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>
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<tbody>
<tr>
<td>Master in Business Administration (MBA)</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>
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|                                              | • Student must be in good academic standing as certified by their academic advisor and have been enrolled full-time for one year (two semesters).                                                               | **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.                                                                                   | Academic Advisors responsible for completing advisor section of the CPT Application Form:                                                                                                               |
|                                              | • Student must be in good academic standing.                                                                                                                                                                 | **Elizabeth Foster**  
Clinical Lecturer  
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.                                                                                                                    |                                                                                                                                                                                                           |
**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).

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

**Primary Advisor:**
**Andi Lyons**  
Director, Academic Services  
757-221-2046  
andi.lyons@mason.wm.edu

**Secondary Advisor:**

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

- 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).
| 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.  
• 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.  
• 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. |
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<td>• Work must be related to the student's major/academic program and fulfill the practical requirements of a course or program.</td>
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<td>• 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.</td>
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<td>• 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.</td>
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<td>• CPT may take place during scheduled Law semesters only (from start of Law classes to end of Law classes).</td>
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<tr>
<td>Academic Advisors responsible for completing advisor section of the CPT Application Form:</td>
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</tbody>
</table>
| **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. |