

Curricular Practical Training  
International Center  
College of Southern Nevada

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Definition

- Work, internship, or practicum that...
- Must be an integral part of an established curriculum, which means...
  - The student must be enrolled in a class for credit that...
  - Is a required or an elective class to get a particular degree and
  - The class must be listed on the degree sheet

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Work Related Classes

- Internships
- Externships
- Work Experience
- Practicum

• MOST INTERNSHIPS/EXTERNSHIPS & PRACTICUMS ARE UNPAID

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## Which Class Do I Register For?

- Hospitality Majors
  - Hotel Emphasis HMD 295B
  - Food & Beverage Emphasis FAB 295B
  - Culinary Arts Emphasis CUL 295B
  - Casino Emphasis GAM 295B
- Travel & Tourism Majors Transferring to UNLV TCA 295B
- Travel & Tourism Majors Graduating from CSN TCA 251B

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## Which Class Do I Register For?

- Other Majors with Work Experience Option:
- **Graphic Technology** -
  - Computer Graphics Emphasis GRC 290B
  - Multimedia Authoring Emphasis GRC 290B
  - Web Design Emphasis GRC 290B
- **Computing & Information Technology** -
  - User Support Emphasis CIT 290
  - Programming Emphasis CIT 290
  - Networking Emphasis CIT 290
  - LINUX/UNIX Systems GIS 290 or CIT 290
  - Cisco/Novell Emphasis CIT 290
  - GIS Emphasis GIS 290
  - Database Emphasis CIT 290
  - AS/400 ISeries Emphasis CIT 290
  - Computing & Information Technology CIT 290
- **Mechanical Technology**
  - Power Utility Room MT 180-182

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## Who is Eligible for CPT?

- F-1 students who are lawfully enrolled and in good status for at least one academic year (a fall semester & a spring semester)
- Must have a minimum cumulative GPA of at least 2.0
- Must complete work during course of study.
- Degree sheet in major must list the off-campus intern/externship, or practicum as a requirement or elective option toward graduation. Major must be reflected in SIS & on I-20.

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## Location

- Students may work **ONLY** for the **SPECIFIC** employer, location, and period of time approved by the DSO and recorded in SEVIS
- Students who change employers must receive a new authorization by the International Center before starting work with the new employer.
- Students not receiving a new authorization for changing employers will be considered to be violating their visa status based on **unauthorized employment**.

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## Length of Employment

- Employment is authorized on a semester basis until the student has completed the hours required to graduate.
- Working hours allowed vary by program. See an int'l student advisor for details
- A maximum of 500 hours may transferred to UNLV to fulfill the 1000 hour off-campus employment requirement for hospitality majors.
- Employment authorizations can be extended to meet requirements if necessary.

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## Employment Before or After Semester Start and End Dates

- Eligible students must work during the semester they are registered for
- Students may work before the semester begins or after the semester ends under **special circumstances** and **ONLY** with written approval from the director from each division.

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### Special Circumstances Regarding Work Authorization Before or After the Semester Dates

- Special circumstances include:
  - 1. Getting a job offer before the semester starts,
  - 2. Not completing the minimum hours during the semester,
  - 3. Difficulty finding work during the semester enrolled.

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### Appointments before registering

- Because programs differ, you must meet with an int'l student advisor before registering for a class that would require off-campus employment.

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### Part-time vs. Full-time

- Part time work = 1-20 hours per week
- Full time work = 21-40 hours per week
- Students must work part time during the fall and spring semesters.
- Students can work part time or full time during summer

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### What type of employment can I accept?

- The job must be related to your academic field of study (to be determined by your academic department).
- The work experience class, internship, or practicum must be listed on the degree sheet as a requirement for graduation.
- You **MUST** first have an offer of employment that meets the above listed criteria.

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### How to Apply

- Meet with an int'l student advisor for eligibility assessment & information.
- Register for the work experience, internship, or practicum that you need to graduate.
- Schedule a second appt. with an int'l student advisor. Bring all required documents to receive work authorization.

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### Additional CPT Information

- You will receive a new I-20 once approved for CPT.
- The CPT work authorization will be on page 3 of the new I-20.
- Work may not begin until you receive the new I-20 with the work authorization.

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## How Do I Receive Credit?

- Bring required documents to your instructor.

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