

Georgia Tech Center for Career Discovery and Development Internship Contract

A. Initial Procedures: Log into your CareerBuzz account at <https://gatech-csm.symplicity.com/students/>

1. Each semester that you work, you will enter your job information into your "CareerBuzz" account. From the homepage under "My Quick Links", Click "Submit/Edit an Internship Placement". This information must be completed in full.
2. Next, attach your offer letter and signed/dated Internship Contract under the placement attachment section located at the bottom of the Experiential Learning Information form.
3. From the homepage under "My Quick Links", click "Request An Advisor Appointment".
4. Schedule an appointment with your Career Development Advisor to receive your "CRN" to register for the Internship work term.
5. Communicate with your academic advisor before your first work term that you'll be working as a intern student.

B. Important procedures and requirements:

1. Register for the Internship course: Make sure you cancel any other courses you previously scheduled.
2. Report for work on start date. Observe the work calendar at https://career.gatech.edu/sites/default/files/documents/co-op_calendar_2017-2018.pdf. Intern students are required to work 16 – 18 weeks fall or spring and 10 -12 weeks summer.
3. *At the beginning of your work term*, discuss your "goals/objectives" with your supervisor and complete your **Assignment Record** by third week of your start date.
4. *At the end of each work term*, complete your **Work Report** on CareerBuzz. This is your reflection of your work assignment.
5. *At the end of each work term*, remind your supervisor to complete the **Performance Evaluation**.
6. Gain your supervisor's and your Career Development Advisor's approval prior to registering for any academic course that will be taken during a work term. Internships can be full – time or part – time.
7. If your job is 35 miles or more away from campus, you can obtain a housing cancellation form from C2D2 that will allow you to cancel your contract without a penalty.
8. If you have financial assistance, scholarships, or student loans contact your financial advisor: www.finaid.gatech.edu/contacts.
9. Should you need to provide proof of enrollment, the verification form can be found at http://www.career.gatech.edu/co-op/verifying_full-time_status.
10. Contact your Career Development Advisor concerning any questions or problems that arise during your work term.
11. If living off campus you are required to arrange transportation and housing for your work term.

C. Using campus facilities during work term:

See <http://www.bursar.gatech.edu/content/tuition-fees> for fee amounts. You may choose which fees apply to you; services are optional.

1. You may pay the Student Health Services fee. In an emergency you may pay the fee at the Student Health Center.
2. You may pay the Athletic fee in order to attend athletic events at the student price.
3. You may pay the Campus Recreational Center fee in order to use CRC during the work term.

D. Special procedures for international students on F-1 visas:

To use Curricular Practical Training (CPT) for your work terms, students should follow these steps:

1. Prior to each work term, you must provide the name of your employer, the physical work address, and the starting and ending dates of your work rotation. Your work period may not begin before the end of the pre-CPT semester and must not overflow into the post-CPT semester. These dates should be coordinated with the employer before you provide them to your Career Development Advisor and should be for at least the minimum number of work weeks described in section B-2 above. In addition, an F-1 student can only work 20 hours per week during fall or spring in addition being enrolled in a minimum of six (6) semester hours at Georgia Tech.
2. Your Career Development Advisor will request that you be allowed to work in the U.S. and the Office of International Education (OIE) will facilitate this approval.
3. OIE will email you when your new I-20 is ready for pick-up. Scan a copy of your new I-20 with your CPT approval and attach it to your Placement Form in CareerBuzz. Once this is completed notify your Career Development Advisor to receive an Internship permit.
4. Obtain a social security card if you do not already have one.

E. I understand my responsibilities concerning the items described above.

Student Signature: _____

Today's Date (MM/DD/YYYY): _____