FIELD EDUCATION/INTERNSHIP Form
(CPT for International Students)

Student Name: ________________________________ Student ID# ______________________

Semester to be completed (ex. FA-18): _________________

Department Code: 400
Course #: _______
# of credits to be earned: _______

Estimated clock hours of student time (include time at the “site” and related study time but not travel time) _______

Credits earned is in the ratio of 40 hours in the field assignment per 1 credit hour

Student Signature: ________________________________ Date: _______________________

Faculty Supervisor Name: ___________________________ (responsible for grade) Signature: ___________________________

Field Education—2-12 hours. This is required in at least one major or program. The goal of the field education requirement is to provide students with a professional application of their chosen field of study through an off-campus connection. While remaining enrolled at Trinity, the student has an opportunity to relate academic learning to its concrete use in a professional setting. This vocationally oriented experience enables students to deepen the knowledge, skills, and Christian perspective acquired in their academic field of study. Field education can be taken in a variety of ways depending on the major program. Students are expected to fulfill all requirements for field education listed for their chosen major program. The number of semester hours of credit earned is determined by the student’s department, with a general guideline of 40 clock hours of experience for each semester hour of credit. Students may register for field education in more than one semester but may earn no more than 12 semester hours total for field education and/or internship. See major program descriptions for specific requirements and for the number of field education hours of credit that may be applied to a given program. Students completing field education or internship experiences lasting longer than one semester must register for each semester separately, based on the number of clock hours of experience to be completed that semester. Incomplete grades spanning two semesters (or a semester and summer) cannot be given.

FOR INTERNATIONAL (F-1) STUDENTS ONLY

*Must be enrolled for one full academic year before eligible for CPT and must maintain full course of study (12+ credit hours) during CPT

Employer Name: _____________________________________________________________

Employer Full Address: ___________________________________________________________________

Estimated Hours: ________ Full-time (40 hours or more per week) OR
_______ Part-time (include time at the “site” and related study time but not travel time)

Estimated Duration: ________________ Start Date ________________ End Date ________________

How does this Field Education/CPT (Curricular Practical Training) apply to the student’s curriculum? ___________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

*CPT must be recorded in a student’s SEVIS record before the student can begin work.

**RETURN TO THE REGISTRAR’S OFFICE**