

## Curricular Practical Training Procedures for the Mason School of Business, Law School, and Washington Office Programs

Program	Eligibility	Procedure
<p><b>Master in Business Administration (MBA)</b></p>	<ul style="list-style-type: none"> <li>• Work must be related to the student's major/academic program and fulfill the practical requirements of a course or program.</li> <li>• Student must be in good academic standing as certified by their academic advisor and have been enrolled full-time for one year (two semesters).</li> </ul>	<p>Academic Advisors responsible for completing advisor section of the CPT Application Form:</p> <p><b>Primary Advisor:</b>  <b>Michele Mitchell</b>            Associate Director            Miller Hall, Room 2019-D            757-221-2895  <a href="mailto:mrmit2@wm.edu">mrmit2@wm.edu</a></p> <p><b>Secondary Advisor:</b>  <b>Carlane Pittman</b>            Director            Miller Hall, Room 2019-A            757-221-2296  <a href="mailto:cjpitt@wm.edu">cjpitt@wm.edu</a></p> <ul style="list-style-type: none"> <li>• Students will meet with the academic advisor to discuss their proposed employment.</li> <li>• Upon accepting an internship, students will be registered for BUAD 600-01 (Internship Issues) for the preceding spring or following fall semester.</li> </ul>
<p><b>Masters in Accounting (MAcc)</b></p>	<ul style="list-style-type: none"> <li>• Work must be related to the student's major/academic program and fulfill the practical requirements of a course or program.</li> <li>• Student must be in good academic standing.</li> <li>• Immigration Services have approved MAcc students to pursue CPT even if they have not been enrolled full-time for two semesters (MAcc is a one-year program).</li> </ul>	<p>Academic Advisors responsible for completing advisor section of the CPT Application Form:</p> <p><b>Elizabeth Foster</b>            Associate Clinical Faculty            Miller Hall 3006            757-221-7509  <a href="mailto:Elizabeth.Foster@mason.wm.edu">Elizabeth.Foster@mason.wm.edu</a></p>

		<ul style="list-style-type: none"> <li>• Student begins academic program in August and is enrolled full time for Fall semester.</li> <li>• Student begins the internship course (BUAD 595: Winter Field Experience) in December.</li> <li>• From January to mid-March, student performs full-time internship (i.e., is away from campus).</li> <li>• From mid-March to May, student is on campus to finish internship course and remaining credits.</li> <li>• Student graduates in May.</li> <li>• Student is registered full time for the entire duration of the program.</li> <li>• If a student would like to do an internship that is part-time (i.e., part time during January-March, or full-time just during winter break), they must submit <a href="#">a project proposal form</a> to Professor Foster for approval on a case-by-case basis.</li> <li>• MAcc students who are admitted in the Spring semester may be eligible to do an internship for the summer. This will be determined on a case by case basis; please meet with Elizabeth Foster to determine if this is possible. If approved, course registration might be BUAD 595 (Field Experiences).</li> </ul>
<p><b>Undergraduate Business (BBA)</b></p>	<ul style="list-style-type: none"> <li>• Work must be related to the student's major/academic program and fulfill the practical requirements of a course or program.</li> <li>• Students must be in good academic standing as certified by their academic advisor and have been enrolled full-time for one year (two semesters).</li> </ul>	<p>Academic Advisor to meet with/list as advisor within CPT form:</p> <p><b>Andi Lyons*</b>  Director, Academic Services  757-221-2046  <a href="mailto:allyons@wm.edu">allyons@wm.edu</a></p> <p>*If Andi Lyons is out of the office, Susan Grainger, can assist.</p>

		<ul style="list-style-type: none"> <li>• Students will meet with the academic advisor to discuss their proposed employment.</li> <li>• BBA international students may enroll in the following courses to fulfill the course requirement for their CPT authorizations: <ul style="list-style-type: none"> <li>➤ Spring &amp; Fall: BUAD 492 – Internship Field Project (1 unit). This course is only open to declared business majors and minors who require academic credits for their internship.</li> </ul> </li> </ul>
<b>Washington Office Programs (Study in DC)</b>	<ul style="list-style-type: none"> <li>• Work must be related to the student's major/academic program and fulfill a required internship in the student's academic program.</li> <li>• Students must be in good academic standing as certified by their academic advisor and have been enrolled full-time for one year (two semesters).</li> </ul>	<p>Academic Advisors responsible for completing advisor section of the CPT Application Form:</p> <p><b>Rhys Tucker (DC Semester Program)</b>  Program Coordinator  202-836-8605  <a href="mailto:Rrtucker@wm.edu">Rrtucker@wm.edu</a></p> <p><b>Erin Battle (DC Summer Institutes)</b>  Program Coordinator  202-836-8607  <a href="mailto:Eebattle@wm.edu">Eebattle@wm.edu</a></p> <ul style="list-style-type: none"> <li>• Students will meet with the academic advisor to discuss their proposed employment.</li> <li>• Students will enroll in INTR 499 (Washington Program Internship) to fulfill the course requirement for their CPT authorizations for the DC Semester.</li> <li>• DC Summer Institutes will offer other internship courses.</li> </ul>
<b>Law School</b>	<ul style="list-style-type: none"> <li>• Work must be related to the student's major/academic program and fulfill the practical</li> </ul>	<p>Department contact responsible for completing advisor section of the CPT Application Form:</p>

	<p>requirements of a course or program.</p> <ul style="list-style-type: none"><li>• Must have been enrolled for 2 semesters in F-1 status. LLM students are typically not eligible for CPT. JD students become eligible for CPT the summer after 1L.</li><li>• The Law School only allows students on CPT to work a maximum of 15 hours per week during the fall or spring semesters. There is no weekly hour limit for summer CPT.</li><li>• CPT may take place during scheduled Law semesters only (from start of Law classes to end of Law classes).</li></ul>	<p><b>Caitlin Bailey</b> Administrative Assistant Law School Room 248 757-221-4870 <a href="mailto:cmbailey01@wm.edu">cmbailey01@wm.edu</a></p> <ul style="list-style-type: none"><li>• Students will meet with their Office of Career Services Advisor and Dean Robert Kaplan (Law School Room 246, <a href="mailto:rekapl@wm.edu">rekapl@wm.edu</a>) to discuss their proposed employment.</li><li>• Students will register for the “Curricular Practical Training in Law” course for the same semester in which they will work. Example: If you work during June and July, then you must register for the CPT in Law course and pay tuition for the Summer term.</li></ul>
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