

*(Attach resume and UHD Grade History before submitting to professor in your academic department—see listing)*

**Part 1 (Student):**

Last Name: \_\_\_\_\_ First \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Major: \_\_\_\_\_ Hours Completed: \_\_\_\_ Overall GPA: \_\_\_\_ Graduation Date: \_\_\_\_\_

Email: \_\_\_\_\_

**\*\*\*(all contact is via email--disable junk or bulk function for email from UHD) \*\*\***

Semester: Fall \_\_\_\_ Spring \_\_\_\_ Summer \_\_\_\_

*F-1 students must receive approval from the Coordinator of International Admissions, Suite 350 South (713) 221-8048.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part 2 (Employer):**

**JOB DESCRIPTION**

During the \_\_\_\_\_ semester of 20\_\_\_\_, \_\_\_\_\_ will be participating in a cooperative program between you and the University of Houston-Downtown. As the employee's direct supervisor, please provide a brief description of student duties or attach a copy of the job description:

\_\_\_\_\_  
 Student's Position Title Department

Summary of Responsibilities:
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**Please check all that apply to this Field Experience:**

Internship/Co-op \_\_\_\_ Volunteer \_\_\_\_ Permanent \_\_\_\_ Full-time \_\_\_\_ Part-time \_\_\_\_ Temporary \_\_\_\_

Unpaid \_\_\_\_ Paid \_\_\_\_ Rate of Pay \_\_\_\_\_

\_\_\_\_\_  
 Name of Student's Supervisor Email Address Company/Organization

\_\_\_\_\_  
 Title Telephone Address

\_\_\_\_\_  
 Employer Signature Fax City, State, Zip

**Part 3 (Academic Department Approval):** Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_



## **Requirements:**

- Good academic standing as a Junior, Senior or Graduate student.
- A declared major at the University of Houston-Downtown
- Meet minimal departmental standards for **GPA, Course Completion, etc.**
- **VALID EMAIL set to RECEIVE FROM UHD without junking or bulking.**

## **Steps for Applying:**

1. **Create a profile in [https://uhd-csm.symlicity.com/students/?signin\\_tab=0](https://uhd-csm.symlicity.com/students/?signin_tab=0). Valid email address and student id number are mandatory.**
2. **Complete Field Experience Application (*attached*).**
  - Fill out Part 1 of the application.
  - Have your employment supervisor fill out and sign Part 2.
  - Attach a copy of your resume and most recent UHD Grade History to the application.
  - Submit application to the Field Experience Coordinator listed for your major below.

## **Need assistance in finding a Field Experience position?**

- Contact the Field Experience Coordinator in your academic department (*listing below*) for assistance in searching for a Field Experience position.
- Visit Jobs4Gators at [https://uhd-csm.symlicity.com/students/?signin\\_tab=0](https://uhd-csm.symlicity.com/students/?signin_tab=0) for listed positions or contact the UHD Main Career Center for assistance.
  - Business majors visit GatorHIRED! at <https://www.uhd.edu/academics/business/centers-institutes/career-center/> or contact the Davies College of Business Career Center.
- Make your own contacts and network with employers.
- Employers may request resumes from the Main Career Development Center online job board, *Jobs4Gators* or the Davies College of Business *GatorHired!* systems. If you do not want us to release your resume, you must notify the Main Career Center or the Davies College of Business Career Center.

## **Field Experience Coordinators by Major**

### ***Davies College of Business***

<b>Accounting</b>	Dr. Cathy Liu	<a href="mailto:liuz@uhd.edu">liuz@uhd.edu</a>
<b>Finance</b>	Dr. Utpal Bose	<a href="mailto:boseu@uhd.edu">boseu@uhd.edu</a>
<b>General Business</b>	Prof. Jonathan Davis	<a href="mailto:davisg@uhd.edu">davisg@uhd.edu</a>
<b>Insurance and Risk Management</b>	Ms. Priscilla Oehlert	<a href="mailto:oehlertp@uhd.edu">oehlertp@uhd.edu</a>
<b>International Business</b>	Dr. Cathy Liu	<a href="mailto:liuz@uhd.edu">liuz@uhd.edu</a>
<b>Management</b>	Dr. Ethan Waples	<a href="mailto:waplese@uhd.edu">waplese@uhd.edu</a>
<b>Management Information Systems</b>	Dr. Utpal Bose	<a href="mailto:boseu@uhd.edu">boseu@uhd.edu</a>
<b>Marketing</b>	Prof. Jonathan Davis	<a href="mailto:davisg@uhd.edu">davisg@uhd.edu</a>
<b>Supply Chain Management</b>	Prof. Jonathan Davis	<a href="mailto:davisg@uhd.edu">davisg@uhd.edu</a>

### ***College of Humanities and Social Sciences***

<b>Communication</b>	Dr. Ashley Archiopoli	<a href="mailto:archiopolia@uhd.edu">archiopolia@uhd.edu</a>
<b>English</b>	Dr. Chuck Jackson	<a href="mailto:jacksonchar@uhd.edu">jacksonchar@uhd.edu</a>
<b>Fine Arts</b>	Dr. Azar Rejaie	<a href="mailto:rejaiea@uhd.edu">rejaiea@uhd.edu</a>
<b>Humanities</b>	Dr. Kirk Hagen	<a href="mailto:hagenk@uhd.edu">hagenk@uhd.edu</a>
<b>Social Science</b>	Dr. David Branham	<a href="mailto:branhamd@uhd.edu">branhamd@uhd.edu</a>
<b>Spanish</b>	Dr. William Nowak	<a href="mailto:nowakw@uhd.edu">nowakw@uhd.edu</a>
<b>Political Science</b>	Dr. David Branham	<a href="mailto:branhamd@uhd.edu">branhamd@uhd.edu</a>
<b>Sociology</b>	Dr. David Branham	<a href="mailto:branhamd@uhd.edu">branhamd@uhd.edu</a>
<b>Psychology</b>	Dr. Travis Crone	<a href="mailto:psycinternship@uhd.edu">psycinternship@uhd.edu</a>
<b>Technical Writing (BS)</b>	Dr. Jillian Hill	<a href="mailto:hillj@uhd.edu">hillj@uhd.edu</a>
<b>Technical Writing (MS)</b>	Dr. Godwin Agboka	<a href="mailto:agbokag@uhd.edu">agbokag@uhd.edu</a>

### ***College of Public Service***

<b>Criminal Justice</b>	Prof. Beth Gilmore	<a href="mailto:gilmoree@uhd.edu">gilmoree@uhd.edu</a>
<b>Social Work</b>	Dr. Dana Smith	<a href="mailto:smithda@uhd.edu">smithda@uhd.edu</a>

### ***College of Science and Technology***

<b>Biology &amp; Physical Sciences</b>	Dr. Amy Baird	<a href="mailto:bairda@uhd.edu">bairda@uhd.edu</a>
<b>Biology &amp; Physical Sciences w/ Teacher Certification.</b>	Dr. Jon Aoki	<a href="mailto:aokij@uhd.edu">aokij@uhd.edu</a>
<b>Biology</b>	Dr. M. Gabriela Bowden	<a href="mailto:bowdenm@uhd.edu">bowdenm@uhd.edu</a>
<b>Biotechnology</b>	Dr. Amy Baird	<a href="mailto:bairda@uhd.edu">bairda@uhd.edu</a>
<b>Data Science</b>	Dr. Ryan Pepper	<a href="mailto:pepperr@uhd.edu">pepperr@uhd.edu</a>
<b>Chemistry</b>	Dr. Maria Benavides	<a href="mailto:benavidesmar@uhd.edu">benavidesmar@uhd.edu</a>
<b>Computer Science</b>	CSET Department	<a href="mailto:cset@uhd.edu">cset@uhd.edu</a>
<b>Control &amp; Instrumentation</b>	CSET Department	<a href="mailto:cset@uhd.edu">cset@uhd.edu</a>
<b>Mathematics</b>	Dr. Ryan Pepper	<a href="mailto:pepperr@uhd.edu">pepperr@uhd.edu</a>
<b>Math Education</b>	Dr. Rebecca Quanderr	<a href="mailto:quanderr@uhd.edu">quanderr@uhd.edu</a>
<b>Geosciences</b>	Dr. Kenneth Johnson	<a href="mailto:johnsonk@uhd.edu">johnsonk@uhd.edu</a>
<b>Safety Management</b>	CSET Department	<a href="mailto:cset@uhd.edu">cset@uhd.edu</a>
<b>Statistics</b>	Dr. Kendra Mhoon	<a href="mailto:mhoonk@uhd.edu">mhoonk@uhd.edu</a>
<b>Structural Analysis &amp; Design</b>	CSET Department	<a href="mailto:cset@uhd.edu">cset@uhd.edu</a>

**For coaching on resume/cover letter/interviewing for internships – please call 713-221-8980, stop by the Career Center S-402, visit [www.uhd.edu/sssl/career](http://www.uhd.edu/sssl/career), or log into Jobs4Gators**

**Business Majors – please call 713-221-5011, stop by the Davies COB Career Center B-104, or log into GatorHIRED!**



## **FOR F-1 INTERNATIONAL STUDENTS ONLY**

### **Curricular Practical Training (CPT) Frequently Asked Questions**

#### **1. What is Curricular Practical Training?**

Curricular Practical Training is work authorization for employment that is either required by your curriculum, required for a credit-bearing course or required for your degree. The advisors at the UHD Intl Student Services Office (ISSO) authorize it.

#### **2. What are the eligibility criteria for Curricular Practical Training?**

In addition to getting credit in a course for the work, you have to have been enrolled in your program for a full academic year and have maintained valid immigration status before you can apply for CPT. Graduate students whose degree curriculum requires immediate participation in an off-campus work experience may be able to work before the academic year is completed **IF this requirement is CLEARLY stated in the published program description.**

#### **3. Do I have to be registered while on Curricular Practical Training?**

You do not have to be registered while on CPT; however, if you are registered as a full-time student (both grad or undergrad) or registered in absentia (grad only) you can only work part-time **INCLUDING** any time you already are working as a TA or RA. Part-time work is 20 hours or less per week.

#### **4. Does Curricular Practical Training impact on the amount of allowed Optional Practical Training?**

If a student qualifies for Curricular Practical Training, s/he may use up to eleven months of full-time Curricular Practical Training without it affecting Optional Practical Training. However, if a student uses a total of 12 months or more of full-time Curricular Practical Training, it cancels out all Optional Practical Training time. Part-time CPT does not count towards this limit.

#### **5. What is considered part-time training?**

Employment for 20 hours or less per week, while you are enrolled for classes, is considered part-time curricular practical training. The employment authorization written on the back of your I-20 copy will specify permission to engage in part-time training and you must limit your work to no more than 20 hours per week. You must be simultaneously enrolled as a full-time student in order to maintain lawful F-1 status.

#### **6. What is considered full-time training?**

Employment for more than 20 hours per week is considered full-time curricular practical training, regardless of whether you are enrolled full-time or part-time for classes. The employment authorization on your I-20 copy will specify permission to participate in full-time training. There is no limitation upon the length of time, you may participate in full-time curricular practical training, however, if you participate in twelve months or more of curricular practical training you will not be eligible for post-completion practical training.

#### **7. Do I have to pay U.S. taxes on my salary?**

In general F-1 students who have been in the U.S. for **five years or less** are exempt from social security taxes (also known as F.I.C.A. tax). You should be sure to bring this to the attention of your employer because many employers are not familiar with this provision of the tax laws. Students in F-1 status are subject to all other taxes that may apply, including federal, state and local.

#### **8. What proof of employment authorization can I give my employer?**

Your I-20 form authorized for curricular practical training is the document which indicated employment authorization. You should bring your I-20 form, passport, and I-94 card to your employer. These documents will allow your employer to complete the Employment Eligibility Verification Form I-9. All employers are required to complete an I-9 form for every employee.