Dear Employer,

We extend our thanks to you for participating with your international student employee/intern in the University of Utah’s Curricular Practical Training (CPT) program.

The student you have hired has applied with Career Services to set up the work experience as a CPT Internship, and will need your assistance with the internship requirements listed below.

1. The student must obtain a formal offer letter from your organization. The letter should be written on company letterhead and include the following information:
   - The student’s job title and formal job description
   - The number of hours per week the student will be working
   - The proposed time period of employment (from what date to what date)
   - The name, address, and phone number of the student’s immediate supervisor
   - Be signed by a representative of the company

2. The student needs to formulate three learning objectives that they will strive to accomplish within. We urge students to collaborate with their employer in formulating these three projects or task-oriented goals. The objectives need only be one sentence each, but they should be achievable and measurable and should be approved by the student’s supervisor.

3. At the midpoint of the semester, a counselor from Career Services will be contacting the student’s immediate supervisor to see how the student is progressing. This contact may be in the form of a phone call, and email, or an on-site visit.

4. At the end of the semester, please complete the one-page Final Employer Evaluation form that your student will give and discuss your comments with the student.

In addition, it is our hope that you will continually communicate your expectations to your student. Introduce him/her to the “corporate culture” of your workplace, discussing any appropriate topics such as dress code, expected hours to be worked, organizational mission, management style, and career paths.

If you have any questions or concerns about our Career Services Internship Program, please don’t hesitate to contact us at Career Services (801-581-6186). And please let us know if you would like us to post any other internship, part-time job, or career job opportunities!

Sincerely,

Career Services Staff
University of Utah