

## Cooperative Education -- Curricular Practical Training

### Academic Advisor's Recommendation

The purpose of this form is to provide a recommendation for a student to undertake practical training in his/her field of studies. Curricular Practical Training (CPT) is employment that forms an *integral part* of a student's academic program; i.e., the work experience is required by the degree program, will count toward completion of a course on the student's plan of study, or will form an integral part of the research for the student's thesis or dissertation. Students who have already completed their degree requirements, therefore, are not eligible. Since the eligibility criteria for CPT involves an assessment of the training experience with regard to the student's academic program, we must rely on the department's help in evaluating a student's CPT application. Therefore, we request that you:

- read the student's job offer letter;
- check the appropriate box below, indicating how the proposed employment will be an integral part of the student's program; and
- sign this form and return it to the student.

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Student Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

VT ID # \_\_\_\_\_ Academic Department: \_\_\_\_\_

Masters ( \_\_\_thesis \_\_\_non-thesis)    Doctorate \_\_\_\_\_    Estimated Program Completion Date: \_\_\_\_\_

Co-op (CPT) Dates: \_\_\_\_\_ to \_\_\_\_\_    Employer: \_\_\_\_\_

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**Academic Advisor's Certification:** I hereby certify that I have read the job offer letter and consider this employment to be an integral part of the student's established curriculum, as indicated below. By signing, I recommend the student for Curricular Practical Training.

**Please check one:**

- As the student's Faculty Advisor, I certify that the proposed training is a **required** part of the academic program, i.e. the program requires work experience in the field of study (for example, MFT or PSYC).
- As the student's Faculty Advisor, I certify that the proposed training is **not required** but is **directly related** to the student's field of study. The training will count toward completion of a course (GRAD 5944 or GRAD 7944) listed on the student's plan of study

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(Advisor's Name)

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(Advisor's Signature)

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(Date)

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