



**CASC 394i – Special Internship**  
Fall, Spring, Summer terms  
0.5 credits  
Pass/Fail

All undergraduate students are eligible to register for CASC 394i, which is available all academic terms with no associated tuition fees. It can be utilized for both paid and unpaid internship opportunities. Students may elect to register for CASC 394i for one or more of the following reasons:

- Curricular Practical Training (CPT) allowance needed for a student on an F-1 or J-1 visa
- Internship employer requiring academic credit
- Transcript notation
- Maximize learning

#### **Value of Registering for Credit**

- Structures internship, targets competency development and solicits feedback from supervisor
- Prompt reflection on internship, development of competencies, and connections to curriculum

#### **Course Requirements**

- Completed Academic Learning Agreement
- Pre-Internship Assignment
- End-of term reflection assignment(s) in Blackboard
- Internship supervisor feedback form (can be waived if needed)

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### **STEPS TO REGISTER FOR CASC 394i**

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#### **PRIOR TO REGISTRATION / GREENE CENTER APPOINTMENT**

**1)** International students should consult with ISO regarding work authorization eligibility.

**2)** Obtain an offer letter from your employer.

**FOR INTERNATIONAL STUDENTS SEEKING CPT, THIS LETTER MUST CONTAIN THE FOLLOWING (feel free to send the Offer Letter Template to your employer:**

[https://www.rochester.edu/careercenter/assets/pdf/toolkit/sample\\_offer\\_letter.docx](https://www.rochester.edu/careercenter/assets/pdf/toolkit/sample_offer_letter.docx)

- a) Be on company letterhead
- b) Start & end dates of internship with hours expected to work each week
  - *Start date must be in the future and allow two weeks for processing from start to finish*
- c) Job title and description of duties
  - *Internship must be related to student's current program of study*
- d) Salary (or other compensation such as parking, housing, meals, commission, etc.)
- e) Physical location of employment with U.S. Zip Code (for remote internships, this would be the student's location)
- f) Internship supervisor's name, email and company address

**3)** Complete an electronic draft of the Academic Learning Agreement available at:

<http://www.rochester.edu/internships/students/credit.html>

*scroll down the page to the section for 394i for a pdf or Word version of the learning agreement – docs can be found in the "Course Requirements" section*

**4)** Schedule an appointment with a Career Advisor in the Greene Center through [Handshake](https://rochester.joinhandshake.com/login) (<https://rochester.joinhandshake.com/login>).

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## GREENE CENTER APPOINTMENT

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- 1) Bring to, or have available, the following items for your appointment with the Greene Center:
  - Offer Letter (students seeking CPT, see page 1 for details)
  - **COMPLETED ELECTRONIC DRAFT (on device or emailed to advisor)** of the Academic Learning Agreement (see page 1 for details)
- 2) During the appointment, the Career Advisor will assist you with the following:
  - Finalize and sign the Academic Learning Agreement
  - Scan and email to you the Offer Letter and Academic Learning Agreement
  - Provide you with Registration information for CASC 394i

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## REGISTRATION PROCESS FOR CASC 394I

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To register for CASC 394i (please note that you can do this before meeting with a Greene Center Advisor, but it won't be approved until after you have your meeting)

- Log into UR Student
- Click Academics
- Under Planning & Registration: Request Course Section Pre-Requisite Override
- Enter Academic Period & Academic Unit
- Enter Course **CASC394i**
- Select Course Section **CASC 394i.2** (it should be the only section that appears)

Request Course Section Pre-requisite Override

Start Date within \* Summer 2021 AS&E (05/24/2021-08/13/2021)

Course \* CASC 394i - Special Internship

Course Section \* CASC 394i.2 - Special Internship

*This is just an example! Make sure you enter the appropriate academic period!*

- Click OK to continue
  - Enter Comments (if applicable)
  - Click Submit
  - Review the info
  - Click Done
  - Check your UR Student Notifications **after** meeting with a Greene Center advisor for approval. Please note: We will process these as quickly as possible, but it may take a few days to be approved. If you are under time pressure to get your CPT approved, please make sure to let the advisor know.
  - **Once approved, go into UR Student and register for the course section**
- 3) International students seeking CPT **must** then submit their documents (Offer Letter and Learning Agreement) to URcompass to apply for CPT authorization. Students **MAY NOT** begin working until they have received CPT authorization. Please note that this process can take up to two weeks. ISO will contact the student when the I-20 is available for pick up. **You can submit your documents to UR Compass before your registration is approved, just remember to forward ISO a screenshot of your registration confirmation.**

URcompass instructions for International students to submit their Offer Letter and Learning Agreement:

*Please submit your learning agreement and offer letter to ISO using their new client portal,*

*URcompass: <http://iso.rochester.edu/urcompass/index.html> After logging in, navigate to "ISO COVID-19 Operations" on the left side menu and use the form "Student Document Upload."*