<table>
<thead>
<tr>
<th>Program</th>
<th>Eligibility</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Master in Business Administration (MBA)</strong></td>
<td>• Work must be related to the student's major/academic program and fulfill the practical requirements of a course or program.</td>
<td>Academic Advisors responsible for completing advisor section of the CPT Application Form:</td>
</tr>
</tbody>
</table>
|                                              | • Student must be in good academic standing as certified by their academic advisor and have been enrolled full-time for one year (two semesters).                                                            | **Primary Advisor:**  
**Carlane Pittman**  
Director  
Miller Hall, Room 2019-A  
757-221-2296  
cjpitt@wm.edu                                                                 |
|                                              |                                                                                                                                                                                                              | • Students will meet with the academic advisor to discuss their proposed employment.                                                                                                                      |
|                                              |                                                                                                                                                                                                              | • Upon accepting an internship, students will be registered for BUAD 600-01 (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.                                                                                     | Academic Advisors responsible for completing advisor section of the CPT Application Form:                                                                                                                                 |
|                                              | • Student must be in good academic standing.                                                                                                                                                                 | **Elizabeth Foster**  
Associate Clinical Faculty  
Miller Hall 3006  
757-221-7509  
Elizabeth.Foster@mason.wm.edu                                                                                                        |
|                                              | • 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).                                               | • Student begins academic program in August and is enrolled full time for Fall semester.                                                                                                                     |
|                                              |                                                                                                                                                                                                              | • 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.
- MAcc students who are admitted in the Spring semester may be eligible to do an internship for the summer. This will be determined on a case by case basis; please meet with Elizabeth Foster to determine if this is possible. If approved, course registration might be BUAD 595 (Field Experiences).

<table>
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<th>Undergraduate Business (BBA)</th>
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<td></td>
<td>Students must be in good academic standing as certified by their academic advisor and have been enrolled full-time for one year (two semesters).</td>
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</table>

Academic Advisor to meet with/list as advisor within CPT form:

**Susan Grainger***

**Associate Director**

757-221-2820

spgrainger@wm.edu

*If Susan Grainger is out of the office, Jennifer Dahnke, can assist.

- 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:
  - Spring & Fall: BUAD 492 – Internship Field
| 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). | Academic Advisors responsible for completing advisor section of the CPT Application Form:  
**Rhys Tucker (DC Semester Program)**  
Program Coordinator  
202-836-8605  
Rrtucker@wm.edu  
**Erin Battle (DC Summer Institutes)**  
Program Coordinator  
202-836-8607  
Eebattle@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 | Department contact responsible for completing advisor section of the CPT Application Form:  
**Katherine Ainslie**  
Administrative Assistant  
Law School Room 248  
757-221-4870  
keainslie@wm.edu |
|  | 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).  
|  | Students will meet with their Office of Career Services Advisor and Dean Robert Kaplan (Law School Room 246, rekapl@wm.edu) 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. |