MONTCLAIR STATE UNIVERSITY

Office of Global Engagement
1 Normal Ave, Cole Hall 148 | Montclair, NJ 07043
oge@montclair.edu | montclair.edu/global | Tel: +1 973.655.6862

Curricular Practical Training (CPT) Cooperative Agreement

What is Curricular Practical Training (CPT)?

Curricular Practical Training (CPT) is employment that is an integral part of an established curriculum and may include alternate work/study, internship, cooperative education, or other types of required internships or practicums offered by sponsoring employers through cooperative agreements with the school, as defined in 8 CFR 214.2(f)(10)(i).

Purpose of this Form

This agreement establishes an agreement among the university, the student, and the employer or internship/practical training provider regarding the student's CPT experience. By signing this agreement, the training provider agrees to provide the training opportunity described in this document, provide appropriate supervision and mentoring, and cooperate with the university in supporting the educational and curricular objectives of the experience.

Student Information (To be completed by student)

Full Student Name _____ **CWID** _____

Degree Level _____ **Major** _____

Academic Advisor/GPC/DPD _____ **Advisor Email Address** _____

Company/Internship Site Information

Company/Internship Site Name _____ **Supervisor Name** _____

Training Site Address _____ **Supervisor Title** _____

Supervisor Email _____ **Supervisor Phone** _____

Training Information (To be completed by company supervisor)

Internship/Training Title _____ **Paid/Unpaid** _____

Start Date (MM/DD/YYYY) _____ **End Date (MM/DD/YYYY)** _____

Hours Per Week _____

Description of Training Duties and Responsibilities

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Company/Internship Site Certification

By signing this agreement, the internship supervisor certifies that the information provided above is accurate and complete and confirms that:

- The student will participate in the training experience described above during the dates and hours indicated.
- The student will receive appropriate supervision and mentoring throughout the training experience.
- The duties and responsibilities assigned to the student are consistent with the training opportunity described in this agreement.
- The training provider understands that the student's participation is part of the student's academic curriculum and is intended to support the student's educational objectives.
- The training provider will notify the university of any significant changes to the student's training experience, including changes to the training dates, hours, location, supervisor, or duties.
- The training provider will cooperate with the university as reasonably necessary regarding matters related to the student's training experience.

By signing below, the employer acknowledges and agrees to the terms described above.

Supervisor Certification and Signature

Supervisor Name _____ **Date (MM/DD/YYYY)** _____

Supervisor Signature _____ _____