

# UHD

University of Houston – Downtown  
Career Development Center  
FIELD EXPERIENCE APPLICATION

***(Attach resume and UHD Grade History before submitting to professor in your academic department—see listing)***

**Part 1 (Student):**

Last Name: \_\_\_\_\_ First \_\_\_\_\_ Student ID Number: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Day Telephone: \_\_\_\_\_ Evening Telephone: \_\_\_\_\_  
Major: \_\_\_\_\_ Hours Completed: \_\_\_\_\_ Overall GPA: \_\_\_\_\_ Graduation Date: \_\_\_\_\_  
Email: \_\_\_\_\_

**\*\*\**(all contact is via email--disable junk or bulk function for email from UHD)*\*\*\***

Semester: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

F-1 students must receive approval from the Coordinator of International Admissions, Suite 350 South (713) 221-8048.

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

**Part 2 (Employer):**

**JOB DESCRIPTION**

During the \_\_\_\_\_ semester of 201\_\_\_\_, \_\_\_\_\_ will be participating in a cooperative program between you and the University of Houston – Downtown. As the employee's direct supervisor, please provide a brief description of student duties or attach a copy of the job description:

\_\_\_\_\_  
Student's Position Title

\_\_\_\_\_  
Department

Summary of Responsibilities:

Please check all that apply to this Field Experience:

Internship/Co-op \_\_\_\_\_ Volunteer \_\_\_\_\_ Permanent \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Temporary \_\_\_\_\_  
Unpaid \_\_\_\_\_ Paid \_\_\_\_\_ Rate of Pay \_\_\_\_\_

***(Please Print or Type)***

\_\_\_\_\_  
Name of Student's Supervisor

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Fax

\_\_\_\_\_  
City, State, Zip

**Part 3 (Academic Department Approval):**

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

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

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

Print Name and Title: \_\_\_\_\_

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## Requirements:

Good academic standing as a Junior, Senior or Graduate student.  
A declared major at the University of Houston – Downtown  
Meet minimal departmental standards for **GPA, Course Completion, etc.**  
**VALID EMAIL set to RECEIVE FROM UHD without junking or bulking.**

## Steps for Applying:

1. Create a profile in [www.uhd.edu/jobs4gators](http://www.uhd.edu/jobs4gators). Valid email address and student id number are mandatory.
2. Complete Field Experience Application (*attached*).
  - Fill out Part 1 of the application.
  - Have your employment supervisor fill out and sign Part 2.
  - Attach a copy of your resume and most recent UHD Grade History to the application.
  - Submit application to the professor listed for your major on the back of this page.

## Need assistance in finding a Field Experience position?

Visit Jobs4Gators at <http://uhd.edu/jobs4gators> for listed positions or contact the Career Development Center for assistance.  
Contact the Field Experience Coordinator in your academic department (*listing on reverse*) for assistance in searching for a Field Experience position.  
Make your own contacts and network with employers.  
Employers may request resumes from the Career Development Center resume database. If you do not want us to release your resume, you must notify the Career Development Center.

## If you are an international student, you must:

Receive approval from the Coordinator of International Admissions, Suite 350 South, (713) 221-8048, in addition to all of the steps and requirements given above.

### College of Business Majors

Accounting	Dr. Justo Manrique	Suite B410-D, Ext. 221-8209
Enterprise Information Systems	Dr. Justo Manrique	
Finance	Dr. Justo Manrique	
General Business	Dr. Lucille Pointer	Suite B410-L, Ext. 222-5382
Insurance & Risk Management	Dr. Wendall Braniff	Suite B488, Ext. 226-5552
International Business	Dr. Justo Manrique	
Management	Dr. Lucille Pointer	
Marketing	Dr. Lucille Pointer	
Supply Chain Management	Dr. Lucille Pointer	

### University College Majors

Applied Administration	Dr. Karen C. Kaser	Suite 403-S, Ext. 226-5219
Interdisciplinary Studies	Dr. Kirk Hagen	Suite 1027-S, Ext. 221-8116

### College of Humanities and Social Sciences Majors

Communication Studies	Dr. Toni Hoang	Suite 1083-S, Ext. 222-5373
English	Dr. Robert Jarrett	Suite 1024-N, Ext. 221-8191
Fine Arts	Dr. Azar Rejaie	Suite 1081-S, Ext. 222-5300
Humanities	Dr. Kirk Hagen	Suite 1027-S, Ext. 221-8116
Social Science	Dr. David Branham	Suite 1077-N, Ext. 221-8208
Spanish	Dr. William Nowak	Suite 1009-S, Ext. 221-8673
Political Science	Dr. David Branham	
Professional Writing	Dr. Aimee Roundtree	Suite 1049-S, Ext. 221-5315
Psychology	Dr. Susan Henney	Suite 1074-N, Ext. 221-8163
Sociology	Dr. David Branham	

### College of Public Service Majors

Criminal Justice	Dr. Janice Ahmad	Suite C340-N, Ext. 221-8492
Social Work	Dr. Dana Smith	Suite C330-H, Ext. 226-5279

### College of Science and Technology Majors

Biology & Physical Sciences	Dr. Kenneth Johnson	Suite 822-N, Ext. 222-5375
Biology & Physical Sciences w/ Teacher Cert.	Dr. Jon Aoki	Suite 725-N, Ext. 221-8687
Biology	Dr. Poonam Gulati	Suite 819-N, Ext. 221-8066
Chemistry	Dr. Tyra Hessel	Suite 817-N, Ext. 221-8485
Biotechnology	Dr. Phil Lyons	Suite 608-N, Ext. 221-8489
Safety Management	Prof. Edward Sheinberg	Suite 706-N, Ext. 221-8441
Control & Instrumentation	Dr. Weining Feng	Suite 708-N, Ext. 221-8591
Structural Analysis & Design	Vacant	
Mathematics	Dr. Ryan Pepper	Suite 725-S, Ext. 221-8467
Math Education	Dr. Rebecca Quander	Suite 750-S, Ext. 226-5284
Statistics	Dr. Kendra Mhoon	Suite 751-S, Ext. 223-7926
Computer Science	Dr. Hong Ling	Suite 717-S, Ext. 221-2781

For further information, please call 713-221-8980, or stop by the

Career Development Center 402-S

[www.uhd.edu/career](http://www.uhd.edu/career)

**FOR INTERNATIONAL STUDENTS ONLY**  
**F-1 CURRICULAR PRACTICAL TRAINING**  
**FREQUENTLY ASKED QUESTIONS**

**1. What is Curricular Practical Training?**

Curricular Practical Training is work authorization for employment that is either required by your curriculum, required for a credit-bearing course, or required for your degree. The advisors at the ISSO authorize it.

**2. What are the eligibility criteria for Curricular Practical Training?**

In addition to getting credit in a course for the work, you have to have been enrolled in your program for a full academic year, and have maintained valid immigration status before you can apply for CPT. Graduate students whose degree curriculum requires immediate participation in an off campus work experience may be able to work before the academic year is completed **IF this requirement is CLEARLY stated in the published program description.**

**3. Do I have to be registered while on Curricular Practical Training?**

You do not have to be registered while on CPT; however, if you are registered as a full time student (both grad or undergrad) or registered in absentia (grad only) you can only work part time **INCLUDING** any time you already are working as a TA or RA. Part time work is 20 hours or less per week.

**4. Does Curricular Practical Training impact on the amount of allowed Optional Practical Training?**

If a student qualifies for Curricular Practical Training, s/he may use up to eleven months of full-time Curricular Practical Training without it affecting Optional Practical Training. However, if a student uses a total of 12 months or more of full-time Curricular Practical Training, it cancels out all Optional Practical Training time. Part-time CPT does not count towards this limit.

**5. What is considered part-time training?**

Employment for 20 hours or less per week while you are enrolled for classes is considered part-time curricular practical training. The employment authorization written on the back of your I-20 copy will specify permission to engage in part-time training and you must limit your work to no more than 20 hours per week. You must be simultaneously enrolled as a full-time student in order to maintain lawful F-1 status.

**6. What is considered full-time training?**

Employment for more than 20 hours per week is considered full-time curricular practical training, regardless of whether you are enrolled full-time or part-time for classes. The employment authorization on your I-20 copy will specify permission to participate in full-time training. There is no limitation upon the length of time you may participate in full-time curricular practical training, however, if you participate in twelve months or more of curricular practical training you will not be eligible for post-completion practical training.

**7. Do I have to pay U.S. taxes on my salary?**

In general F-1 students who have been in the U.S. for **five years or less** are exempt from social security taxes (also known as F.I.C.A. tax). You should be sure to bring this to the attention of your employer because many employers are not familiar with this provision of the tax laws. Students in F-1 status are subject to all other taxes that may apply, including federal, state and local.

**8. What proof of employment authorization can I give my employer?**

Your I-20 form authorized for curricular practical training is the document which indicated employment authorization. You should bring your I-20 form, passport and I-94 card to your employer. These documents will allow your employer to complete the Employment Eligibility Verification Form I-9. All employers are required to complete an I-9 form for every employee.