



# ITU

**International Technological University**

2711 North First Street - San Jose, CA 95134

Phone (888) 488-4968

[www.itu.edu](http://www.itu.edu)

## Internship Policy

After more than thirty years of service in higher education, Dr. Shu-Park Chan retired to found his life's capstone: International Technological University (ITU). ITU continues to fulfill its vision and mission of globalizing cutting-edge industry-focused education through all of its educational programs. In application, ITU has created a holistic learning model that marries work experience with in-class or online education from a student's initial time of enrollment. This synergistic combination creates a hands-on learning experience that builds job readiness.

As affirmed by the university's Academic Quality Committee (AQC), the following academic programs at ITU require students to participate in internship (one unit for Part-Time, three units for Full-Time, up to a maximum of nine units per degree) from the first semester as a core part of the curriculum for their degree program:

Master of Science in Electrical Engineering	Master of Science in Computer Engineering
Master of Science in Software Engineering	Master of Science in Digital Arts
Master of Business Administration	Master of Science in Engineering Management

Prior to registration, ITU must determine the relevance of an internship to a student's course of study. To do this, employers must submit an internship offer letter on the employer's letterhead, as well as complete ITU's Employer Cooperation Agreement (attached). At the end of the semester, employers must also submit the Final Evaluation Form to ITU's Student Records Office.

Case-by-case exceptions may be made if a student is unable to attain or work in an internship while studying. The Registrar's Office will review the exception to substitute in an additional course in the program of study as necessary. Final decisions regarding exceptions to the internship policy are under the discretion of the Registrar.

Once enrolled in the internship course, students are assigned an ITU faculty designated by the Department Chair of the respective program who will review the internship. These assigned faculty members are available to advise the student on what coursework will be most synergistic to the skills necessary for that internship.

Additionally, students are required to submit three documents for the approved internship each trimester. At the beginning of the semester, they must submit an Internship Job Description. During the mid-term period, students are required to submit their Mid-Term Internship Report. At the end of the semester, students are required to submit the Final Internship Report through ITU's Educational Management System (EMS). (Internship Requirements and Guidelines attached)

\*Please note: All international students MUST obtain work authorization on their Form I-20 Certificate of Eligibility for Nonimmigrant (F-1) student status and present a photocopy to the employer BEFORE they can legally start their internship. Per USCIS regulations, any violations will result in the student's loss of legal status in the U.S. and subject him/her to deportation.



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## Employer Cooperation Agreement

Thank you for cooperating with ITU to provide practical internship opportunities to our students that are relevant and complementary to our curriculum. Please read ITU's Internship Policy prior to completing this agreement. When completed, please submit this agreement along with an internship offer letter to the student on your company's letterhead.

Company Name: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Internship Title: \_\_\_\_\_

Internship is: Part-time ( ) Full-time ( )

Internship will begin on: \_\_\_\_\_ and end on: \_\_\_\_\_

Site of Internship: (Street Address, City, State, and Zip Code)

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Please provide a brief description of internship responsibilities (Note: Internships are not meant to be a convenient employment opportunity. They must have a valid purpose in the student's program of study)

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This is to certify that the internship above provides practical training for the student to be hired. In my opinion, the student will gain relevant work experience in his/her degree program:

Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\*Please note: An international student with F-1 visa status working without valid authorization is considered to be in violation of federal visa regulation and will result in the student's loss of legal status in the U.S. and subject him/her to deportation. An F-1 student must obtain work authorization on his/her Form I-20 Certificate of Eligibility for Nonimmigrant (F-1) student status and present a photocopy of the I-20 to the employer BEFORE he/she can legally start working. Employer must require the student to stop working immediately after the current work authorization expires.