

Internship Manual

An important step in planning your career



Career Services Office
2400 New York Avenue
Whiting, Indiana 46394
www.ccsj.edu • (219) 473-4253

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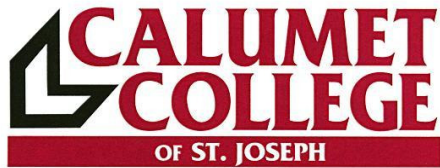
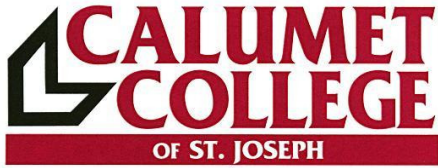


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Introduction

The Internship Program at CCSJ

Internships provide the best way to become educated about your future career. Learning by doing and being exposed to professionals working in the field provides valuable experience, a professional reference, and often leads to a position upon graduation. The Internship Program at CCSJ provides opportunities for students, employers, and the College to collaborate in developing career-related experiences and helps students compete in today's tight job market.

Internships are an option for all students in the College and are recommended for all students. However, students who major in the following programs are required to complete an internship:

Communications	Paralegal Studies
Criminal Justice	Psychology
Human Services	Social Science

Students who undertake an internship are asked to read this Internship Manual and to keep it nearby as a reference. The information contained in the manual describes internship procedures and forms that are used in the internship process.

Staff is always available to answer any questions you might have and we hope you will not hesitate to contact us if you have any questions.

Career Services
Internship & Community Outreach Coordinator
Room 400
(219) 473-4253

General Internship Information

What is the purpose of an internship?

Internships afford you an opportunity to:

- Apply the knowledge gained in the classroom to real life situations
- Develop additional knowledge and skills
- Confirm your career and academic choices
- Network with professionals in the field
- Increase your marketability upon graduation
- Earn academic credit while you learn

When can I start an internship?

Students interested in completing an internship for their major apply in their junior or senior year of study and must meet the GPA requirement for their specific department (see College Catalog for details regarding specific requirements).

Students interested in applying for a coordinated practicum can do so after successful completion of at least one academic semester.

How do I select an internship?

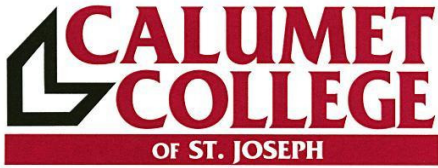
To select an internship you must:

- Discuss your internship interests and course guidelines with your Program Director
- Obtain approval to begin an internship from your Program Director one month prior to your anticipated start date
- Complete the Internship Application Form & return it to the Internship Coordinator in the Career Services Office
- Select an agency/organization with whom you would like to interview (internship listings are available through the Internship Coordinator)
- Interview with the prospective organization
- Notify your Program Director and the Internship Coordinator of your selection decision
- Register for the appropriate internship section to receive course credit

Guidelines for an internship in your current place of employment

The College will approve an internship in settings in which students are employed, provided certain safeguards can be established to preserve the educational quality of the learning experience. This means that students must:

- Have been employed by the organization for at least one year with satisfactory performance evaluations
- Be assigned duties different from those routinely performed as an employee
- Have assignments that are applicable to the area of study that has been selected
- Have assignments that offer an opportunity for new learning and growth
- Be assigned to a different department or program and/or to a supervisor other than their employment supervisor to oversee the internship



Internship Request Form

1. Normally, students complete an internship after they have taken most/all of their major courses.
2. An Internship Request Form should be submitted to the Internship Coordinator (Room 400) **at least one semester** prior to the desired start of the internship.
3. Students must register for the internship in the semester during which they will complete the internship.

Date _____

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Email Address _____

Year in School

Freshman Sophomore Junior Senior Accelerated Prg. Alumni

Area of Study

Major _____ Minor _____

Area(s) of Interest

Experience/Skills (Attach résumé or briefly list skills you have)

Continued on reverse

Days available for internship

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Number of hours available per day _____

Desired start date _____

Do you have a car? Yes No

Do you have a current résumé? Yes No

I have received the Internship Manual.

Signature _____

For Office Use Only

Course Credit: 230 430 495 Other: _____ Not seeking credit

Skills (Indicate Good, Fair, or Poor)

Written _____ Verbal _____ Computer _____

Interview Notes

Placement Steps

Final Placement Information

Internship Coordinator _____

Date _____

Internship Competencies

An internship affords you an opportunity to apply various aspects of a major area of study to a work environment. It is designed to help you make connections between your course work and the actual world of practice by examining the concepts and principles learned in class and their application on the job.

At the conclusion of the internship, you should be able to:

- Demonstrate an understanding of how concepts and principles in your major area of study are applied in your internship site
- Use elements of critical thinking to make connections and/or analyze discrepancies between course concepts and practices as they appear in your internship
- Relate major program area concepts and principles to social justice issues
- Discuss ethical relationships and/or dilemmas as they manifest themselves in the internship site
- Evaluate your performance as a professional in your area of practice (performance indicators include: judgment, initiative, communication skills, time management skills, capacity for self reflection, and composure)

Internship Responsibilities of the College

The College has the primary responsibility for helping students arrange internships, helping students integrate course work with experience, and awarding grades for the internship experience.

The Program Director working with the student serves as the link between the school and the internship supervisor and will provide the student and supervisor with a copy of the course requirements and any other forms required by the department. The Program Director will also be available to address any questions or issues that may arise in the course of the internship.

The College Internship Coordinator confirms the student's internship and is available to help facilitate any communication between the faculty members, internship supervisor, and student.

Internship Responsibilities of the Supervisor

Internship supervisors are chosen for their commitment to contributing to the educational experience of students placed in their organization. Internship supervisors are responsible for selecting meaningful experiences in an area(s) of work that will help the student gain "hands-on" experience and contribute to the development of knowledge, skills, and/or professional behavior in the work environment. Supervisors make arrangements to provide supervision and guidance to students throughout the course of their internship. The supervisor will complete evaluation forms at the end of the internship and recommend a grade for performance.

Internship Responsibilities of the Student

Students are expected to assume the role of learner and to perform their assigned tasks in a professional manner. They are to be in attendance at the organization on the days and times agreed on and, in the event of lateness or absence they are to notify their supervisor prior to the start of their work day. They are responsible for preparing a learning agreement with their supervisor and for completing and submitting any forms required by their supervisor or the College.

Students are expected to meet with their supervisor to obtain guidance and feedback on their tasks and performance; devote the required number of hours to the internship; dress appropriately in conjunction with the norms of the organization; and bring to the attention of their supervisor and the College any areas of concern related to the internship experience.

Student Liability Issues

Disclosure of Student Status to Clients

For ethical and legal reasons the College requires students to disclose their student status when interning in an agency. This ensures that their representations to clients, agencies, and the public is open, honest, and accurately reflects their professional qualifications and credentials. This also reinforces best practices and the responsibility to respect clients' rights to "informed consent" and "self-determination."

Students should seek their supervisor's guidance on:

- How to introduce themselves to clients (i.e. intern, trainee, etc.)
- How to anticipate, think about, and respond to questions that clients might raise about their student status

Criminal Offense Investigations and Internship Assignments

Increased public concern in protecting society's most vulnerable members from harm has resulted in national legislation (National Child Abuse Protection Act 1993 and the Jacob Wetterling Act 1994) being passed. These laws allow for the use of national criminal background checks for people working or volunteering with children, the elderly or disabled individuals. Most states now have laws and regulations requiring criminal background checks for employees and volunteers who plan to work in these settings and interns are included in the latter group. Some organizations may also require drug screenings and credit checks.

Students are asked to self report any history of charges of a crime (felony or misdemeanor) to the Internship Coordinator so that appropriate internship planning and preparation can occur. It is not relevant or necessary for a student to share details regarding their criminal background information with an organization if the organization does not require it. In other situations, such a record may render a student ineligible for certain internships. Students who have a record are also encouraged to check its exact content to ensure accuracy.

Because the College also has a responsibility to the institutions who offer internships to our students, the Internship and Career Services Office reserves the right to not refer or place a student in an internship.

Student Liability and Malpractice Insurance

Occasionally an agency will require a student to purchase liability insurance in order to be eligible for an internship with its organization. This requirement usually pertains to Human Services and Psychology majors. Although it is expected that a student will obtain this coverage independent of the College, they may request that the costs for this coverage be applied to their financial aid request as an educational expense.

To obtain liability insurance, students must first join the professional organization that governs their major (the American Counseling Association if you are a Human Services major or the American Psychological Association if you are a Psychology major). Students will simultaneously submit an application form for liability insurance coverage through the same organization.

Following are the procedures for obtaining liability insurance:

For Psychology Majors

Psychology students must first join the American Psychological Association (APA) before applying for Student Liability Insurance.

To do so:

Go to www.apa.org/membership or call (800) 374-2721

Click the “Join/Renew” category

Click “Student Affiliate” category and follow the instructions to apply online (can also be mailed in)

THEN, go to

www.hpsso.com (The American Psychological Association Insurance Trust) or call (800) 982-9491

Click “Student”, and then select “Quick Quote”

Answer the questions to calculate your premium and click “Apply Online” and follow the instructions.

For Human Service Majors

Human Service students must first join the American Counseling Association (ACA) before applying for student liability insurance.

To do so:

Go to www.counseling.org or call (800) 347-6647

Click “Become an ACA Member, Join Today” at top of page

Complete the online application, indicating that you are a student

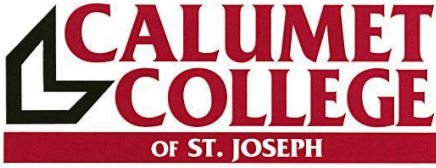
Skip the next section and complete the payment information section

THEN, go to

www.hpsso.com and Click “Students” from menu or call 1-800-982-9491

Go to “Student”, and then select “Quick Quote”

Answer the questions to calculate your premium and click “Apply Online” and follow the instructions.



Waiver and Release of Liability Agreement

Student Name _____ Age _____

Address _____ City _____ State _____ Zip _____

Phone Number _____ Email _____

Internship Site _____

Description of Internship Activities _____

I, _____, acknowledge that I have voluntarily chosen to participate in the above-referenced activity/(ies) and have full knowledge of the risks this activity presents, including travel to, participation in, and returning from the activity.

I understand that by being permitted to participate in this activity, I agree to assume any and all risk of injury or death. I further understand and agree to assume responsibility for all risk of theft, loss, or damage of personal property that occurs at any time arising out of my participation in the activity.

I understand and agree that as a condition of participation in the activity, I further agree to release from liability and to indemnify Calumet College of St. Joseph and

Name of Organization/Agency

and its officers, directors, agents, employees, assigns, successors, or lessors for any damage, injury or death to myself or to any person or property in any way connected with my participation in the activity.

I understand and agree that I have carefully read this agreement and fully understand all its terms and conditions.

I understand that this is a release of liability that could legally prevent me from filing suit or making any other legal claim for damages in the event of my injury or death. With this knowledge, I am entering into this agreement freely and voluntarily. I agree that it is binding upon me, my spouse, my heirs, my children, any guardian ad litem for the children, my assigns and legal representatives.

I understand and agree that I have read this waiver and release, have been provided all necessary information to make an informed decision.

Student Signature

Date

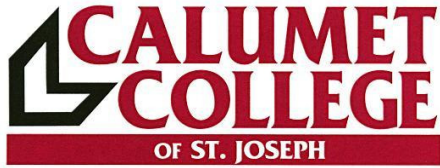
Internship Affiliation Agreement

Occasionally an agency will request a formal document outlining the expectations of the organization and the College relative to the internship. Attached is a sample of the Internship Affiliation Agreement used by the College.

Usually, these requests are made by agencies and organizations providing clinical services to the public. They are requested in order to ensure clarity regarding expectations and to comply with their accreditation requirements.

Student Learning Agreement

The Student Learning Agreement on page 15 is designed to help clarify expectations regarding the internship. Though it is not required, it can help both students and supervisors understand what the internship experience will entail.



Internship Affiliation Agreement

This Agreement is entered into this _____ day of _____
by and between Calumet College of St. Joseph (hereafter called “College”) and _____
_____ (hereafter called “Facility”) for the purpose of providing
training opportunities for students enrolled in the College.

THE FACILITY

In recognition of a commitment to collaborate with the College, the FACILITY agrees to fulfill the following general responsibilities:

1. Provide assignments that are consistent with the mission and the course objectives of the program in which the student is participating;
2. Inform the College Internship Coordinator of any health screenings, background checks, or special orientations required by the Facility;
3. Orient the student to policies, forms, schedules, safety procedures and risk management aspects of the organization;
4. Provide one hour of weekly, educational supervision to the student;
5. Complete a written educational assessment of the student on forms or in the format provided by the College;
6. Contact the school liaison in the event issues arise in a student’s performance or significant events occur within the Facility which may have an impact on the completion of the internship;
7. Reimburse students for mileage incurred as part of the internship assignments when using their personal automobiles;
8. Ensure that students placed in the Facility have adequate physical facilities (desk, chair, telephone, and space for Facility assignments);
9. Comply with all non-discrimination and sexual harassment laws as well as professional Codes of Ethics in the provision of services and in interaction with students; and
10. Comply with principles of confidentiality and privacy regarding student.

THE COLLEGE

In recognition of the commitment to collaborate with the Facility, the COLLEGE agrees to fulfill the following general responsibilities:

1. Disseminate course/internship objectives, evaluation forms, and other materials relevant to the internship experience to both participating students and Facility personnel involved in the internship;
2. Refer students who have met the criteria for the internship and provide information regarding students in accordance with the Family Educational Rights and Privacy Act;

The College, continued:

3. Designate a school liaison who will make at least one contact with the Facility supervisor during the semester for the purpose of maintaining a productive, collaborative relationship and to assist the supervisor and the student with any questions that arise during the student's internship;
4. Provide students with information regarding their role as a learner and their responsibility to adhere to their profession's Code of Ethics;
5. Inform students of their responsibility to comply with the legal and administrative requirements of the Facility;
6. Meet with Facility personnel as needed to discuss the educational program; and
7. Ensure that students who provide direct client services have malpractice insurance (as required by the organization).

GENERAL PROVISIONS

The College will indemnify and hold harmless Facility and its directors, officers, employees, and agents from any and all claims, losses, expenses, judgments, settlements, suits, damages, costs and attorney fees arising out of or in any way related to or caused by the acts or omissions of the College, its faculty, employees, or students, or the operation of the internship experience under this Agreement including but not limited to injury of persons or property.

Facility agrees to indemnify and hold harmless the College and its directors, officers, employees, and agents from any and all claims, losses, expenses, judgments, settlements, suits, damages, costs and attorney fees arising out of or in any way related to or caused by the acts or omissions of the Facility, its staff, employees, clients or agents pursuant to this Agreement including but not limited to injury of persons or property.

TERM OF AGREEMENT

This Agreement will continue in effect until terminated by either party upon 30 days written notice to the other.

This Agreement shall be amended only in writing signed by the parties hereto.

This Agreement is intended only for the benefit of the Facility and the College and should not be interpreted as being made for the benefit of any third party.

Facility

Calumet College of St. Joseph

Signature of Facility Representative

Signature of College Representative

Name (please print)

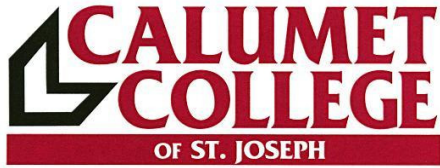
Name (please print)

Title

Title

Date

Date



Student Learning Agreement

The Learning Agreement is designed to help both students and supervisors clarify expectations regarding the internship experience. It should be discussed and completed by the second week of the internship and submitted, by the student, to the Internship Coordinator, CCSJ, Room 400. A copy will then be forwarded to the student's Department Chair.

Your Department Chair may request that a student/supervisor use an alternative form or format for the Learning Agreement. This will be discussed at the time the internship is arranged.

Student Name _____

Phone Number _____ Email Address _____

Internship Description

Business/Organization Name _____

Supervisor Name _____

Title _____

Phone Number _____ Email Address _____

Brief Description of Intern Tasks/Responsibilities (activities, projects, reports, meetings, etc.)

Brief Description of Supervisor Responsibilities

(knowledge and skills to be taught and/or experiences student will be exposed to, plan for supervision, etc.)

I further understand that I must fulfill all my obligations with the organization and the College in order to receive course credit for this internship.

Student Signature _____ Date _____

Supervisor Signature _____ Date _____

Grading Guidelines

The evaluation of a student's internship performance is an on-going process between the student and the supervisor. It begins in the first weeks of the field practicum when the student and supervisor discuss their expectations of each other and the student's learning goals. Evaluation continues in weekly supervision where the supervisor provides guidance and feedback to the student and observes how the student uses the feedback in service to clients. In addition to the ongoing process, a formal written evaluation is due at the end of the semester.

The purpose of the evaluation is to:

- Help the supervisor reflect on the student's overall development
- Help the student self-evaluate his/her development and progress
- Inform the faculty and the College of the student's performance

Grades are based on a letter system and include: "A+" "A", "A-" (superior); "B+", "B", "B-", (very good); "C+", "C", "C-" (average); "D+", "D", "D-" (marginal); and "F" (unacceptable/failing). The final grade should represent the student's overall performance.

Unsatisfactory Performance

It is assumed that a student will receive a rating of "Good" or higher on the evaluation items. If, at any time during the internship, it appears that a student is performing poorly and the situation is not corrected after feedback from the supervisor is given, the Internship Coordinator at the College should be contacted immediately. We request that a student not be precipitously terminated from an internship without involving the College.

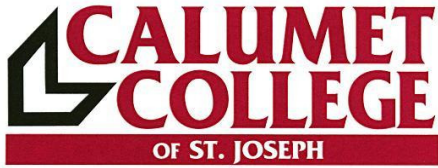
The definitions of grades are described below.

Level of Performance

Please rate the student on the next set of criteria. The rating is based on a five point scale as described below:

5	Superior	Consistently high level of performance in this area
4	Very Good	Acceptable with evidence of high level of performance at times
3	Good	Acceptable performance; neither exemplary nor poor
2	Needs Improvement	Acceptable performance with evidence of inadequate performance at times
1	Unacceptable	Consistently inadequate performance

The following pages contain internship evaluation forms. Please note the second evaluation form that is specific to Psychology majors.



Student Internship Evaluation

Student Name _____ Date _____

Organization/Business _____

Supervisor Name _____

Work Performed

Briefly describe the nature of the tasks or activities the student has performed under your supervision. Please be specific as to the degree of difficulty and expertise required. List examples where appropriate.

Performance Evaluation

Please evaluate the student in each of the following areas. Check the box beneath rating description that best summarizes the student's performance. Space has been provided for additional comments.

WORK PRODUCT

Student is able to produce quality products or services (i.e. reports, letters, research materials, interventions, etc.)

Superior

Very Good

Good

Needs Improvement

Unacceptable
(please explain)

Comments:

--

EFFICIENT MANAGEMENT OF WORKLOAD

Student is able to manage his/her workload in a timely manner

Superior

Very Good

Good

Needs Improvement

Unacceptable
(please explain)

Comments:

ABILITY TO WORK WELL UNDER PRESSURE

Student is able to meet deadlines and to multi-task when required

Superior

Very Good

Good

Needs Improvement

Unacceptable
(please explain)

Comments:

ANALYTICAL SKILLS

Student is able to properly assess issues and solutions to various tasks and activities

Superior

Very Good

Good

Needs Improvement

Unacceptable
(please explain)

Comments:

ABILITY TO WORK INDEPENDENTLY

Student is able to work autonomously or with nominal supervision on assigned tasks

Superior

Very Good

Good

Needs Improvement

Unacceptable
(please explain)

Comments:

QUALITY OF WRITTEN WORK

Student is able to produce written work free of grammatical and structural errors

Superior

Very Good

Good

Needs Improvement

Unacceptable
(please explain)

Comments:

PROFESSIONALISM

Student is able to maintain his/her composure in interpersonal interactions and/or when under stress

Superior

Very Good

Good

Needs Improvement

Unacceptable
(please explain)

Comments:

General Appearance and Performance

Please put an "X" in the box that best corresponds with your opinion of the student.

	<u>Superior</u>	<u>Very Good</u>	<u>Good</u>	<u>Needs Improvement</u>	<u>Unacceptable (please explain)</u>
Personal Appearance					
Attendance					
Punctuality					
Reliability					

Comments:

General Summary Regarding Student's Performance

Please indicate the number of hours the student completed in his/her internship and assign a letter grade that you feel reflects the student's overall performance.

Hours Completed _____

I have reviewed this evaluation with my student: *Yes* *No*

Supervisor Signature

Date

Student Section

Upon reviewing this evaluation, I: *Read and agree* *Read and disagree (explain below)*

Student Signature

Date

Please return this form to: Internship & Community Outreach Coordinator
 Calumet College of St. Joseph
 2400 New York Avenue, Room 400
 Whiting, Indiana 46394

www.ccsj.edu · (219) 473-4253

Student is aware of and complies with the NASW, American Psychological Association, or American Counseling Association Code of Ethics (student is aware of and adheres to the legal and ethical guidelines governing clients' rights: informed consent, confidentiality, maintaining appropriate boundaries with clients, etc. and other behaviors that guide their profession/major)

Student demonstrates a respect for diversity (student treats all staff and clients with respect regardless of race, sex, age, religion, socio-economic status, cultural differences, etc.; can effectively engage people with backgrounds different from his/her own).

Student demonstrates an ability to apply critical thinking skills to his/her practice (student can examine and/or appreciate different ways of viewing a situation and can offer alternative ways of thinking and responding; can use course knowledge to examine/apply to a situation, etc.)

Student demonstrates an ability and/or willingness to understand clients' behavior within the context of their individual, family, organizational, and societal structures (student shows an appreciation for the multiple systemic influences that have shaped the client's development and behavior)

Student demonstrates self-awareness and effectively uses interpersonal skills to facilitate appropriate interactions with clients (student is aware of personal attitudes, biases, strengths, and vulnerabilities as they relate to client interactions and/or is willing to reflect on them; can engage clients in an empathic, productive working relationship)

Student comes prepared for supervision (student thinks about his/her work and brings questions to supervision; produces any case notes, reports, etc. requested by the supervisor)

Student is able to accept his/her role as a learner (student shows an ability to use guidance and direction; can accept constructive feedback)

Student demonstrates professional behaviors (student appropriately interacts with clients and staff; is punctual and regular in attendance; notifies supervisor of lateness; absenteeism; follows through on assignments, etc.)

SUMMARY (Please describe the student's primary areas of strength and areas for future growth. Feel free to note anything the student did particularly well in the process of learning)

Please indicate the number of hours the student completed in his/her internship and assign a letter grade that you feel reflects the student's overall performance.

Hours Completed _____

I have reviewed this evaluation with my student: Yes No

Supervisor Signature _____

Date _____

Student Section

Upon reviewing this evaluation, I: Read and agree Read and disagree (explain below)

Student Signature _____

Date _____

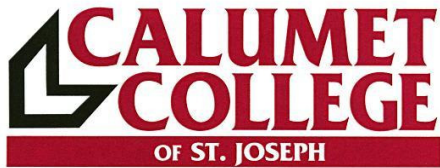
Please return this form to: Internship & Community Outreach Coordinator
Calumet College of St. Joseph
2400 New York Avenue, Room 400
Whiting, Indiana 46394

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Internship Satisfaction Survey Forms

In order to continuously assess and revise our policies and practices in the Internship Office, we ask students and supervisors to provide feedback on their internship experience.

Following are two forms, one for students and one for supervisors that are mailed out at the end of the internship. The forms are for program evaluation and program improvement purposes only.



Student Internship Satisfaction Survey

Student Name _____ Date _____

Internship Location _____

Supervisor Name _____

Please circle the number that represents your experience in your internship.

	Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree
I was assigned meaningful tasks during my internship.	5	4	3	2	1
My internship assignments were relevant to my academic coursework.	5	4	3	2	1
My internship assignments were relevant to my interests.	5	4	3	2	1
I had regular supervision and guidance from my supervisor.	5	4	3	2	1
My supervisor and/or other staff were available if I had questions.	5	4	3	2	1
I learned new knowledge in my internship.	5	4	3	2	1
I learned new skills in my internship.	5	4	3	2	1
I learned something new about myself.	5	4	3	2	1

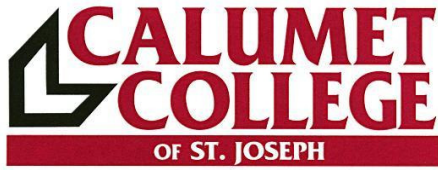
Would you recommend this internship to other students? Yes No Maybe

Comments:

Please return this form to: Internship & Community Outreach Coordinator
 Calumet College of St. Joseph
 2400 New York Ave, Room 400
 Whiting, Indiana 46394

www.ccsj.edu · (219) 473-4253

Student Satisfaction Survey REV



Internship Supervisor Satisfaction Survey

Supervisor Name _____ Date _____

Internship Location _____

Student Name _____

Please circle the number that represents your experience with our internship program and student(s).

	Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree
The expectations of me as a supervisor were made clear by the College.	5	4	3	2	1
I felt I knew who to contact if I had questions about my intern.	5	4	3	2	1
I received appropriate and timely responses from the College regarding any questions I had.	5	4	3	2	1
My intern managed his/her responsibilities in a professional manner.	5	4	3	2	1

Based on your experience with our student(s), would you take another intern from Calumet College of St. Joseph? Yes No May be

Comments:

Please return this form to: Internship & Community Outreach Coordinator
 Calumet College of St. Joseph
 2400 New York Ave, Room 400
 Whiting, Indiana 46394

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Internships and Employment of International Students

General Information

This page provides a summary of the various kinds of work authorization available to F-1 international students in the United States. To determine whether you are eligible to work in any of these categories, and for application procedures, consult the Academic Advising Office.

Definition of “employment.” “Employment” is any type of work performed or services provided in exchange for money, tuition, fees, books, supplies, room, or any other benefit. Volunteer work for no pay or other compensation is not considered employment, and requires authorization only if the work performed is ordinarily salaried.

Definition of “part-time.” “Part-time” means up to 20 hours per week while classes are in session, except that the maximum does not apply during breaks or your annual vacation quarter. Note that while you may legally hold and use two types of part-time authorization at once, for example an assistantship on campus and severe economic hardship work permission off campus, it is a violation of your F-1 status if the total number of hours that you work in a week exceeds 20.

Eligibility. To be eligible for any kind of F-1 employment, you must be in good academic standing with the College and maintain valid F-1 status. That means, among other things, that you must be registered full-time during three academic quarters each year, and must continue to make progress in your program of study.

Form I-766, Employment Authorization Document (EAD). For some types of employment, authorization must come from the United States Citizenship and Immigration Services (USCIS). In those cases, you can work only after you receive an EAD, a small card laminated in plastic with your photograph and the beginning and ending dates of your employment authorization. The EAD is available only by mail (there is a fee), and we recommend that you allow three to four months (90-120 days) for USCIS processing.

CAUTION—Employment without proper authorization is a violation of your status, and can lead to serious consequences. Before you start any kind of employment off campus, you should first consult the Academic Advising Office.

Student Visas and Practical Training Employment

International students generally hold F-1 student visas in the U.S. The Immigration Service permits students in this category to be employed full-time by U.S. employers through a program called Practical Training. The United States Citizenship & Immigration Services (USCIS) defines Practical Training as employment related to the student's field of study. Eligible students need not change their visa status to accept this type of employment.

Practical training is a legal means by which F-1 students can obtain employment in areas related to their academic field of study. Students, in general, must have completed one academic year (approximately nine months) in F-1 status and must maintain their F-1 status to be eligible for practical training. There are two types of practical training:

- Optional Practical Training
- Curricular Practical Training

Optional Practical Training (OPT) must be authorized by the Immigration Service based on a recommendation from the designated school official (DSO) at the school (form I-20), a government document which verifies the student's admission to that institution. The term "optional" means that students can opt to use all or part of their total practical training allotment of a maximum of 12 months. OPT can be authorized by the USCIS (1) during vacation when school is not in session (full time employment is allowed); (2) while school is in session during the Fall & Spring Semesters (part-time work employment is permitted for a maximum of 20 hours per week); (3) after completing all course requirements for the degree (full-time employment permitted); or (4) after completion of the course of study (full-time employment permitted). Students who have received OPT permission will be issued an Employment Authorization Document (EAD) by the Immigration Service. Their name, photo and valid dates of employment are printed on the EAD. Employers should note that the average procession time for USCIS to issue the EAD is three or four months, and students may begin employment only after they receive the EAD which will indicate the starting and ending dates of employment.

Curricular Practical Training (CPT). Available to F-1 students who have been registered full-time during the preceding three quarters, and have held a status that permits full-time study. To qualify as Curricular Practical Training the employment must be required – either for everyone in your degree program or else for a particular course. A year of full-time curricular practical training will make you ineligible for optional practical training. CPT may be authorized by Calumet College of St. Joseph (CCSJ) (NOT by USCIS) for F-1 students participating in curricular-related employment such as cooperative education, work-study, practicum and internship programs. Authorization is written on the back of the I-20 student copy and will include the name of the company, beginning and ending date, and signature of the designated school official (DSO). Since each institution has different policies related to curricular-related employment, students should speak to their Student Advisor in the Office of Academic Advising at CCSJ. Processing time for the authorization of CPT varies at each institution.

International students on F-1 visas are eligible for both curricular practical training before finishing their studies, as well as 12 months of OPT. However, students who work full-time on curricular practical training for one year or more are not eligible for OPT. Those engaging in OPT prior to graduation may work for a maximum of 20 hours per week during their school term and 40 hours during their break period.

Proof or Work Authorization (Form I-9)

As you know, IRCA (the Immigration Reform and Control Act) requires that anyone hired by a U.S. employer after November 6, 1986, complete an I-9 form and present proof of U.S. citizenship and passport along with a USCIS document showing that employment has been authorized.

Students on an F-1 visa who have been authorized to engage in Curricular Practical Training will present USCIS Form I-20 I.D. (student copy) with a notation indicating the dates during which Practical Training has been authorized. Those students on an F-1 visa who have been authorized for Optional (Post-Completion) Practical Training will have an Employment Authorization Document (EAD) issued by the Immigration Service. This laminated EAD card will include the individual's photograph and fingerprint and will provide additional proof of work authorization.

Continuing Employment Beyond the Practical Training Period

Federal regulations require that employment terminate at the conclusion of the authorized practical training. However, students on an F-1 visa may continue to be employed, if they receive approval for a change in visa category-usually to H-1B. Students must have a minimum of a bachelor's degree in order to qualify for H-1B status.

Individuals may work in the United States for a maximum of six years under an H-1B visa. This visa is valid only for employment with the company that petitioned for them. They must re-apply to the BCIS if they wish to change employers. As soon as the initial job offer is made, they should petition for an H-1B visa if employment is likely to extend beyond the practical training period.

Starting Work

A Social Security Number. To begin paying you, your employer will need your Social Security number, which you can obtain by applying for a Social Security card. Take your passport, I-94 Departure Record card, Form I-20, and evidence of your employment authorization to an office of the Social Security Administration. For a list of local offices, please refer to <http://www.ssa.gov>

Form I-9, "Employment Eligibility Verification." When you begin work, you and your employer must complete Form I-9, which requires you to document both your identity and your work authorization according to directions on the back of the Form. As an F-1 student, you should check the box labeled "An alien authorized to work until," and give the expiration date from your EAD. An EAD will prove both your identity and your eligibility to work. If no EAD is required, then, of the various items acceptable as documentation for Form I-9, you may find that the most convenient combination is your passport, I-94 Departure Record card, and Form I-20. Your employer, who will keep Form I-9, may make copies of the documents you submit, but will return the originals to you. Form I-9 must be updated each time you receive a renewal of your work permission.

Social Security and Other Taxes

Social Security taxes. In general, as an F-1 student, you will be exempt from Social Security (F.I.C.A.) taxes for your first five years in the United States, as long as you continue to declare non-resident status for tax purposes (see Internal Revenue Service Publication 519, “U.S. Tax Guide for Aliens,” which you can order by calling 1-800-TAX-FORM or view on-line at <http://www.irs.ov/pub/irs-pdf/p519.pdf>).

Federal, state, and local taxes. Unless you qualify under a tax treaty between the United States and your home government, your earnings as an F-1 student will be subject to applicable federal, state, and local taxes, and employers are required by law to withhold those taxes from your paycheck. By April 15 of each year, you must file a federal income tax return and a Form 8843, “Statement for Exempt Individuals,” covering the prior calendar year – whether you owe more taxes or not.

Employment for F-2 Dependents: Not Permitted

F-2 dependents may not be employed under any circumstances, even in such jobs as baby-sitting. In the event of a job offer at a professional level, an F-2 dependent should work with the prospective employer to change from F-2 to an immigration status that permits employment.

For Your Reference

The Code of Federal Regulations (CFR) Title 8 and Title 22 citation numbers for regulations governing practical training are as follows:

F-1 students: 8CFR 214.2 (f) (9) & (10)

CFR Title 8 citations governing IRCA requirements are:

F-1 students: 8CFR 274a.12(b)(6)(iii) and 8CFR 274a.12(c)(3)(i)

Copies of Code of Federal Regulations are available from the Superintendent of Documents in Washington D.C. or from the web site:

<http://www.access.gpo.gov/nara/cfr/index.html>

What Employers Should Know About Hiring International Students

Hiring International Students

Many employers are concerned about liability related to the employment of international students in the United States due to changes in federal laws governing non-citizens, particularly the Immigration Reform and Control Act of 1986 (IRCA) and the Immigration Act of 1990 (IMMACT90). This overview addresses concerns employers might have about international students and work.

Most international students are in the U.S. on non-immigrant F-1 student visas, and these international students are eligible to accept employment under certain conditions.

Although the United States Citizenship & Immigration Services (USCIS) limits the employment of international students, they are eligible to apply for permission to work under practical training.

Practical training is meant for international students to gain work experience in their field of study. Practical training allows international students to undertake paid work in the U.S. while they are still pursuing their degrees as well immediately following their graduation. There are two types of practical training: Optional Practical Training where students opt for an internship to gain professional experience and Curricular Practical Training where students are required to complete an internship as part of their degree program.

In hiring international students, you as an employer obviously want to ensure that you are in compliance with the IRCA of 1986 and with the IMMACT90. Hopefully, this document will help clarify those situations in which you can hire international students.

Minimal Paperwork for the Employer

Fortunately, there is little paperwork for an employer who hires F-1 visa students. All paperwork is handled by the students, Calumet College of St. Joseph's office of Academic Advising, and Immigration Service. For curricular practical training, an Advisor in the Office of Academic Advising will make a notation on the student's copy of the I-20 form indicating that curricular practical training has been authorized, and specifying the duration and place of employment. Students authorized for Optional Practical Training are required to apply to Immigration Service for an Employment Authorization Document (EAD).

In situations where the student is applying for Curricular Practical Training, the employer is only required by USCIS to submit a brief letter verifying employment, mentioning the student's job title and giving a brief description of the job, indicating the number of hours the student will be working each week, as well as the beginning and ending dates of employment. (The student will be able to provide you with a sample copy of such a letter). Labor certification or a letter proving that no U.S. citizen was qualified for the position is not required of the employer when a practical training application is filed.

Everyone Benefits!

International students can offer employers a wide range of skills and abilities. Their education and their multi-lingual abilities make them a special asset to U.S. employers. International students have the initiative, flexibility, and experience to adapt to new situations. They can also be of special benefit to employers for short-term (1-2 year and sometimes longer) work assignments.

Practical Training is designed to allow international students the opportunity to gain work experience directly to their major field of study. As a result, they stand to gain from the employment they receive from you, but in return, your organization benefits greatly from their unique skills and new approaches to challenges.

You can hire international students as volunteer interns. If the internship involves no form of compensation and is truly voluntary, the students may volunteer without having to do any paperwork with the Immigration Service. If, however, the internship provides a stipend or any compensation (including academic credit for the internship experience), students must obtain permission for practical training prior to starting their internship.

Obtaining permission for them to work in the U.S. is not as difficult as many employers have been led to believe. The only cost to the employer hiring international students is the time and effort to interview and select the best candidate for the job. The student handles the paperwork involved in securing the work authorization for F-1 students. In fact, a company may save money by hiring international students because the majority of them are exempt from Social Security (FICA) and Medicare tax requirements. We urge you to seriously consider hiring an international student.

For Your Reference

The Code of Federal Regulations (CFR) Title 8 and Title 22 citation numbers for regulations governing practical training are as follows:

F-1 students: 8CFR 214.2 (f) (9) & (10)

CFR Title 8 citations governing IRCA requirements are:

F-1 students: 8CFR 274a.12(b)(6)(iii) and 8CFR 274a.12(c)(3)(i)

Copies of Code of Federal Regulations are available from the Superintendent of Documents in Washington D.C. or from the web site:

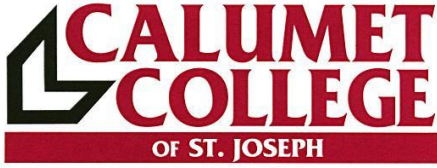
<http://www.access.gpo.gov/nara/cfr/index.html>

Internship Incident Report Form

Rarely do situations involving personal risks to students arise in the course of their internship. However, in order to have a more comprehensive and ongoing assessment of potential personal risk issues in internships, students are asked to complete an Incident Report Form if an incident involving personal threat or assault, or the risk of personal threat or assault, occurs in the performance of internship assignments.

It is imperative to note that the purpose of this form is to collect data for risk management planning and in no way should substitute for any forms, processes, or actions used by an organization to respond to an incident.

Completed forms should be returned to the Internship Coordinator in the Office of Career Services.



Incident Report Form

If a situation involving an actual or perceived threat occurs while you are in your internship, you are expected to inform your Internship Supervisor and school Internship Coordinator immediately. You must also submit a written report (see below) within 24 hours of the incident and submit it to the Internship Coordinator at the College.

Please respond to the questions below.

Incident Date _____ Incident Day _____ Time of Day _____

Location of Incident

- Internship office
- Other organization
- Client's residence/property
- Internship building
- In community/street
- Other

Nature of Incident (check all that apply)

Physical Attack

- Physical harm (please describe, including any medical attention needed)
- Property damage (please describe)
- Other (please describe)

Verbal Abuse

- Face to face
- Via telephone

Continued on reverse

Sexual Harassment

Nature of Threat

- Physical harm
- Property damage
- Inappropriate comments
- Inappropriate behavior

Method of Threat

- Face to face
- Written
- Telephone
- Third Party
- Other _____

Staff/Others involved in incident (please describe, providing names)

Witnesses (please describe, providing any known names)

Persons Informed (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Internship Supervisor | <input type="checkbox"/> Organization Administrator |
| <input type="checkbox"/> Organization Staff Member(s) | <input type="checkbox"/> College Faculty Member |
| <input type="checkbox"/> College Internship Coordinator | <input type="checkbox"/> Other _____ |

Police Involvement (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Police called following incident | <input type="checkbox"/> Security person alerted or involved |
| <input type="checkbox"/> Perpetrator arrested | <input type="checkbox"/> Police report filed |
| <input type="checkbox"/> Other formal legal actions taken _____ | |

Narrative Description (briefly describe what occurred and how you responded)

Submitted by _____

Date _____