



# Graduate Student Internship Handbook

Center for Career and Professional Development

This packet of information is designed to assist you throughout your internship process. The following items are reviewed in this packet:

How to Register for INT 8010  
Frequently Asked Questions regarding internships  
Information for International Student on CPT  
The difference between co-op and internships  
Graduate Internship Course options by program

**CLEMSON**<sup>®</sup>  
INTERNSHIP PROGRAMS

A part of Center for Career and Professional Development

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# How to Register for Graduate Internship Course - INT 8010

**Before registering for the INT 8010 course, have you secured an internship? If you are an international student utilizing CPT, have you ensured your eligibility?**

It is the student's responsibility to secure an off-campus internship. If you need assistance with our internship search resources, the Center for Career and Professional Development can assist you.

International students can refer to page 4 of this document for more information regarding the CPT registration process.

**What are the benefits for enrolling in INT 8010?**

Covered by University policies such as liability protection, anti-discrimination, and harassment policies. We will serve as your advocate. The course will also appear on your transcript to highlight your experience as well as protect your financial aid. In addition, you will also receive advice on how to make the best of your experience.

**Where do I go to register and pay for the course?**

Students can add the course just like any other class through iROAR. If it is after the last day to register/add a class, contact: Kathy Horner or Kelsey Wilkins. The course fee is \$200, and you pay it in iROAR like tuition.

**What is the course prefix, course number, and section number?** Students will *always* register for INT 8010.

**I registered for the course. What are the next steps?**

Log into Canvas to locate INT 8010. Please note: the courses may not be live until the first day of the term. All relevant course documents will be found within the course in Canvas. Kathy Horner or Kelsey Wilkins will be in contact with you via Clemson email and Announcements in Canvas throughout the term.

**What are the course requirements?**

*Contact and Responsibilities Form & Prospectus, Internship Workshop, Hours Documentation, Final Evaluations*

**What are potential start/end dates to for student internship experiences?**

Term	Earliest Official Start Date to Begin Internship	First Day of Academic Semester	Last Day CCPD will Process CPT Paperwork & Add Student to INT 8010	Last Day of Academic Semester	Latest Official Date to End Internship
Fall 2018	Aug. 7, 2018	Aug. 22, 2018	Oct. 26, 2018	Dec. 14, 2018	Jan. 8, 2019
Spring 2019	Dec. 15, 2018	Jan. 9, 2019	March 15, 2019	May 3, 2019	May 13, 2019
Summer 2019	May 4, 2019	May 14, 2019	July 9, 2019	Aug. 5, 2019	Aug. 20, 2019
Fall 2019	Aug. 6, 2019	Aug. 21, 2019	Oct. 29, 2019	Dec. 13, 2019	Jan. 7, 2020

**Important Notes for International Students:**

- Official offer letters from company cannot be outside of the official start and end dates listed in the above chart.
- Once a student has an offer, it can take several business days to process all related CPT paperwork and course registration. Students cannot start working at their internship until finishing all steps of the process and receiving final approval through International Services.
- Note that the CCPD is closed when the university closed and thus unable to process CPT paperwork during those days. It is recommended to call (864) 656 - 6000 when classes and exams are not in session to verify when a staff member can assist you.

**Questions – Contact Us!**

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*We look forward to working with you!*



## Graduate INT 8010 - F.A.Q.

Questions	Answers
<p>What is an internship?</p> <p>What types of experiences qualify for the Career Center Internship Class?</p>	<p>An internship, defined by CEIA (Cooperative Education and Internship Association), is “a work experience related to a student’s degree and/or career interest.” It is different than the co-op program in that it is completed during a single semester (14-16 weeks) or short range (10-14 weeks) verses the multiple semesters of a co-op (3 semester commitment).</p> <p>To enroll in INT 8010, the internship must be related to the student’s field of study and at least 50% of the work experience must be at the collegiate level (approval by the instructor required).</p>
<p>What are the types of internship courses available and how many hours do I work?</p>	<p>Graduate students participate in the Full-Time Internship Course (INT 8010 – 320 working hours), or an internship course through their degree program (see page 7).</p>
<p>How do I enroll in the course?</p>	<p>The course has an Open Enrollment status. Students can add the course to their course load just as they would any other class. Once enrolled, the course will be accessed via Canvas (note: course may not be live until the first day of the term).</p>
<p>What is the Career Center Internship Contact and Responsibilities Form?</p> <p>What do I do about getting signatures, returning it to you, etc.?</p>	<p>The Career Center Internship Contact and Responsibilities Form is a document to be completed by the student and the internship site supervisor. This document is required to be enrolled in the class and must be submitted to the internship program by the deadline in the syllabus.</p> <p>Students will upload the form via Canvas. If need be, site supervisor signatures can come after the student is on site as long as they meet the last deadline requirement with the form.</p>
<p>How do I get my required documents (Contact and Responsibilities Form, syllabus, evaluations, etc.)?</p>	<p>Required documents (Contact and Responsibilities Form, syllabus, training workshops, evaluations, etc.) can be found on Canvas by the first day of the semester.</p>
<p>When are the documents due?</p>	<p>Students should refer to the syllabus posted in Canvas for all deadlines for assignments.</p>
<p>How will I know if I have been approved?</p>	<p>The INT Instructor will notify students immediately via their Clemson email account if there are any problems with their paperwork.</p>
<p>For a summer internship, in which session do I enroll?</p>	<p>For the summer, enroll in Long Summer. INT 8010 will follow the academic calendar for long summer.</p>
<p>Can I take INT 8010 more than once or for more than one semester?</p>	<p>Yes. INT 8010 is a repeatable course.</p>
<p>Can I enroll in the course several weeks into the semester or after a semester?</p>	<p>No. The course is not retroactive. Students must enroll in the course before the last day to Drop/Add.</p>
<p>Can I get collegiate sports tickets and use Fike Recreation Center during an internship?</p>	<p>Yes. For a student to secure their athletic tickets and gym use during an internship, they need to pay their Activities Fee in addition to the INT Fee. It is the student’s responsibility to follow up with Student Financial Services.</p>
<p>Will an internship effect registering for classes?</p>	<p>Students have the opportunity to utilize their registration time tickets based on earned and current hours during the semester of experience.</p>



# Information For International Students on CPT

Questions	Answers
What is Curricular Practical Training?	Curricular practical training (CPT) is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. CPT is available to F-1 students who have been lawfully enrolled on a full-time basis for at least one academic year.
What is the process to request CPT?  What is the INT program process for students applying for CPT?	<ol style="list-style-type: none"><li>1. Determine if you are eligible to participate in CPT by meeting with the International Services office.</li><li>2. Print the IS-130 Request for Curricular Practical Training (CPT) Authorization found under “Forms and Documents” on the International Services website</li><li>3. Complete Section 1 of the IS-130 form (CPT start and end dates must match the dates written in the offer letter.)</li><li>4. Print a copy of the offer letter from the hosting company (see below).</li><li>5. Meet with your faculty or academic advisor to have the IS-130 form signed.</li><li>6. Visit the CCPD to get approved for the INT course. Bring the IS-130 form and offer letter from company. During your meeting with the CCPD advisor, we will review the expectations and requirements of INT 8010.</li><li>7. Enroll in INT 8010 and pay required fees.</li><li>8. Submit IS-130 Request for CPT Authorization to the iStart portal.</li><li>9. Allow 3 business days for the review and processing of your CPT application. You will receive an email when the CPT authorization has been issued by International Services.</li></ol> <p><i>The Clemson University Office of International Services has the ultimate authority to approve or deny the CPT.</i></p>
How long does it take to complete the CPT request process?	<p>The CPT process will require the input of several different people including:</p> <ul style="list-style-type: none"><li>• Your employer</li><li>• Your academic advisor</li><li>• Center for Career and Professional Development</li><li>• International Services</li></ul> <p>Keeping this in mind, you’ll want to plan ahead and give yourself ample time to work through the process. The Office of International Services is the final step in the process. Once all required documentation has been submitted you can expect the review and issuance process to take 3 business days.</p>
How can I find out more information and help with CPT?	If you have additional questions about CPT, you are invited to discuss these questions during CPT Advising at the International Services Office drop in hours offered weekly Monday-Friday 1:00-4:00 PM. Advising is available during these times as a walk-in or phone-in service.
What should be included in my offer letter?	<ul style="list-style-type: none"><li>• Printed on company/organization letterhead</li><li>• Ensure the letter has been signed by the company</li><li>• Brief description of job duties</li><li>• Specified work hours per week</li><li>• Stated start and end date (if work date cross over two academic calendars, you will be required to enroll in INT 8010 for two semesters)</li></ul>



# Differences Between Internships and Co-Op Assignments

INTERNSHIPS	CO-OP ASSIGNMENTS
<p>The Center for Career and Professional Development offers opportunities for United States internships and international internships in all programs. Employers post their internships, interview students on campus, or view electronic resume books via ClemsonJobLink, an on-line job listing service.</p> <p><b>Contact:</b> 864.656.6000, recruit_L@clemson.edu  <a href="http://career.clemson.edu">http://career.clemson.edu</a></p>	<p>The Cooperative Education Program is designed to provide the student with an opportunity to learn under a mentor in his or her field of study. Students are employed full-time, with pay, by companies who participate in the program as teaching partners.</p> <p><b>Contact:</b> 864.656.3150  <a href="http://www.clemson.edu/coop">http://www.clemson.edu/coop</a></p>
<p><b>Length:</b> Students will complete their internship either part-time or full-time typically during one semester or summer.</p> <ol style="list-style-type: none"> <li>1. Fall or Spring: U.S. Internships are offered during these semesters run 14-16 weeks.</li> <li>2. Summer: U.S. internships during the summer run for 10-14 weeks.</li> </ol>	<p><b>Length:</b> For engineering students, a minimum of...</p> <ul style="list-style-type: none"> <li>• 3 Rotations <ul style="list-style-type: none"> <li>-Two 18-Week Semesters</li> <li>-One Summer Semester</li> </ul> </li> </ul> <p>For non-engineering students, a minimum of...</p> <ul style="list-style-type: none"> <li>• 2 Rotations <ul style="list-style-type: none"> <li>-One 18-week Semester</li> <li>-One Summer Semester</li> </ul> </li> </ul>
<p><b>Assignments:</b> Interns enhance their career development while exploring interests and gaining work experience related to their field of study. Internships may involve a project that relates to a student's area of study and career interest.</p>	<p><b>Assignments:</b> Students' experiences are monitored and evaluated by an academic staff of co-op advisors to ensure a successful teaching and learning process.</p>
<p><b>Compensation:</b> Most United States positions are paid, but some will be voluntary depending on the field.</p> <p>Information on U.S. federal minimum wage can be found at <a href="http://www.wagehour.dol.gov/">http://www.wagehour.dol.gov/</a></p>	<p><b>Compensation:</b> Co-op assignments are paid positions. Of the co-op assignments that will require students to relocate, most provide assistance with housing. Some teaching partners provide other benefits, such as paid leave.</p>
<p><b>Location:</b> Most Clemson interns are in the southeast, while some are in other areas such as overseas. Companies in the U.S. are often willing to assist with locating housing and in some cases will contribute to housing expenses.</p>	<p><b>Location:</b> More than half of co-op assignments are in South Carolina, but there are co-op students on assignment throughout the United States. A small number of assignments are located in other countries.</p>
<p><b>Eligibility:</b> Varies. Employers determine necessary qualifications.</p>	<p><b>Eligibility:</b> A minimum Clemson University GPA of 2.50 is required to be eligible to enter the program, although some companies require higher GPA.</p>
<p><b>Important dates:</b> The Career Fairs are excellent recruiting tools and are held in mid-September and January to February each year. Positions are also posted in ClemsonJobLink, an online job listing service.</p>	<p><b>Important dates:</b> The Co-op Interview Days event is held in October and March. Students enter the program the semester before their starting rotation. The Co-op Program has more than 300 company teaching partners and approximately one-third of these companies come to campus each semester to interview students for their open co-op assignments.</p>
<p><b>Graduate Course Offered:</b> INT 8010 through the CCPD or degree dependent course by area of study if applicable.</p>	<p><b>Graduate Course Offered:</b> COOP 6010</p>

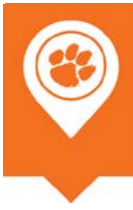


# Internship Courses at Clemson University By Area of Study

<u>Area of Study/ [Possible Degrees]</u>	<u>COURSE</u>	<u>CREDIT</u>
<b>College of Agriculture, Forestry, and Life Sciences</b>		
Agricultural Education [MAgEd]	AGED 7360/7370	3 Hours
Animal and Veterinary Sciences [MS, PhD]	INT 8010	0 Hours
Entomology [MS & PhD]	INT 8010	0 Hours
Environmental Toxicology [MS & PhD]	INT 8010	0 Hours
Food, Nutrition, and Culinary Sciences [MS]	NUTR 8060	1-6 Hours
Food Technology [PhD]	INT 8010	0 Hours
Forest Resources [MFR, MS, & PhD]	INT 8010	0 Hours
Microbiology [MS & PhD]	INT 8010	0 Hours
Packaging Science [MS]	INT 8010	0 Hours
Plant and Environmental Sciences [MS & PhD]	INT 8010	0 Hours
Wildlife and Fisheries Biology [MS & PhD]	INT 8010	0 Hours
<b>College of Architecture, Arts, and Humanities</b>		
Architecture [MArch & MS]	INT 8010	0 Hours
Architecture and Health [MArch]	INT 8010	0 Hours
City and Regional Planning [MCRP]	CRP 8930	1 Hour
Communication, Technology, and Society [MA]	INT 8010	0 Hours
Construction Science and Management [MCSM & Certificate]	INT 8010	0 Hours
English [MA]	INT 8010	0 Hours
English for Speakers of Other Languages [Certificate]	INT 8010	0 Hours
Historic Preservation [MS & MSHP]	HP 8000	1-3 Hours
History [MA]	HIST 8930 /8940	3 Hours
Landscape Architecture [MLA]	INT 8010	0 Hours
Planning, Design, & the Built Environment [PhD]	INT 8010	0 Hours
Professional Communication [MA]	INT 8010	0 Hours
Real Estate Development [MRED]	RED 8110	3 Hours
Rhetorics, Communication and Information Design [PhD]	INT 8010	0 Hours
Visual Arts [MFA]	INT 8010	0 Hours
<b>College of Behavioral, Social, and Health Sciences</b>		
Applied Health Research and Evaluation [MS, PhD]	INT 8010	0 Hours
Applied Psychology [MS]	INT 8010	0 Hours
Applied Sociology [MS]	SOC 8950	3-6 Hours
Clinical and Translational Research [Certificate]	INT 8010	0 Hours
Health Communication [Certificate]	INT 8010	0 Hours
Healthcare Genetics [PhD]	INT 8010	0 Hours
Human Factors Psychology [PhP]	INT 8010	0 Hours
Industrial/Organizational Psychology [PhD]	INT 8010	0 Hours
International Family and Community Studies [Certificate, PhD]	INT 8010	0 Hours
International Parks and Tourism [Certificate]	INT 8010	0 Hours
Nursing [MS]	NURS 8470	3 Hours
Parks, Recreation & Tourism Management [MPRTM, MS, PhD]	PRTM 7050	1-3 Hours
<b>College of Business</b>		
Accounting [MPAcc]	INT 8010	0 Hours
Applied Economics and Statistics [MS]	APEC 8810	1-6 Hours
Business Administration [MBA, PhD]	MBA 8880	1-3 Hours
Economics [MA, PhD]	INT 8010	0 Hours
Graphic Communications [MS]	GC 8500	1 Hour
Management [MS]	INT 8010	0 Hours
Marketing [MS]	INT 8010	0 Hours
Public Administration [MPA, Certificate]	INT 8010	0 Hours
Public Management [Certificate]	INT 8010	0 Hours
Technology Entrepreneurship [Certificate]	INT 8010	0 Hours



<u>Area of Study/ [Possible Degrees]</u>	<u>COURSE</u>	<u>CREDIT</u>
<b>College of Education</b>		
Administration and Supervision [MEd, EdS]	INT 8010	0 Hours
Athletic Leadership [MS, Certificate]	INT 8010	0 Hours
Counselor Education		
Clinical Mental Health [MEd, EdS]	EDC 8360/846	1-6 Hours
School Counseling Emphasis [MEd, EdS]	EDC 8300/8410	1-6 Hours
Student Affairs Emphasis [MEd]	EDC 8340/8440	1-6 Hours
Curriculum and Instruction [PhD]	EDF 9800	1-6 Hours
Education Leadership [PhD & P-12]	EDL 9850	3 Hours
Human Resource Development [MHRD]	INT 8010	0 Hours
Learning Sciences [PhD]	INT 8010	0 Hours
Literacy or Literacy, Language and Culture [MEd & PhD]	INT 8010	0 Hours
Middle Level Education [MAT]	EDSEC 8210	3 Hours
	EDSEC 8220	3 Hours
	EDSEC 8230	3 Hours
	EDSEC 8240	3 Hours
Secondary Education [MAT]	INT 8010	0 Hours
Special Education [MAT, PhD]	INT 8010	0 Hours
Teaching and Learning [MEd]	INT 8010	0 Hours
Youth Development Leadership [MS, Certificate]	INT 8010	0 Hours
<b>College of Engineering, Computing and Applied Science</b>		
Advanced Power Systems [Certificate]	INT 8010	0 Hours
Automotive Engineering [MS & PhD]	INT 8010	0 Hours
Bioengineering [MS & PhD]	BIOE 8900	1-5 Hours
Biomedical Engineering [MEngr]	INT 8010	0 Hours
Biosystems Engineering [MS & PhD]	INT 8010	0 Hours
Chemical Engineering [MS & PhD]	INT 8010	0 Hours
Civil Engineering [MS & PhD]	INT 8010	0 Hours
Computer Engineering [MS & PhD]	INT 8010	0 Hours
Computer Science [MS & PhD]	INT 8010	0 Hours
Digital Production Arts [MFA]	INT 8010	0 Hours
EE&S=Environmental Health Pysics [MS]	INT 8010	0 Hours
Electrical Engineering [MEngr, MS & PhD]	INT 8010	0 Hours
Engineering and Science Education [Certification & PhD]	INT 8010	0 Hours
Environmental Engineering And Science [MS, PhD]	INT 8010	0 Hours
Human Centered Computing [PhD]	INT 8010	0 Hours
Hydrogeology [MS]	INT 8010	0 Hours
Industrial Engineering [MEngr, MS & PhD]	INT 8010	0 Hours
Materials Sciences and Engineering [MS & PhD]	INT 8010	0 Hours
Mechanical Engineering [MS & PhD]	INT 8010	0 Hours
Medical Device Recycling and Reprocessing [Certificate]	INT 8010	0 Hours
Photonic Science and Technology [MS, PhD]	INT 8010	0 Hours
Services Science, Management, and Engineering [Certificate]	INT 8010	0 Hours
Supply Chain and Logistics [Certificate]	INT 8010	0 Hours
Systems Engineering [Certificate]	INT 8010	0 Hours
<b>College of Science</b>		
Biochemistry and Molecular Biology [PhD]	INT 8010	0 Hours
Biological Sciences [MS, PhD]	INT 8010	0 Hours
Chemistry [MS, PhD]	INT 8010	0 Hours
Genetics [PhD]	INT 8010	0 Hours
Mathematical Sciences [MS, PhD]	INT 8010	0 Hours
Physics [MS, PhD]	INT 8010	0 Hours



**Michelin Career Center**  
The Internship Program  
316 Hendrix Student Center  
<http://career.clemson.edu>  
(864) 656-6000

Drop-by to meet with a career counselor from 1:30-3:45pm Monday through Friday. To make an appointment to discuss our internship resources, the internship search process, or ask any other questions call our office.

**Clemson International Services Office**

Long Hall, Room 108  
<http://www.clemson.edu/campus-life/campus-services/international>  
Phone: (864) 656-3614  
Email: [is@clemson.edu](mailto:is@clemson.edu)

Walk-In and Call-In Advising is the opportunity to discuss questions about your visa status directly with an international services expert. The office will be open to for Walk- In advising from 1 p.m.- 4 p.m. each day.

[career.clemson.edu](http://career.clemson.edu)

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