**Curricular Practical Training Authorization Approval Form**

Curricular Practical Training (CPT) is work authorization for off-campus employment in the student’s field of study which is a required part of the curriculum. Training that is not required may meet CPT requirements if you receive academic credit for the employment experience and if it is an integral part of your studies. In other words, you must earn credit for your involvement by taking an independent study course based on the internship the following Fall semester.

The following form must be completed and signed by your concentration advisor in order to be authorized for CPT. Please submit the following with this form: 1) employment offer letter, 2) faculty sponsor letter, 3) IR Independent Study Form with complete syllabus. **For full consideration, requests must be made by May 15.**

**STUDENT:** Complete the section below, sign, and submit to your Concentration Advisor.

Name:

Concentration Track:

Regional Focus:

**PROPOSED TRAINING**

Name of Company:

Address of Company (including zip code): ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­

Job Title:

Number of Hours/Week:       Internship Start Date:       End Date:

**DESCRIPTION (300-500 words)**

In the expanding box below, describe **in detail** how the training is integral (of vital importance) to your IR Concentration. Include:

1) the goals and objectives of the training program

2) a description of the training program

3) how **exactly** the training relates to the field of International Relations

4) why, **specifically**, the training is a critical part of your track of study in the IR concentration.

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**Student Signature/Date**

**ACADEMIC ADVISOR’S ENDORSEMENT (to be completed by the IR Concentration Advisor)**

This is to certify that      is an undergraduate concentrator in the International Relations (IR) Program at Brown University.

I have reviewed the above named student’s offer of employment and have determined that it meets the guidelines for Curricular Practical Training as follows:

Student Progress Verification

[ ] The student is on good academic standing.

[ ] The requested CPT will not affect the student’s ability to complete his/her course of study as intended.

Unit Enrollment Verification

[ ] The proposed employment is not a degree requirement. Student will register for an IR Independent Study Course

(INTL 1970) based on the internship experience in the Fall of       under the supervision of      .

[ ] The course fulfills the IR Program’s standard for academic quality and the CPT’s requirement of relevance to the

IR discipline.

 Guidelines Not Met

[ ] The proposed training is rejected.

Comment:

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 Claudia Elliott, PhD
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