This overview contains important information about the process to enroll in the fieldwork course and to obtain CPT authorization for international students in F-1 status for summer 2020 internships.

- The Middlebury Institute Fieldwork (IPMG8650-M) Course Listing is on the CCI website.
- Instructions regarding the course registration process are located on the Center for Careers and Internships (CCI) website under Summer Internships for Credit (via the Institute). Apply to register for the course as soon as you secure your internship, and at least 14 days before your intended start date.
- CCI also has information about funding for unpaid internships (the final application deadline is May 8). CCI makes decisions on a rolling basis—so, apply soon!
- ISSS also updated our Curricular Practical Training (CPT) page to reflect the summer option.

1. Details about the Fieldwork course:
   - As an integral part of an established curriculum, the Middlebury Institute Fieldwork Course provides students with a way to pursue U.S.-based internships that require students to earn academic credit (i.e. to participate with organizations that require it, or to qualify for CPT authorization).
   - The fieldwork course requires approval from the instructor for students to enroll in the course.
   - Course registration will begin after April 27. (Students initiate the process through CCI.)
   - Students should complete the CCI Fieldwork Application as soon as they have their offer letter, and no later than 14 days prior to their intended start date.
   - The fieldwork/internship must take place within the course dates of the undergraduate section (IPMG8650-M). For Summer 2020 the course section dates run from May 20 to September 11:
     o The start date can be on or after Wednesday, May 20, and no later than Monday, August 3.
     o The end date must be before or on Friday, September 11.
   - Students will participate in the course remotely from their internship site or another location.
   - There is no additional cost to the student for this course.
   - Grading for the course is on a pass/fail basis.
   - Students will be required to submit academic deliverables to the professor, including regular field reports and a final reflection piece linking the overall experience to aspects of their education.
   - Students who successfully complete this course will earn an Institute credit, which will appear on the student’s Institute transcript (and not on their College transcript).
   - This credit is not transferrable to the College transcript.

Student eligibility requirements to enroll in the course:
- Students must have completed at least one full academic year at Middlebury by the start of their summer fieldwork opportunity or internship. Eligible students must have at least one academic term of study remaining.
- Students must secure an internship before they will be eligible to apply to enroll in the course.
- The internship must relate directly to the student’s academic major.
- Students must complete all the necessary steps to enroll in (and complete) the course, including submission of required documents in a timely way.
2. Curricular Practical Training (CPT)

- International Student & Scholar Service (ISSS) has the ability to approve Curricular Practical Training (CPT), which authorizes international students in the U.S. to pursue full- or part-time, paid or unpaid, off-campus applied learning experiences that are an integral part of an established curriculum.
  - CPT is granted by ISSS and does not involve a government agency.
  - There is no cost to apply for CPT.
  - CPT provides an alternate authorization to pre-completion Optional Practical Training (OPT), as long as an internship organization/sponsor is willing to accept it. If not, eligible international students may consider pursuing pre-completion OPT, which requires an application to USCIS, a filing fee, and may take 4-5 months for USCIS to process and approve.

- Special considerations due to COVID-19: 
  (Please note that these are temporary measures during the COVID-19 crisis only.)
  - CPT authorization can be authorized for students pursuing U.S.-based internships, even if students are not currently in the U.S. in F-1 status—per temporary allowances for remote work per Immigration & Customs Enforcement (ICE)/Student & Exchange Visitor Program (SEVP) guidance.
  - CPT can be granted for internships done remotely/virtually (in the U.S. or abroad), as long as “either the employer has an office outside the United States or the employer has a means to assess student engagement and attainment of learning objectives.” [SEPV guidance-4/16/2020.] (Note: The ability for an individual to work from abroad for a U.S.-based company will depend on specific employer policies and local labor laws in the country where the work will take place.)
  - For students approved by the organization to pursue the fieldwork opportunity or internship remotely, the Fieldwork/Internship Offer Letter must indicate the student’s physical location and outline the measures in place to ensure oversight of the training experience.

- Internship Scenarios and CPT:
  - Internships abroad for a non-U.S. employer do not need CPT.
  - Internships in the U.S. for a U.S. employer—on site or at another U.S. location—are eligible for CPT.
  - Internships for a U.S. employer done remotely from outside the U.S. are eligible for CPT under COVID-19 temporary allowances, per SEVP guidance as of April 16, 2020.

3. Course Registration/CPT Approval Process:

- When international students are approved for enrollment in the Fieldwork course, ISSS will be notified.
- For students who qualify, ISSS will authorize Curricular Practical Training (CPT). ISSS will update your SEVIS record with the necessary information and will produce an updated Form I-20, showing the dates of authorization and details about the internship sponsor.
- The updated I-20 can be used to satisfy I-9 requirements at the internship organization.
- Students may only begin the internship on or after the CPT start date on their updated I-20.

We know this is a lot of information to process, so take your time, and read it carefully. Then, your next step will be to visit the CCI summer internship site for information about getting started. If you have read all the available information and still have questions about the CPT process, email isss@middlebury.edu.