



Dear Employer,

We want to thank you for participating in the University of Utah's Curricular Practical Training (CPT) program by offering an internship to one of our international students.

The student that you have hired has applied with International Student and Scholar Services to set up the work experience as a CPT internship. Please assist us with the internship requirements listed below.

1. The student must obtain a formal "offer letter" from your organization. The letter should be written on company letterhead and include the following information:
 - The student's job title and formal job description
 - The number of hours per week the student will be working
 - The proposed time period of employment (from what date to what date)
 - The name, address, and phone number of the student's immediate supervisor
 - Signed by a representative of the company

2. The student is required to formulate three learning objectives as part of their goals they hope to accomplish. We urge students to collaborate with their employer in formulating these three projects and/or task-oriented goals. The objectives can be one sentence each, should be achievable and measurable, and should be approved by the student's supervisor.

In addition, it is our hope that you will periodically communicate your expectations to your intern. Introduce him/her to the "corporate culture" of your workplace, discussing any appropriate topics such as dress code, expected hours to be worked, organizational missions, management style, and career paths.

Again, thank you for your participation in the U's Curricular Practical Training (CPT) program.

Sincerely,

International Student & Scholar Services
University of Utah

International Student & Scholar Services

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