

Application for Curricular Practical Training (CPT)

Note to Academic Advisor: Please fill out this form in its entirety as all information is required to provide legal authorization to participate in experiential learning for a student. Curricular practical training is defined to be "alternative work/study, internship, cooperative education, or any other type of **required** internship or practicum that is offered by sponsoring employers through cooperative agreements with the school."

Name of Student: _____
Family Name First Name
K-State E-mail: _____ Phone: _____ WID: _____
Student's Area of Study: _____ Student's Educational Level: _____
Student's Expected Completion/Graduation Date: _____

CPT is an integral part of an established curriculum, and the practical training is required for *all students* participating in that curriculum, in order to satisfy degree and graduation requirements.

As an academic advisor/ major professor, I confirm the following:

An academic internship is required of all students in this program in order to graduate.

Participation in this experience will satisfy a curricular requirement through the credit-bearing course listed below.

Course Information:

Academic Department: _____

Course Name and # _____ Number of credits required _____

Requested Semester of participation: Fall Spring Summer _____ (year)

*Students must also continue to meet full-time enrollment requirements for the Fall and Spring semesters while on CPT.

Employment Information:

Name of Cooperating Employer: _____

Dates of Required experience/ employment:

Start Date _____ End Date _____ .

(Dates from Advisor and Employer need to match. Start date should be in the future.)

Number of hours per week necessary to complete course objectives: _____ {part-time (20 hours or less) or full-time (over 20 hours)}

This experience will be Paid Unpaid

Advisor/Major Professor Name _____ Signature _____ Date _____

Email: _____ Phone: _____

**KANSAS STATE
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