



KELCE
COLLEGE OF BUSINESS
Pittsburg State University

Internship Program Handbook



2024-2025

**Kelce College
of Business**





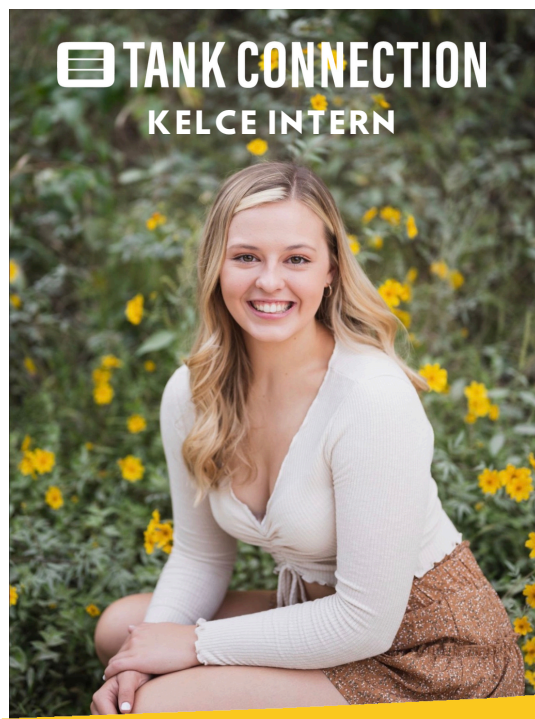
KELCE
COLLEGE OF BUSINESS
Pittsburg State University

Internship program

KELCE COLLEGE OF BUSINESS INTERNSHIP FOR CREDIT PROCESS HANDBOOK 2024 - 2025



KELCE INTERN



KELCE INTERN



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ELIGIBILITY & REVIEW CRITERIA

Program Overview

Kelce College of Business encourages students to participate in an internship for credit during their time at the university. Internships for credit can be done in place of elective courses under certain circumstances.

For students to be approved for an internship for credit – students should work with their advisor to know what elective courses could be replaced by an internship for credit based on their individual course load and courses needed for their major or certificate requirements.

Once the elective course needed is determined – whether MGT, MKTG, FIN, ECON, ACCT, DSIS, or something else, the student can find and secure an internship in that field.

Eligibility & Review Criteria

Who is eligible for an internship for credit through the Kelce College of Business?

- Any student who has been admitted to the Kelce College of Business and is in good overall academic standing. If you don't know if you've been admitted – you can run a degree audit to find out. GUS>Degree Audit>Lefthand side - will say Kelce - Admitted - with a date. If you have not been admitted, contact your advisor to determine why.

What types of internships will be approved for an internship for credit?

Most internships could be approved for an internship for credit – however, all must meet these minimum requirements.

- The work should be relevant to your area of study and comparable to that of an entry level college graduate employee in that industry.
- There should be opportunities for the intern to apply theoretical knowledge gained from coursework to real-world situations.
- Must be a designated supervisor or mentor within the organization responsible for overseeing the intern's work.
- The supervisor should have relevant expertise in the field and be able to provide guidance and feedback to the intern.
- Feedback should be provided to the intern on a regular basis.
- The student intern will be fairly compensated for their work contributions.
- The internship must meet the minimum duration requirement set by the university for course credit eligibility. 1 academic credit = 40 hours of field experience/ 3 academic credits = 120 hours of field experience
- The field hours worked at the internship must be worked in the semester the credit hours are earned.
- The internship opportunity must comply with all applicable labor laws, regulations, and ethical standards.

INTERNSHIP FOR CREDIT THROUGH THE KELCE COLLEGE OF BUSINESS - APPLICATION PROCESS

Apply

Student finds and applies for internship of interest.

Get Hired

Student is hired for internship.

Submit Internship for Credit Packet

- Student should contact the Kelce College of Business (KCOB) Internship Coordinator in Kelce to work on the Internship for Credit Application Packet.
 - The packet includes
 - official job description
 - an offer letter and/or the employer agreement form
 - the Internship for Credit Application Form
 - After the application packet is completed – the KCOB Internship Coordinator will submit to the designated approving professor or program coordinator, on behalf of the student.
 - The approving professor will review the Internship for Credit Application Packet and make a recommendation.
 - If the application packet is not complete or does not include all of the information needed for the approving professor to make a decision, more information will be requested.
 - The KCOB Internship Coordinator and student will work together to get the requested items.
 - If the application packet is complete the approving professor will approve, or decline based on criteria guidelines.
-

Application Approved or Declined

- The approving professor will notify the KCOB Internship Coordinator of their final decision.
 - If declined, the approving professor will state why and provide suggestions for next steps. The KCOB Internship Coordinator will notify the student of these findings.
 - If the internship for credit is approved, the KCOB Internship Coordinator will notify the student of the approval.

APPLICATION PROCESS CONTINUED

Enroll

- The student should then coordinate with their academic advisor for official enrollment.
 - The advisor will give the student special permission to enroll.
 - Then, they will officially enroll the student in the approved internship for credit course.

Start Internship and Course Work

- Once enrolled, course work will move to a Canvas-based course.
 - The basic course work that should be expected is as follows:
 - Beginning of the Semester
 - Submit
 - the internship job description in Canvas.
 - the Employee Agreement form on Canvas.
 - an introduction paragraph about themselves.
 - a professional, high-quality headshot photo.
 - an introduction paragraph about the employer and internship opportunity.
 - an introduction video via Canvas as assigned.
 - Middle of the Semester
 - Submit
 - an update video via Canvas.
 - a photo of themselves with their employer on the job site.
 - End of the Semester
 - Submit
 - the final project via Canvas.
 - Participate in the final “report out” event.
 - The employer is required to submit an Employer Evaluation form at the end of the internship.
 - The course instructor or the KCOB Internship Coordinator will provide a link or document to the intern or the employer directly.
 - Employer Evaluation Form
<https://forms.office.com/r/YW1NhZYZEW>
 - You can see a example of the employer evaluation in Appendix E.

INTERNSHIP FOR CREDIT APPLICATION PACKET COMPONENTS

The internship for credit application packet includes three main components.

1) The Internship for Credit Application Form, 2) The Offer Letter and Employer Agreement Form, and 3) A Job Description. Each is listed below with more detail.

Internship for credit application form

The application form is a required part of the internship for credit application packet. You can view the form [here](#). You can also view an example in Appendix A.

Offer Letter and Employer Agreement Form

If the employer did not provide an official offer letter, the student should coordinate with the sponsoring company to obtain an email or document with the following information.

- Student First and Last Name
- Internship Title
- Start and End Date of the Internship
- Hours expected to work per week for the duration of the internship.

The KCOB Internship Coordinator will also email the listed contact from the sponsoring employer to obtain an employer agreement.

You can see an example of an offer letter and employer agreement from in Appendix B and C.

The Job Description

An official job description is an integral part of the application packet. While it is recognized employers use varying formats, at minimum, the following information is needed regarding the internship position description either in the job description document or on a supplemental document/email provided by the employer.

- A general job summary
- Job responsibilities
- Job skills & qualifications required for the job.

The more information here, the better. What will the intern be doing? How much of the intern's time, in percentages, will be spent in each area of responsibility?

You can see an example of an approved job description in Appendix D.

REVIEW PROCESS FOR INTERNSHIP FOR CREDIT PACKET

Application Packet Received

After all components of the Internship for Credit Application Packet are completed – the KCOB Internship Coordinator will send the packet to the designated approving professor for review.

Application Packet Reviewed

The approving professor will look at the general eligibility criteria (p. 3) in addition to considering these factors.

- Does the internship align with the student's major or field of study within business?
- Are the position objectives generally aligned with the educational goals of the student's program or major?
- Will the student be adding value to the organization and be challenged with a major project, series of smaller projects, or regular responsibilities that require advanced education and knowledge?
- Does the internship have a clear description outlining the tasks, responsibilities, and learning objectives?
- Are students learning and gaining new knowledge and skills from the job?
- In some cases, an existing job could be used as an internship for credit, however, students will need to show that they are learning/gaining new knowledge.

Review Form Submitted

The Program Coordinator, also known as approving processor, will review the internship for credit application packet and determine if the opportunity is eligible for an internship for credit. They will submit this form with their final decision.

Packet Approved

If the application packet is approved, the student can work with their advisor to get special permission and then enroll in the internship for credit course as designated.

Packet Declined

If the application packet is not approved, the KCOB Internship Coordinator will work with the student to determine the next steps.

- List of program coordinators [here](#).
- For a list of all possible internships for credit courses, please see the University Course Catalog.

Internship for Credit Review Form <https://shorturl.at/pxCGK> *see Appendix A

GENERAL FAQS

How do the Program Coordinators or approving professors determine approval?

The program coordinator or approving professor will look at the above criteria in addition to considering these additional factors.

- Does the internship align with the student's major or field of study within business?
- Are the position objectives generally aligned with the educational goals of the student's program or major?
- Will the student be adding value to the organization and be challenged with a major project, series of smaller projects, or regular responsibilities that require advanced education and knowledge?
- Does the internship have a clear description outlining the tasks, responsibilities, and learning objectives?
- Are students learning and gaining new knowledge and skills from the job?
- In some cases, an existing job could be used as an internship for credit, however, students will need to show that they are learning/gaining new knowledge.

Is there course work for an internship for credit?

Yes. The student will have an introductory assignment, a midterm assignment, and a final report-out assignment. In addition, the student may have other assignments as determined by the course instructor throughout the semester. While the focus on an internship for credit is the field work – students will still need to meet internal course requirements and deadlines for full course credit. All course work will be done on Canvas.

Does the student have to pay tuition for an internship for credit?

Yes, the student will pay for course credit if pursuing an internship for credit. Tuition is paid per credit hour. Ideally students could pursue an internship for credit along with other courses to take advantage of flat rate tuition fees.

How many hours does the student have to work to receive 3 credit hours?

The student should work 40 hours of field work per 1 credit hour earned. For a 3 credit hours then, a student should work 120 field hours. The student can earn up to 6 credit hours for internship work.

INTERNATIONAL STUDENTS SEEKING INTERNSHIPS FOR CPT

Internship for Credit as CPT

International students seeking Internships for Credit as CPT will follow the same steps as lined out in the internship for credit application process. It is recommended that you notify the hiring employer in the very early stages that you are seeking CPT for the smoothest process.

CPT approval connected to an internship for credit

If your internship is approved for an internship for credit – you will need to provide the international office with the following:

- Job offer letter:
 - On a document from the employer will all details of the position. This will need to be signed by the employer.
- CPT Recommendation Form (provided by the international office)
 - The CPT Recommendation form should be filled out by the Internship Center Coordinator and then sent to the Office of International Programs and Services.
- I-20 form (provided by the international office)
 - Coordinate with The Office of International Programs and Services for this.

CPT approval not connected to an internship for credit

If your internship is approved for CPT – but not for an internship for credit course – you will need to provide the international office with the following:

- Job offer letter
- CPT Recommendation form (provided by the international office)
 - The CPT Recommendation form should be filled out by the Internship Center Coordinator and then sent to the Office of International Programs and Services.
 - For CPT not connected to an internship for credit, you will need to prove that your CPT could be related to a current or recent past course.
 - The Internship Coordinator can assist the student in this part of the process.
- I-20 form (provided by the international office)

For more information about CPT and OPT – contact the International Office.



CAREER DEVELOPMENT RESOURCES AND SUPPORT

Contact Information

Pittsburg State University
 First Floor - Axe Library
 620-235-4140
careers.pittstate.edu
gorillas4hire@pittstate.edu

Make an Appointment

Students can make an appointment with PSU's Career Development online or live chat to get started. Students can also request an appointment online via Navigate.

Resources and Support

Career Development has trained staff and students who can help with the following:

- Resumes + Cover Letters
- Choosing a Career Path
- Career Assessments such as TruTalent
- Finding Jobs + Internships
- Job offer + Salary negotiations
- Interview Attire
- Professional Headshots
- Mock Interviews and other job search prep

SCAN ME



<p>Career Development Student Guide</p> <p>The Career Development Guide is a comprehensive guide for developing the knowledge and skills needed throughout your career development process. ...</p> <p>READ MORE</p>	<p>O*NET OnLine</p> <p>The O*NET is another type of occupational research guide. You can research jobs by career cluster or by job prospect. ...</p> <p>READ MORE</p>	<p>Parker Dewey</p> <p>VIEW RESOURCE</p>
<p>What Can I do with a Major?</p> <p>What Can I Do With This Major? is a website featuring 106 major profiles with information on common career paths. ...</p> <p>READ MORE</p>	<p>Gorillas4Hire/Handshake</p> <p>Handshake (also known as Gorillas4Hire on campus) is Pittsburg State University's centralized career management platform where students can research employers. ...</p> <p>CLICK HERE TO GO TO HANDSHAKE</p>	<p>CareerOneStop</p> <p>CareerOneStop is the flagship career, training, and job search website for the U.S. Department of Labor. The website serves job ...</p> <p>READ MORE</p>
<p>Hiration</p> <p>We are excited to introduce a new resume building platform for PSU students. Hiration's online resume builder provides unique, user-friendly templates ...</p> <p>READ MORE</p>	<p>Forage</p> <p>Explore careers and prepare for the job with hundreds of free job simulations designed by the world's top employers. Job ...</p> <p>READ MORE</p>	<p>Big Interview</p> <p>Big Interview is an online system that combines training AND practice to help improve your interview technique and build your ...</p> <p>READ MORE</p>

Internship for Credit Application Form

Kelce College of Business - Internship for Credit Application Form

Interested in an internship? That is terrific - internships not only provide you experience but you can also earn course credit!

Internships can occur in any semester and they can be paid or unpaid. Here is an overview of our basic guidelines.

- The internship must be work that a recent college graduate would do and/or a workload comparable to an entry level position in your field of study.
 - We'll need a job description from your employer.
- To earn 3 hours of course credit, you need to work at least 120 hours.

General questions about Internships? Contact kelceinternships@pittstate.edu.

Full Name:

Student ID:

Major/Minor:

Graduation Date?

Who is your Academic Advisor?

Email address?

Are you an international student seeking CPT or OPT?

Kelce College of Business -
Internship for Credit Application
Form



Internship for Credit Application Form

Have you been officially admitted into the Kelce College of Business? If you don't know if you've been admitted – you can run a degree audit to find out. GUS>Degree Audit>Lefthand side - will say Kelce - Admitted - with a date. If you have not been admitted, contact your advisor to determine why.

Semester to complete Internship? (ex. FALL 2023)

Please list the specific course number - internship for credit - that you'd like to pursue. Example - ACCTG 614 - Internship in Accounting or ECON 694 - Internship in Economics. Your academic advisor will know what class makes the most sense for your major/course load/etc. ****Please check with them before submitting this application and get a specific course number recommendation for your internship for credit.****

Internships for Credit can replace an upper level elective course so we'll want to know from your academic advisor what makes the most sense for your required courses.

What is the proposed start and end date of your internship?

How many hours per week will you be working in your internship?

Job title/position?

Sponsoring Company?

Kelce College of Business -
Internship for Credit Application
Form



Internship for Credit Application Form

Where will you be working - on site, remote, etc.? Please list the address if you are working on site.

Supervisor First and Last Name

Supervisor Title

Supervisor Email Address

Supervisor Phone Number

You will also need to provide a copy of your position description and offer letter. Please upload here.

- Position description should include: Job summary, job responsibilities, job skills & qualifications. This should be an official job description written/provided by the employer.
- Offer letter should include: Your first and last name, your internship position title, the start/end date of your internship, how many hours you will be working per week, and is generally sent from a recruiter or your direct supervisor.


We need to have these for approval.

 Upload file

File number limit: 2 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

Other Notes?

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 Microsoft Forms

Kelce College of Business -
Internship for Credit Application
Form



Job Offer Letter Template

Formal Job Offer Letter Template

Position

Your title will be [job title], and you will report to the Company's [manager's job title].

Working schedule

This is a [full-time/part-time] position requiring approximately [hours] per week. Your regular weekly schedule will be [Day to Day from Time to Time].

Employment with the company will start on [date] and end of [date}.

Salary

The Company will pay you a starting salary at the rate of [per hour rate] or [annual salary] per year payable in accordance with the Company's standard payroll schedule.

Sincerely,
[sender]

Signatures:

Company Representative _____

Intern _____

Date _____

Employer Agreement Form - Internship Agreement Form

Employer Agreement Form - Internship Agreement Form

The person filling this out should be the intern's direct supervisor/mentor.

If you or the student have questions or concerns when filling out this form - please contact the Kelce College of Business Internship and Career Readiness Center at kelceinternships@pittstate.edu.

Today's date?

Please list your email address.

Your first and last name?

Your position title?

Please list the student interns' first and last name.

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Employer Agreement Form - Internship Agreement Form

Please list the start and end date of the student's internship.

We need specific dates here to ensure the student will meet internal internship for credit requirements. A minimum of 120 field hours should be worked during the internship for the student to receive academic credit for their internship opportunity.

Example: Start Date - May 10, 2022 | End Date - August 1, 2022.

Approximately how many hours will the student intern be expected to work each week?

By selecting "yes" below you agree to the following:

This agreement is entered into between you on behalf of your company, the PSU student, and the Kelce College of Business for the purpose of fulfilling the requirements for credit for an internship.

The parties agree to the conditions set forth in a separate Course Syllabus, which outlines the Student Intern's Responsibilities and the Sponsoring Organization's Responsibilities for the internship.

The student will work at least 120 hours for 3 hours of course credit. Nothing in this agreement will prohibit the parties from mutually agreeing to extend the period of employment beyond the time period and number of hours specified above.

The student intern and site supervisor both understand that the internship representative will remain in close contact with the supervisor throughout the experience.

At the end of the semester, as part of the student interns final grade in the internship for credit course, an employer evaluation form will be required from either you or another direct supervisor of the intern. Either the Internship Center or the student may send/share the link with you. By clicking "yes" you agree to submit the evaluation and give open, honest, productive feedback that will further help the individual grow professionally.

Yes

No



Sample Job Description - Marketing

Job Title: Marketing Intern

Job Summary: We are seeking a dynamic and motivated Marketing Intern to join our team. This internship is designed for college students who are passionate about marketing and eager to gain hands-on experience in the field. As a Marketing Intern, you will assist with various marketing tasks, providing support to the marketing team and contributing to our overall marketing strategy. This is a fantastic opportunity to develop your skills, learn from experienced professionals, and make a significant impact on our marketing efforts.

Job Responsibilities:

Social Media Management (25%):

- Assist in creating, scheduling, and publishing content across various social media platforms (e.g., Facebook, Twitter, LinkedIn, Instagram).
- Monitor and respond to comments and messages.
- Analyze social media metrics and report on performance.

Content Creation (20%):

- Help in developing content for blog posts, email campaigns, and website updates.
- Collaborate with the design team to create visual content such as infographics, images, and videos.

Market Research (20%):

- Conduct research on industry trends, competitor activities, and target audience preferences.
- Compile and present findings to assist in the development of marketing strategies.

Event Support (15%):

- Assist in the planning and execution of marketing events, webinars, and trade shows.
- Handle logistics such as venue setup, attendee registration, and promotional materials.

Campaign Support (10%):

- Support the development and execution of marketing campaigns.
- Track campaign performance and gather data for analysis.

Administrative Tasks (10%):

- Provide general administrative support to the marketing team.
- Maintain organized files and records of marketing activities.

Job Skills & Qualifications:

Required:

- Currently enrolled in a college or university, pursuing a degree in Marketing, Business, or a related field.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Familiarity with social media platforms and their respective best practices.
- Ability to multitask and manage time effectively.
- Strong attention to detail and organizational skills.

Preferred:

- Experience with graphic design tools (e.g., Adobe Creative Suite, Canva).
- Basic understanding of SEO and web analytics.

Sample Job Description - Management

Job Title: Management Intern

Job Summary: We are looking for a motivated and enthusiastic Management Intern to join our team. This internship is tailored for college students who are eager to gain practical experience in management and business operations. As a Management Intern, you will support various departments, assist in project management, and contribute to process improvement initiatives. This role provides an excellent opportunity to develop leadership skills, work with experienced managers, and play an integral part in our company's success.

Job Responsibilities:

Project Coordination (30%):

- Assist in planning, executing, and monitoring projects.
- Coordinate with team members to ensure project timelines and milestones are met.
- Prepare project reports and documentation.

Process Improvement (20%):

- Identify and suggest improvements to current business processes.
- Support the implementation of new processes and track their effectiveness.
- Collect and analyze data to measure performance and identify areas for enhancement.

Administrative Support (20%):

- Provide administrative support to management, including scheduling meetings, and preparing agendas.
- Maintain organized files and records.
- Assist with the preparation of presentations and reports.

Research and Analysis (15%):

- Conduct research on industry trends, competitors, and best practices.
- Compile and present findings to management to support strategic decision-making.
- Analyze business performance data and generate insights.

Team Collaboration (10%):

- Work collaboratively with different departments to support cross-functional initiatives.
- Assist in the coordination and communication between teams to ensure alignment and smooth operations.

Event Planning and Coordination (5%):

- Assist in the planning and coordination of company events, meetings, and training sessions.
- Handle logistics such as venue setup, attendee registration, and event materials.

Job Skills & Qualifications:

Required:

- Enrolled in a college or university, pursuing a degree in Business Administration, Management, or a related field.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Excellent organizational and time-management skills.
- Ability to work independently and as part of a team.
- Strong analytical and problem-solving abilities.

Preferred:

- Familiarity with project management tools and methodologies.
- Leadership skills and a proactive attitude.

Employer Evaluation

Kelce College of Business - Employer Intern Evaluation

Thank you for providing our student intern with valuable work experience. In order to provide course credit, we need to understand how well the student performed. Please complete this evaluation form at the conclusion of the internship.

Questions? Comments? Contact us at kelceinternships@pittstate.edu. Thank you for supporting PSU students.

Today's date?

Intern's Full Name.

Person Completing this Form.

Sponsoring Organization.

Business Location Address.

Contact Phone Number.

Contact Email Address.

Rankings on the next page.



Employer Evaluation

Kelce College of Business - Employer Intern Evaluation

Please rank the performance of the student in the following areas using a scale of 1-5, (5 = excellent and 1 = poor).

Understanding of basic business principles.



Understanding of objectives and procedures as assigned?



Speed of work performed?



Accuracy of work performed?



Written communication skills?



Oral communication skills?



Ability to follow instructions?



Employer Evaluation

Kelce College of Business - Employer Intern Evaluation

Attitude towards work?



Ability to work with teams?



Self-reliance and initiative?



What letter grade would you give this student? (A - 5 stars, B - 4 stars, C - 3 stars, D - 2 Stars, F - 1 Star)



Please leave any other comments that could help the student improve their performance in the future or anything else that you feel would be helpful for the student intern to know.

Is it OK to share this evaluation with the student intern?

Yes

No

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Microsoft Forms

Kelce College of Business -
Employer Intern Evaluation



Sample Course Syllabus



KELCE
COLLEGE OF BUSINESS
Pittsburg State University

Pittsburg State University
Kelce Undergraduate College of Business
MGT 620: Internship in Management

Course Description

Catalog Course Description

MGT 620: Internship in Management. 3 hours. Internship work experience in public, private, governmental, or not-for-profit business setting. The work experience must be approved by a departmental internship representative / faculty member. Students must enroll in the course during the same semester, and time, in which the internship occurs. Prerequisite: permission of instructor required.

Course Overview and Expectations

The work experience should be comparable to that of an entry-level staff marketing/management/international business graduate. For three hours of course credit, the student intern must work at least 120 hours for the sponsoring organization. The grade for the course will be based on an internship report to be prepared by the student intern, the sponsoring organization's evaluation of the student intern's performance, and the faculty member's assessment of the work (based largely on sponsor's input). The student intern's report and the sponsoring organization's evaluation are described further in the Student Intern's Responsibility and the Sponsoring Organization's Responsibility sections below.

STUDENT INTERN'S RESPONSIBILITY:

1. The student intern will obtain employment in a position comparable to that of an entry-level, degreed marketing / management / international business graduate.
2. There must be an agreement among the student intern, the sponsoring organization, and the department internship representative/faculty member.
3. The student intern will perform the duties determined by the employer. At the conclusion of the internship, the student intern will prepare a final project describing the experience obtained and the usefulness of the experience. This final project must be submitted to the department internship representative/faculty member for the student to receive a grade, and credit, for the course.

(IMPORTANT: The student must enroll in MGT 620 during the semester that the internship will be performed.)

SPONSORING ORGANIZATION'S RESPONSIBILITY:

1. The sponsoring organization will be expected to provide quality work experience comparable to at least that of an entry-level position.

The sponsoring organization will be expected to prepare an intern performance report at the conclusion of the internship. This report, which will be submitted to the department



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Sample Course Syllabus continued



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1. internship representative/faculty member, will evaluate the student intern's work habits, technical competence and learning experiences while completing the internship. The sponsoring organization may use the evaluation form provided by the department, or its own evaluation form.
2. The sponsoring organization will execute an agreement with the student intern and compensation for the student intern will be determined by the agreement between the sponsoring organization and the student.

Grading/Credit:

The grade for the course will be based on the sponsoring organization's evaluation of the student's internship performance and on an internship final project prepared by the student. The grade will be assigned by the internship representative/faculty member.

- Introduction – 25 points
 - Your name, hometown, class (junior, senior, etc.), and your degree
 - The company you will intern for
 - The work you will be doing
 - What you hope to gain from the internship
- Bi-weekly Journal Entries – Discussion – 8 entries, 12.5 points per entry – 100 points total
 - Post one original thread and two replies to peer Kelce Interns
 - The original thread should be similar to a journal entry and include a minimum of four sentences covering at least 1) one new thing learned, 2) one challenge/struggle, 3) one thing you hope for next week, and 4) a picture of you on the job doing something related to your internship or with a colleague, etc.
 - The replies are meant to encourage interaction and connection with your peer Kelce Interns.
- Midterm Check in Assignment – 50 points
 - Students will submit an overview video detailing how their internship is going. The video should be supported with a PowerPoint slide, use good lighting, camera placement, and the student should dress professionally. The video should be approximately 5 minutes long.
- Internship Final Project – 150 points
- Employer Evaluation – 50 points
 - At the conclusion of the internship, the host employer will evaluate overall performance and submit it to the faculty or internship coordinator.

Other

- Position Description Assignment – 10 points *points do not count towards final grade
- Intro Call/Discovery Conversation – 20 points *points do not count towards final grade

Internship for Credit Application Packet Review Form

Kelce College of Business - Internship for Credit Application Review Form

The work experience must be comparable to that of an entry level staff member at an undergraduate or graduate level depending on the student's academic status (undergraduate or masters level.)

Today's date?

Your Full Name?

List the name of the internship position sent for review and the student's name.

Based on your review of the internship job description - do you recommend for approval?

If you do not recommend for approval, please explain why.

If you need more information - please explain here.

What field of study do you recommend this internship for credit for? Example - marketing and/or management only.




Internship for Credit Application Packet Review Form

Kelce College of Business - Internship for Credit Application Review Form

If you need more information - please explain here.

What field of study do you recommend this internship for credit for? Example - marketing and/or management only.

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 Microsoft Forms



CPT Recommendation Form for International Students

Curricular Practical Training Information Sheet F-1 Students

What is CPT?

Based on federal statute {8C.F.R. 214.2 (f)(10)(i)}, Curricular Practical Training (CPT) is permission for an international student to legally work off-campus at a temporary job to gain professional experience that is directly related to the student's academic major. The training must be "an integral part of an established curriculum."

CPT is defined as "alternate work/study, internship, [or] cooperative education." The CPT experience:

1. is a required or integral part of a student's established curriculum.
2. is directly related to the student's current PSU academic major.
3. receives academic credit in a university course as a legitimate course requirement.
4. is done during the semester in which a student is enrolled in the course for which he/she will receive academic credit for the CPT experience.
5. may be either part time or full time. Part-time CPT is 20 hours per week or less. Full time CPT is more than 20 hours per week. If students completes 12 months of full-time CPT, they will not qualify for Optional Practical Training.
6. is authorized for a specific job and time period. As an academic requirement, CPT normally falls within the limits of one academic semester.
7. is done during a student's academic program. CPT cannot be authorized after a student's academic program has ended.

What are the requirements?

1. Students must be enrolled as full-time students for at least one academic year.
2. Students must be in legal immigration status as F-1 students.
3. Students must be enrolled as full-time students when CPT is done during the academic year. The exception is when a required internship is done during a student's final semester and fewer credit hours than full-time are needed to graduate. Work hours may not be counted as part of a student's full-course of study.

International Programs & Services Office~118 Whitesitt Hall~Phone: 620-235-4680~Fax: 620-235-4962

CPT Recommendation Form for International Students

Curricular Practical Training Information Sheet F-1 Students

What are the requirements continued?

4. Students must enroll in a course for which the CPT experience will count for academic credit.
5. Students must have an actual job offer.
6. Students who have completed all course requirements cannot apply for CPT unless an internship is required by all students in a given program or will provide data that will be published or significantly contribute to a student's thesis or equivalent.
7. Students who have maintained unbroken F-1 immigration status and are beginning a second degree at PSU may be authorized for part-time CPT during the first semester of the second degree. The student must be in residence in Pittsburg attending classes during the CPT. Second degree students must complete one semester of coursework applicable to the second degree in residence before applying for full-time CPT.

What documents are needed?

1. A job offer letter that:
 - a. is on the hiring company's letterhead and states the company's street address and phone number.
 - b. states the student's job title and job responsibilities.
 - c. states the hours per week which the student will work.
 - d. states specific beginning and ending dates of employment (mm/dd/yy-mm/dd/yy), for example, 01/17/17-05/12/17.
 - e. is signed by the employer.
2. A recommendation form completed by the student's department chair or Internship Coordinator/Faculty of Record (College of Technology) - included in this packet. MBA students will receive their recommendation from the MBA Program Director. The College of Business requires students to submit information for CPT authorization at least 30 days before authorization of CPT.
3. An I-20 which authorizes CPT. Employment cannot begin until this I-20 is issued by the International Programs & Services Office (IPSO).

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CPT Recommendation Form for International Students

Curricular Practical Training Information Sheet F-1 Students

What is the role of a student's Department Chair or Internship Coordinator/Faculty of Record?

The student's department chair or internship coordinator/Faculty of Record (College of Technology) completes a recommendation form which verifies that:

1. the CPT experience is a required or an integral part of the student's current academic major.
2. the job offer letter is applicable to the student's field of study.
3. the student will receive academic credit for the CPT experience.

What is the role of the International Programs & Services Office?

1. IPSO counsels students and answers their questions about CPT.
2. IPSO authorizes CPT for eligible F-1 students.
3. IPSO issues an I-20 which authorizes CPT.
4. IPSO communicates with the department chair and internship coordinator/Faculty of Record about CPT questions.

How do students apply?

1. Make an appointment with Brenda Hawkins, iss@pittstate.edu/620-235-4383, or the International Office, 118 Whitesitt Hall.
2. Make sure that you have enrolled in the class needed for CPT, or you will not be approved.
3. Bring the following to your appointment with Brenda Hawkins:
 - Department Chair/Internship Coordinator Recommendation Form (Attached)
 - Job Offer Letter from Employer

If you have any questions about CPT, please contact iss@pittstate.edu or 620-235-4680

Section A: To be completed by the student:

Family Name: <input type="text"/>	First Name: <input type="text"/>
PSU ID #: <input type="text"/>	Phone: <input type="text"/>
Email: <input type="text"/>	Current Address: <input type="text"/>
	(Street) (Apt. Number)
	<input type="text"/> <input type="text"/> <input type="text"/>
	(City) (State) (Zip Code)
Requested Period of CPT: Start (mm/dd/yy) <input type="text"/> / <input type="text"/> / <input type="text"/> End (mm/dd/yy) <input type="text"/> / <input type="text"/> / <input type="text"/>	
Part-time (20 hours or less) <input type="checkbox"/> Full-time (40 hours or more) <input type="checkbox"/>	

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CPT Recommendation Form for International Students

CURRICULAR PRACTICAL TRAINING RECOMMENDATION FORM

Section B: To be completed by the student's department chair or internship coordinator (College of Technology requires both):

Educational Level: (check one) Bachelor Master Ed.S

Major:

Expected date of completion of all degree requirements? (mm/dd/yy): / /

I have viewed and approved the student's job offer letter. Yes No

Name of Employer:

Address of the Internship site:

Academic credit will be awarded as follows:

Course Number:

Course Title:

Number of Credit Hours:

Semester & Year Credit will be awarded:

Explain how the proposed employment will fulfill the requirements of the course listed above:

Check one of the following two options:

- The employment is a required part of the student's curriculum.
- The employment is not required by the student's curriculum, but it is an integral (very important) part of the student's academic program as described below. You may write "as described above" if it is the same as how the employment will fulfill course requirements. (PSU's policy is that the employment does not have to be required to approve CPT, but the employment must provide experience that is directly related to the student's current PSU major, enhance the student's academic program, and receive academic credit.)

Based on the information I have been provided, I hereby recommend the above mentioned student for the CPT experience described on this form.

Department Chair/Program Director:

Name Printed:

Signature:

Date:

Department:

Phone/Ext.:

Email:

Internship Coordinator/Faculty of Record (College of Technology):

Name Printed:

Signature:

Date:

Department:

Phone/Ext.:

Email:

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