

CPT and MUS 459

Curricular Practical Training
and
Professional Internship

School of Music – August 2020



UNIVERSITY OF
ILLINOIS
URBANA-CHAMPAIGN

What is CPT (Curricular Practical Training)?

- ▶ CPT allows students on F-1 visas to take temporary off-campus employment.
- ▶ The employment must be directly related to a student's major field of study and an integral or important part of the program of study.
- ▶ CPT is authorized by ISSS (International Student & Scholar Services) upon receipt of the correct application materials.
 - Because field-related work opportunities in music are not required for a graduate degree in music, students must register for a class with a formal work component (MUS 459 Professional Internship).

How does it work?

- ▶ School of Music Academic Affairs handles CPT documentation with the MUS 459 Instructor of Record and ISSS (International Student & Scholar Services).
- ▶ There is required documentation that must be correctly filed for CPT and MUS 459.
- ▶ MUS 459 is a zero credit (0) course.
 - Students receive a grade of S (Satisfactory) or U (Unsatisfactory) for MUS 459.
 - Grading is dependent on completion of the internship.
 - Grading is dependent on submission of satisfactory evaluation reports at the end of semester.



Process and Procedure - Start

- ▶ Review the [Procedures for Internship document](#).
- ▶ Complete the [MUS 459 Professional Internship Request](#) form.
- ▶ Submit the completed form to the Instructor of Record for review.
- ▶ Upon approval by the Instructor of Record, you will be registered in MUS 459 by Academic Affairs.
 - You must submit a MUS 459 form for **each work opportunity** (internship).
 - You must fill out a CPT form for **each work opportunity**.
 - CPT is granted per **each work opportunity**.



Process and Procedure - Finish

- ▶ Complete a student evaluation form for each internship by the end of the semester.
- ▶ A supervisor's evaluation is required for each internship by the end of the semester.
- ▶ All evaluations must be completed and submitted in time in order to be eligible to receive a "S" grade in MUS 459.
 - You must register for MUS 459 for **each semester** during the **dates of your internship**.
 - If your internship extends **beyond** the last day of the spring semester, you are **required** to register for MUS 459 during the **summer term**.

