

CPT Workshop

Career Management Center
Old Dominion University

What is CPT?

- CPT stands for Curricular Practical Training
- Earn course credit for a paid or unpaid internship or co-op related to your course of study
- Must complete all requirements in order to receive credit
- CPT is a class and you must register and pay for the credit hours

Steps in Applying for CPT

Find a Position

- Register in CareerLink through the Career Management Center
- Upload your resume
- Search for positions in CareerLink and/or search by networking, talking to faculty, and other “creative methods”

Next Steps. . .

Once you have found a position

- Meet with appropriate CMC staff member assigned to your college
- Meet with your faculty advisor
- Complete all appropriate paperwork
- Register for academic credit
- Respond to all requests for updated information, for reports and for final evaluations

Make sure you...

- Schedule all appointments in advance
- Do not wait until the last minute to seek a signature
- Do not travel from out-of-town “hoping” to meet with someone
- Check your e-mail frequently
- Do not leave partial messages on voice mail: leave detailed, specific requests for information and advice

More Helpful Hints

- You **CANNOT** start working until all the paperwork has been signed and turned in! Your offer letter **MUST** indicate a start date in the future!
- Work backwards from the date on which you would like to start work, to ensure you have enough time to get everything completed
- Give yourself **3 weeks** to get all signatures and paperwork completed
- Bring all pertinent information with you (i.e. offer letter, position description, CPT application, etc.)
- Do as much of your paperwork in person as possible; this will help eliminate confusion

CPT Work Reports

- Required for ALL CPT semesters
- A review of your experience and what you learned
- Format is sent by CMC College Liaison prior to the end of the semester
- Requirements: a paper, literature review, evaluations
 - Supervisor and student evaluation

Unacceptable Report Components

DO NOT:

- “Cut and Paste” from your company web site
- Turn in the same report as last semester
- Turn in the same report as another student
- Turn in a report that doesn't follow guidelines or include all requirements

YOU ARE:

- Bound by the University's Honor Code on this paper as on all academic papers.

Keep in Mind...

- Holds on your account will keep you from registering for credit
- CPT is a Pass/Fail Course: Failure to provide updates and to complete your report/eval on time can result in a grade of “F”
- It is important to adhere to good business practices in the workplace

Remember!

Your behavior and performance reflect upon you AND the entire University. Make yourself and the University proud!

For More Information on CPT,
Handouts For This Presentation,
and Tips on Succeeding as in the
American Work Environment:

www.odu.edu/cmc