International SPEA Graduate Students: How to Register Your Internship

*If you are completing your internship in the U.S. you must obtain CPT (Curricular Practical Training) work authorization before you begin your internship.

Please be aware that working/interning without proper authorization is a violation of your legal status. If you have any questions please contact the CDO or OIS.

Your CPT application must be submitted to the Office of International Services (OIS) at least two weeks before your internship is expected to begin.

**Step 1: Get an Internship!**

- For CPT authorization your internship needs to be integral to your SPEA major field of study.
- We are happy to help! Make an appointment with a Career Development Advisor for internship search assistance.

**Step 2: Request an Offer Letter**

- You must provide an offer letter on the organization’s letterhead to the OIS that contains the following information:
  - A specific start date of your internship with the phrase “or date of authorization.” For example: “Start Date: 5/10/16 (or date of authorization).
  - A specific end date of internship.
  - The number of hours you will be interning each week.
    - The physical address of your internship site (P.O Boxes are not acceptable).
  - A description of your position duties, the more details the better.

**Step 3: Submit your Completed CPT Application to OIS through iStart**

- Upload your offer letter into the application (circle the start/end dates, number of hours per week, internship address, and internship description).
- List Miranda Redman-Coordinator of Experiential Education, mdredman@indiana.edu as the academic advisor.
- OIS will verify course enrollment and review your Curricular Practical Training request. They will then notify you when your CPT is ready to pick-up (this can take 5-10 business days).

**Step 4: Register your Internship on SPEACareers**

- Go to speacareers.indiana.edu. Click “Student Login.”

**For Students**

Log in to post your resume, RSVP for upcoming events, see our calendar, register your internship, and apply for career opportunities.
Once you are logged in you can access your “Internship Paperwork” on the bottom right of the page.

On the “Internship” tab click “Add New.” Fill out the appropriate information, and click “submit.”

Keep in mind:
- MPA/MSES students your internship is required to be at least 120 hours. If you wish to earn additional elective credits indicate so on the form (each elective credit equals 80 hours beyond the initial 120 hours).
- MAAA students your internship is required to be at least 280 hours.
- Allow 7-10 days for processing, if your internship is approved you will be given permission to enroll in V585/E589/Y750.

**Step 5: Register for V585/E589/Y750 using One.IU**

- Once you receive approval, you must register for the course. Class registration is a graduation and CPT authorization requirement.
- MPA/MSES students you may choose to register for 0-6 credit hours. If you choose 0 credits you will still need to go through the process of registering for the class on One.IU.
- MAAA students must register for 3 credit hours.

**Step 6: Complete you Internship Paperwork on SPEACareers**

- At the conclusion of your internship you are required to complete a self-evaluation and program evaluation on SPEACareers (links located under your internship entry). Your internship supervisor is also required to complete a separate evaluation which will be emailed to him/her directly.

SPEA Career Development Office:
Phone: 812-855-9639 Email: speacare@indiana.edu

Office of International Services:
Phone: 812-855-9086 Email: ois@iu.edu