the National Center for O\*NET Development.

# Ask Someone Else

- Use Pioneer Alumni Groups
- Ask Instructors or Professionals
- Informational Interviews - formalized
- Connect on LinkedIn / Networking



# Found your path, now what?

## Develop an internship search marketing plan

- Create a targeted resume and outline for a customized cover letter
- Create/redefine your online presence
- Create and practice an engaging 30 second elevator pitch with trusted individuals
- Research roles, internships, and employers
- Learn about the timing of recruitment for certain employers and their preferred method of sourcing candidates
- Learn how to interview effectively and practice
- Apply!



## Where do I start?

Go to the Get Hired Website at:

<https://www.csueastbay.edu/gethired/index.html>

TOP 100 Internship Programs 2022

<https://www.nationalinternday.com/2022-top-100-internships>

Meet with an AACE career counselor for:

Resume/Cover Letter, Interview, & Career Counseling

Schedule appointment through: **Bay Advisor**

Attend networking events and build your **network**

# Creating your Online Presence

- Handshake
- Indeed
- LinkedIn
- Monster
- Glassdoor
- Career Networks:  
friends/family, professors,  
listservs, major dept.,  
professional associations,  
etc.





## Internship Timelines

### Summer Internships (May - August)

- Large companies hire from *August - January*
- Small companies hire from *February - May*

### Fall Internships (September - December)

- Large companies hire from *April - May*
- Small companies hire from *June - September*

### Spring Internships (January - April)

- Large companies hire from *August - September*
- Small companies hire from *October - January*



# Academic Internship Process

- Work with major department/advisor on internship course approval and enrollment
- Search and secure an internship – get that offer letter!
- Have employer complete the RTIP in Cal State S4, if necessary
- Once employer approved, student completes the Cal State S4 placement process (during the next term enrollment)
- Complete assignments for internship course and work allotted time at internship site



# Student Internship Registration Timeline

## 1 Check your prerequisites

Ensure all prerequisites and enrollment criteria are met for internship class eligibility. Contact the class instructor to confirm if necessary.

Plan early, start at least a semester ahead for enrollment.

## 3 Get Your Internship Approved

Skip to step 4 if internship site is already listed on CalStateS4.

If site is not listed on CalStateS4, complete "Student Site Request" form at:  
<https://tinyurl.com/mc3rhwz8>

When your site is approved, you will receive an email regarding next steps

## 5 Complete Placement

Once request has been approved, complete placement by logging into CalStateS4 at:  
<https://tinyurl.com/ycuwekh8>

Identify **site** and **opportunity** to complete placement.

## 2 Find an Internship

Searching job aggregators and company websites, use personal contacts and career events to find an internship.  
Visit "Get Hired" website for resources:  
<https://tinyurl.com/2pdt54ha>

Interview and receive offer from internship site.

## 4 Complete Internship Course Intake Forms

Log into CalStateS4:  
<https://tinyurl.com/ycv524m5>  
Click internship button at bottom of page to complete intake form.

You will also need an internship offer letter from your site in PDF format to proceed.  
TIP: If your offer letter was an email you can print it as a PDF.

If approved, you will receive an email regarding next steps.

If denied, you will receive an email to contact department.

### Remember to:

- Log hours
- Log work duties
- Complete:**
- Supervisor evaluation
- Student evaluation

Once placement is complete, students are encouraged to submit weekly internship hours using the time log feature.

Students will be asked to complete the **Student Evaluation of Academic Experience** form and the **Site Supervisor Evaluation Request** form at end of term.

### Questions? Contact us

Email: [Internships@csueastbay.edu](mailto:Internships@csueastbay.edu)

Website: <http://www.csueastbay.edu/internships/>

[Student/Faculty Log In](#)[Community Partner Log In](#)

If you're stuck in a sign in loop, [follow the steps in this HelpDoc](#).

# Welcome to CalStateS4 for CSU East Bay

CalStateS4 is hosted by the CSU Chancellor's Office to manage student community placements, facilitate on or off-campus learning experiences, address safety and liability requirements, and list community partnership information. Faculty may use CalStateS4 for their internship and community engagement/service learning courses. Students may use CalStateS4 to find and place with approved sites.

If you are not sure if your site is an approved site, please search the [S4 site list](#).

**Tip: [Finding & Searching a Site in CalStateS4](#)**

**Partner Organizations:** To become an approved site, complete the [Request to Initiate Form](#).

Two programs are managed through CalStateS4:

- **Academic Internships**

Internships are formal work opportunities that integrate a student's academic program with their career aspirations, and provide hands-on experience that enhances a student's education and prepares them for professional and personal success. Please email [Internships@csueastbay.edu](mailto:Internships@csueastbay.edu) if you have any questions regarding Internships.

- **Center for Community Engagement**



# Employer Approval Process

- Scam employers/recruiters exist
- Verification in Cal State S4 can take some time
- Some of the items we're looking for:
  - Web presence
  - Contact information matches submission
  - Business paperwork



# Reaching Out to Internships Office

- Use your Horizon student email account
- Use your correct student name
- Email information:
  - Name: Lisa Patel
  - NetID: XX1122 (on campus emails)
  - Major: (example MSBA or BS Biology)
  - State issue - Class enrollment, assistance with Cal State S4, etc.
- Avoid over emailing & starting new email threads



# Tips to Nail it!

- Schedule an appointment with your Internship Coordinator.
  - Have your resume and cover letter reviewed by a Career Counselor
  - When reviewing potential sites, check for authenticity!
  - Update your profile and keep it consistent.
- Practice, practice, practice!
- Remember – it's your responsibility to acquire the Internship
  - Don't procrastinate – start looking for an internship at minimum the semester beforehand. Some summer opportunities are posted the Fall term prior!

# Let's Connect!



**Cherie` Randolph M.A. Ed.**

Internships Coordinator

Bay Advisor for meeting or internships@csueastbay.edu

Academic Advising and Career Education (AAE)



CAL STATE  
EAST BAY



# Curricular Practical Training

(CPT)



# CPT Authorization

Curricular Practical Training (CPT) authorization allows international students in F-1 status to pursue internships and other off-campus training or employment opportunities before completing their course of study. There must be a direct and significant link between the training opportunity and the student's major field of study.

Definition: The regulations state that a student may participate in a "curricular practical training program" that is

- "an integral part of an established curriculum" and
- "directly related to his or her major area of study."
- The regulations further define CPT as "alternate 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."



# CPT Eligibility

## Immigration requirements:

- Must be enrolled full time for one academic year (2 semesters)
- Must maintain a full course of study or be on an approved reduced course load for academic reasons
- Must be in good academic standing

## Departmental Requirements:

- You are responsible for checking with your major department regarding any requirements such as completed pre-requisite classes, no academic dishonesty reports, etc...



# CPT Location/Duration/Limit

## Location:

Students may engage in CPT only for the specific company/organization, location, and time period approved and recorded on your CPT I-20 form.

## Duration:

CPT is reviewed on a semester-by-semester basis; any training that spans multiple semesters will require separate applications for each semester.

## Limit:

CSUEB will only authorize 3 terms of CPT during your degree program.

Examples:

- 1- Spring authorization, Summer authorization, Fall authorization
- 2- Summer authorization, Spring authorization and Summer authorization



# Hours per week

## Hours per week:

Fall & Spring semesters: Part time (20 hours a week max). **No exceptions!**

Summer Term: May be either full time or part time

If you are continuing your Fall CPT to Spring semester, we will allow full time CPT for the Winter Intersession.

- You do not need to enroll in a class for Winter Intersession
- To be eligible for this, you will need to complete all procedures for Spring semester. We will not authorize Winter session by itself



# CPT vs OPT

- Authorized by CIE
  - Short term
  - Requires FT enrollment or RCL
  - Must enroll in internship course for each authorization
  - Must be related to major
- Authorized by USCIS
  - Generally after degree completion
  - 1 year full time employment authorization
  - Must be related to major

Your CPT will not affect your ability to apply for OPT as we do not allow 12 months of full time CPT.



# CPT and Unpaid Internship

The US Department of Homeland Security has stated that "Compensation is not a consideration when determining whether an opportunity qualifies as CPT." Therefore, if a training opportunity meets the necessary criteria, CPT is recommended even if the training is unpaid.

CIE recommends CPT for students who are doing unpaid internships.



# Offer Letter

Your internship offer letter must contain the following but not limited to

- On company letterhead
- Your job title
- Detailed training description listing your specific duties, tasks, goals, etc...
- Specify the full address where the employment will take place (street, city, state, and zip code)
  - If the internship is remote, it will need to specify the company address, not your home address.
- Specify the number of hours per week you will work
- Specific start and end dates of internships (keep in mind that CPT will only be authorized **one term at a time**)





# CPT Application Procedure

1. Once you have your placement in CalStateS4, CIE will receive an email confirmation.
2. CIE will confirm you are enrolled in the internship class for the semester you are requesting CPT and are enrolled as a full time student or on approved RCL.
3. Submit the CPT I-20 Request form
  - a. Submit the CPT I-20 Request Form via email to [cie@csueastbay.edu](mailto:cie@csueastbay.edu)
  - b. Submit a copy of your internship offer letter
4. CIE will process your request within 2-3 business days
5. CIE will email you your CPT I-20 to your horizon email



# CPT Authorization

You are only authorized to pursue training at the specific employer, location and time period listed on your CPT I-20.

**DO NOT START YOUR INTERNSHIP BEFORE YOU HAVE YOUR I-20**

You must stay enrolled in the Internship Course for the full semester/term and complete all course requirements.

## EMPLOYMENT AUTHORIZATIONS

TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
CPT	PART TIME	APPROVED	18 JANUARY 2022	18 MAY 2022

## EMPLOYER INFORMATION

TYPE	AUTHORIZATION DATES			
CPT	18 JANUARY 2022 - 18 MAY 2022			
EMPLOYER NAME	START DATE	END DATE	CITY & STATE	
Amazon	18 JANUARY 2022	18 MAY 2022	Seattle, WA	



# Changes to CPT Employment

- If you want to change your internship placement, you will need to obtain permission from your internship class faculty and/or academic department.
- If approved, you will need to
  - Process a new CalStateS4 partnership/internship placement
  - Request CIE to end your current CPT
    - We will require documentation from your internship site showing an end date or indicating you didn't begin your internship
  - Request a new CPT I-20 after completing the same procedure
- If you wish to cancel your CPT entirely, you must request the cancellation before your CPT approval start date.



# Continuing CPT with same site

If you would like to continue your CPT for the next semester/term, you will need to

- Obtain a new offer letter from your internship site
- Complete the Internship Intake Forms on CalStateS4
- Complete your Placement on CalStateS4
- Submit your CPT I-20 Request form to CPT

If you complete this process before your current CPT authorization expires, we can authorize the break between semesters/terms so you don't have a gap.



# Continuing CPT with different site

If you change internship sites for your next CPT, you will be required to complete the process in entirety as described previously.

You are not eligible to obtain CPT authorization for the break between semesters/terms. Your CPT authorization date will be the first day of semester/term.



# Resources

Internships- [www.csueastbay.edu/internships](http://www.csueastbay.edu/internships)

AACE- [www.csueastbay.edu/aace](http://www.csueastbay.edu/aace)

CIE- [www.csueastbay.edu/cie](http://www.csueastbay.edu/cie)

## Any Questions?

