## Curricular Practical Training Procedures for the Mason School of Business, Law School, and Washington Office Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Eligibility</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| **Master in Business Administration (MBA)** | • Work must be related to the student’s major/academic program and fulfill the practical requirements of a course or program.  
• Student must be in good academic standing as certified by their academic advisor and have been enrolled full-time for one year (two semesters). | Academic Advisors responsible for completing advisor section of the CPT Application Form:  
**Carlane Pittman**  
Director  
Miller Hall, Room 2019-A  
757-221-2296  
carlane.pittman@mason.wm.edu  

**Michele Mitchell-Moffit**  
Associate Director  
Miller Hall, Room 2019-D  
757-221-2895  
michele.mitchell-moffit@mason.wm.edu  

• Students will meet with the academic advisor to discuss their proposed employment.  
• Upon accepting an internship, students will be registered for BUAD 500-01 (Internship Issues) for the preceding spring or following fall semester. |
| **Masters in Accounting (MAcc)** | • Work must be related to the student's major/academic program and fulfill the practical requirements of a course or program.  
• Student must be in good academic standing.  
• Immigration Services have approved MAcc students to pursue CPT even if they have not been enrolled full-time for two semesters (MAcc is a one-year program). | Academic Advisors responsible for completing advisor section of the CPT Application Form:  
**Elizabeth Foster**  
Clinical Lecturer  
Miller Hall 3006  
757-221-7509  
Elizabeth.Foster@mason.wm.edu  

• Student begins academic program in August and is enrolled full time for Fall semester. |
| Undergraduate Business (BBA) | • Work must be related to the student's major/academic program and fulfill the practical requirements of a course or program.  
• Students must be in good academic standing as certified by their academic advisor and have been enrolled full-time for one year (two semesters). | • Student begins the internship course (BUAD 595: Winter Field Experience) in December.  
• From January to mid-March, student performs full-time internship (i.e., is away from campus).  
• From mid-March to May, student is on campus to finish internship course and remaining credits.  
• Student graduates in May.  
• Student is registered full time for the entire duration of the program.  
• If a student would like to do an internship that is part-time (i.e., part time during January-March, or full-time just during winter break), they must submit a project proposal form to Professor Foster for approval on a case-by-case basis.  
• For MAcc students who are admitted in the Spring semester, they are eligible to do an internship for the summer. Course registration might be BUAD 595 (Field Experiences). |
| Academic Advisors responsible for completing advisor section of the CPT Application Form:  
**Primary Advisor:** Jennifer Dahnke  
Associate Director  
Miller Hall 2051  
757-221-2719  
jennifer.dahnke@mason.wm.edu  

**Secondary Advisors:** Whitney Turner  
Assistant Director |
| Washington Office Programs (Study in DC) | • Work must be related to the student’s major/academic program and fulfill a required internship in the student’s academic program.  
• Students must be in good academic standing as certified by their academic advisor and have been enrolled full-time for one year (two semesters). | 757-221-2910  
whitney.turner@mason.wm.edu  

Susan Grainger  
Assistant Director  
757-221-2820  
susan.grainger@mason.wm.edu  

• Students will meet with the academic advisor to discuss their proposed employment.  
• BBA international students may enroll in the following courses to fulfill the course requirement for their CPT authorizations:  
  ➢ Summer: BUAD 492 – Internship Field Experience (3 units). This course is open to all W&M undergraduate students.  
  ➢ Fall: BUAD 492 – Internship Field Project (1 unit). This course is only open to declared business majors and minors who require academic credits for their internship.  

| Academic Advisors responsible for completing advisor section of the CPT Application Form:  
Sam Fansler (DC Semester Program)  
Program Coordinator  
202-836-8616  
sjfansler@wm.edu  

Lauren Bragg (DC Summer Institutes)  
Program Coordinator  
202-836-8607  
lrbragg@wm.edu  

• Students will meet with the academic advisor to discuss their proposed employment. |
Students will enroll in INTR 499 (Washington Program Internship) to fulfill the course requirement for their CPT authorizations for the DC Semester.

DC Summer Institutes will offer other internship courses.

**Law School**

- Work must be related to the student's major/academic program and fulfill the practical requirements of a course or program.
- Must have been enrolled for 2 semesters in F-1 status. LLM students are typically not eligible for CPT. JD students become eligible for CPT the summer after 1L.
- The Law School only allows students on CPT to work a maximum of 15 hours per week during the fall or spring semesters. There is no weekly hour limit for summer CPT.
- CPT may take place during scheduled Law semesters only (from start of Law classes to end of Law classes).

Academic Advisors responsible for completing advisor section of the CPT Application Form:

**Robert E. Kaplan**
Associate Dean
Law School Room 246
757-221-3804
rekapl@wm.edu

- Students will meet with their Office of Career Services Advisor and Dean Kaplan to discuss their proposed employment.
- Students will register for the “Curricular Practical Training in Law” course for the same semester in which they will work. Example: If you work during June and July, then you must register for the CPT in Law course and pay tuition for the Summer term.