



**INTERNSHIP & COOPERATIVE EDUCATION CHECKLIST**  
**INTERNATIONAL STUDENTS**

Internships & Cooperative Education experiences allow eligible students to earn academic credit for work experience **related to their degree and/or major**. In order to ensure your registration process is as efficient as possible, please have all documents, including this checklist, completed and signed prior to scheduling an appointment with a Career Advisor. You will NOT be able to register an internship without these required documents.

Students must obtain and complete a Curricular Practical Training (CPT) Request form available at: [www.hpu.edu/oiss](http://www.hpu.edu/oiss). Upon reviewing your internship information, The Office of International Students & Scholars (OISS) will determine your eligibility to work off campus and approve or deny your request.

STUDENT NAME: \_\_\_\_\_ STUDENT ID: @ \_\_\_\_\_

MAJOR: \_\_\_\_\_ TERM: \_\_\_\_\_

**FACULTY ADVISOR APPROVAL**

**STEP 1:** Verify whether or not you have *elective* credit(s) to apply toward an internship - (Faculty Advisor **MUST** sign)

Faculty Advisor Signature:	Credit(s) Available: (Advisor Circle One)	0	1	1 - 2	1 - 3

Comments/Notes:  
 \_\_\_\_\_  
 \_\_\_\_\_

Professor to Grade Paper:

**CAREER DEVELOPMENT APPROVAL**

**STEP 2:** STUDENT & EMPLOYER review, sign, and date **Internship & Co-Op Agreement**

**STEP 3:** EMPLOYER review, sign, and date **Employer Waiver & Release**

**STEP 4:** STUDENT review, sign, and date **Student Waiver & Release**

**STEP 5:** Obtain a **Job Offer Letter** from site employer on company letterhead

**STEP 6:** Schedule an **Appointment** with a Career Advisor to register internship

<b>CDC APPOINTMENT</b>	<b>DATE:</b>	<b>TIME:</b>
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CDC Advisor Signature:

**Internship Registration Deadlines** are regularly updated on our web page: [www.hpu.edu/cdc](http://www.hpu.edu/cdc). It is students' responsibility to know the deadline to register, therefore, retroactive credits for unregistered internship hours will NOT be considered.

**If you are unable to keep your appointment or if you are going to be more than 10 minutes late, please notify us at [cdc@hpu.edu](mailto:cdc@hpu.edu) or call 544-0230 so we can reschedule. Students are NOT allowed to simply "drop off" forms.**



## INTERNSHIP & COOPERATIVE EDUCATION INFORMATION SHEET

### General Eligibility Requirements

- Must be a degree-seeking student with an established GPA. **Undergraduate: 2.7** **Graduate: 3.0**
- Must have elective credit(s) within your degree program to apply your toward an internship/co-op.
- Experience gained through the internship/co-op must represent a learning opportunity relevant to your current course work.

### INTERNATIONAL STUDENTS | Additional Eligibility Requirements

- Complete a Curricular Practical Training (CPT) Application Form from the Office of International Students & Scholars (WP5 – First Floor).
- Must meet F-1 Visa Status for 9 months (2 semesters) prior to registering an internship for academic credit.
- Must be enrolled in a NON-ESL degree program.
- Must obtain CPT Authorization for ANY work done off campus – OISS will issue you a work permit.

Internship Standards	Co-op Standards
▶ Provides advanced, training-oriented professional experience	▶ Provides exposure to entry-level field or professional work
▶ Must be pre-professional, pre-managerial, supervisory, or technical	▶ Must be PAID

CREDITS / HOURS WORKED	
<b>PAID &amp; UNPAID INTERNSHIPS</b>	<b>1 Credit = 75 Hours</b>
	<b>2 Credits = 150 Hours</b>
	<b>3 Credits = 225 Hours</b>

**NOTE:** Undergraduates may apply up to 12 internship credits toward their degree plan.

### Hospitality & Tourism Management (HTM) Majors

All HTM majors must complete 600 internship hours in order to graduate. Whether **PAID** or **UNPAID**, credits convert as follows:

<b>1 Credit = 200 Hours</b>	<b>2 Credits = 400 Hours</b>	<b>3 Credits = 600 Hours</b>
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### Additional Student Responsibilities

- Complete the amount of hours registered to work.
- Track time logs and obtain supervisor's signature to submit to CDC upon completion of hours worked.
- Submit term reflection paper to Professor grading the paper.
- Complete Student Evaluation Form.

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### Career Development Center

500 Ala Moana Blvd., Ste. 6-440, Honolulu, HI. 96813

**Hours:** Monday – Friday | 8:00am – 5:00pm

**Email:** [cdc@hpu.edu](mailto:cdc@hpu.edu) **Phone:** 544-0230

### ADDITIONAL RESOURCES FOR STUDENTS & ALUMNI

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|---|---|
| ✓ Career Interest Advising                | ✓ Resume & Cover Letter Review  |
| ✓ Mock Interviews                         | ✓ Personality & Interest Assessments                                      |
| ✓ Employer Info Sessions                  | ✓ Handshake<br>>>> internship & job management platform, FWS, Campus Jobs |
| ✓ Leadership & Career Readiness Workshops | ✓ Classroom & RSO Presentations   |