Many international students are interested in pursuing internship opportunities to gain work experience in the United States of America (USA). To be legally eligible to work at USA-based internship sites, international students must apply for, and be granted, Curricular Practical Training (CPT) authorization through the office of International Student and Scholars Services (ISSS). The School of Planning, Public Policy, and Management (PPPM) has additional requirements for our academic internship courses PPPM 404/604.

**Requirements to be Eligible for CPT**

A PPPM international student must:

- Be enrolled full-time, except for summer and, potentially, the last term of their degree program.
- Be in-country for THREE (3) terms prior to applying for CPT if interning with a USA-based organization or internship program.
- Meet in advance with the PPPM internship faculty member associated with their degree program to confirm whether an internship is eligible for PPPM academic credit. See contact information below. The student must have written authorization through completion of the PPPM Internship Agreement process with the appropriate PPPM 404/604 Instructor of Record before an internship site can be used for either CPT or academic credit in PPPM.

**Steps to Secure CPT Authorization**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1</td>
<td>Secure an internship offer. Start networking and searching/applying to internship opportunities as EARLY as possible. Building connections takes time. Finding and confirming an internship opportunity takes time. Many opportunities may be advertised 4-12 months prior to their start date.</td>
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<tr>
<td>2</td>
<td>Get the internship offer in writing from the employer. An official offer should be given to you on company letterhead and/or a clear digital letter that includes the organization’s physical work address (not a home office) as well as contact information including the organization’s official website and your supervisor’s direct email and phone number. Be sure the letter also includes the specific start and end dates of the internship (e.g. March 30, 2024-June 12, 2024).</td>
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3. Download and complete a [Curricular Practical Training (CPT) form](https://isss.uoregon.edu/curricular-practical-training-cpt) from the UO International Student and Scholars Services office (ISSS).

4. Complete the Internship Agreement/Pre-authorization to Enroll form with the appropriate PPPM Internship Instructor of Record for your degree program. The internship instructor will review your submission and let you know if additional information or edits are needed. Once the Internship Agreement/Pre-authorization to Enroll form is fully approved and signed by the instructor, the Internship Site Supervisor will be asked to review and sign off on this same paperwork.

5. Email the completed CPT form to the appropriate PPPM Instructor of Record for your degree program (contact information below). Jessica or Julie will sign off on the paperwork as Instructor of Record for PPPM 404/604, as appropriate to their role. You, the student, will send the instructor-signed form to ISSS. ISSS will review and approve, deny, or request additional information regarding your CPT request. Please send confirmation of final approval when your CPT has been approved by ISSS.

6. Once the Instructor of Record and the Internship Site Supervisor have approved and signed the Internship Agreement/Pre-authorization to Enroll form, PPPM support staff will preauthorize you to register for the PPPM Internship course on DuckWeb. You will receive an automated notification from UO Forms through email. Your Internship Agreement is part of your permanent student file.

7. Register on DuckWeb for the internship course (PPPM 404/604), when you receive the automated notice from UO Forms that you are preauthorized to register. Ensure you follow Registration Deadlines.

8. You will receive access to the internship course via the [UO Canvas Learning Management System](https://canvas.uoregon.edu) (Canvas) during the term in which you are registered for PPPM 404/604. Canvas access will provide you with the syllabus, assignment overviews, course activities, feedback, and grades as with other UO courses using Canvas.

9. Pay Tuition by the regular UO deadlines.

10. Complete your internship experience, follow the syllabus, and complete the required assignments by the due dates listed in Canvas. Contact your Instructor of Record with any questions.

### Contacts: CPT/Internship Instructors of Record

| Undergraduate Students \n| (PPPM Major, pre-PPPM Major, PPPM Minor, NPA Minor, Museums Minor) | Jessica Matthiesen, Senior Instructor I, PPPM Undergraduate Program Director & Internship Director  
| | jessica@uoregon.edu | Hendricks 103 |
| Graduate Students \n| (MCRP, MNM, MPA, NP-CERT) | Julie Voelker-Morris, Senior Instructor II, PPPM Graduate Student Career Services Director  
| | jvoelker@uoregon.edu | 541.346.2179  
| | | Hendricks 121A |