

Internship Project Agreement (IPA)

IDS 6946 – Sustainability Internship

Date:	Term:		
Personal Information			
Student Name (First name and Surname):			
U #:			
Phone Number(s):			
USF Email:			
Concentration(s)			
Credit Hours Earned prior to internship:	Core	Concentration	Electives
Are you an ONLINE ONLY student?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Internship Abroad?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	If YES, Please ensure to register with USF World - Education Abroad services		
If International Student, have you applied for CPT or Research Abroad?	CPT <input type="checkbox"/>	Research Abroad <input type="checkbox"/>	Not Yet <input type="checkbox"/>
	(see page 4 for details)		
Internship Project Information			
Title of Project and or Position:			
Proposed Location:			
Name of Organization:			
Type of project	Office based	Fieldwork	Lab-work
			Other
External Supervisor & Contact information (Email, Phone and Address)			
Proposed Project Duration (See page 3, Note 4)	Dates/period:		
	Hours per week:		
Help required from PCGS? If yes, Explain:			
Concentration Director:			

For official use only:
CRN #:

Project Details

Project Description: (1/2 page or more)

Objectives: (1 page or more)

Methodology: (1 page or more)

Expected Outcomes: (1 page or more)

It is understood that:

1. The Sustainability Internship is a 6-credit graded course that fulfills the capstone requirement. Please ensure that tuition fees are paid, or a hold may be placed on your account which may prevent you from graduating.
2. **All courses** must be completed by the student before enrolling in the capstone course.
3. If a student is traveling abroad, he/she must complete **ALL** required documents with **USF World** before he/she is enrolled in the capstone course.
4. Internship Timelines **MUST** begin and end within the USF Academic Calendar for all semesters. **No Overlaps.**
5. A copy of the final paper/project must be submitted to both the student's Concentration Director and external supervisor and uploaded onto Canvas before a grade will be assigned. Late work will be penalized.
6. During the internship, students must abide by the guidelines that they agree upon with both their Concentration Director and external supervisor.
7. All international students should apply for **reduced course load** if they are **only** doing the internship or research project in their last semester to graduation.
8. The **final presentation is mandatory** and will be graded by the USF supervisor. If a student cannot attend the presentation in person, they must present in an approved format agreed upon by both the Concentration Director and the student.

Partners:

Please email a copy of your internship rules and regulations to the students and the PCGS Internship Coordinator if available to the Internship Coordinator, Winnie Mulamba:
wmulamba@usf.edu

If a student does not follow the partner's rules and regulations, the internship partner has the right to terminate the internship after this agreement is signed.

Guide for International Students Participating in Global Sustainability Internships Internships inside the US Requires You to Obtain CPT Approval on Your I-20

To apply for CPT you will need to:

- Log into istart (www.istart.usf.edu)
- Click on *F-1 Practical Training – Apply*
- Click on *CPT Application*
- Read the CPT Online Presentation
- Obtain an offer letter on the companies letterhead with the stated information
 - The student's name
 - The company name and address
 - Description of CPT employment
 - Start and end dates
 - Number of hours per week you will be employed
 - Name of supervisor
 - Signature of Hiring Official
- Click on *Start a New Request*
- Pass the quiz with a 100%
- Upload the offer letter
- Fill out the application
 - Be sure to list Randy Pape as your Graduate Coordinator and select Type 2 CPT

Once you have submitted the request let your Graduate Coordinator (Randy Pape) know that he will receive an email to verify and confirm the internship is a part of your program of study. He will need to go to the email to complete and submit his section of the request. Once he does we will see the request and will review it. If it is okay we will approve it and issue you a new I-20 with the CPT approval on it. You cannot start your internship until you have the new I-20 with the CPT Approval on it.

Internships outside the US Requires You to Obtain Approval for Research Abroad

To apply for Research Abroad you will need to:

- Log into istart (www.istart.usf.edu)
- Click on *Other Services*
- Click on *Study or Research Abroad Approval*
- Select *I wish to participate in research or an internship abroad*
- Select the appropriate *Term of participation*
- Be sure to list Randy Pape as your Graduate Coordinator

Once you have submitted the request let your Graduate Coordinator (Randy Pape) know that he will receive an email to verify that the internship is abroad. He will need to go to the email and complete his section of the request. Once he does we will see the request and will review it. If it is okay we will approve it and issue you a new I-20. You should use this I-20 to travel.

Deadlines for IPA:

Failure to meet deadline will result in cancelation of internship

- Summer Internship- April 1st
- Fall Internship- July 1st
- Spring Internship- December 1st

Deadlines for Final Paper:

****Failure to meet deadline will result in cancelation of graduation****

- Summer Internship- July 25th
- Fall Internship- November 28th
- Spring Internship- April 24th

Oral Presentation:

*****An in person presentation or an approved format agreed upon by both the Concentration Director and the student is mandatory on these days. *****

- Summer Internship- Thursday before Commencement
- Fall Internship- Thursday before Commencement
- Spring Internship- Thursday before Commencement

Sign in order:

_____/_____/_____
Student's Name (Print) (Signature) (Date)

_____/_____/_____
USF Supervisor (Print) (Signature) (Date)

_____/_____/_____
External Supervisor (Print) (Signature) (Date)

_____/_____/_____
Dean, Director or Designate (Print) (Signature) (Date)

