

FAQ for Departments about the Internship Milestone Credit

(Additional general information, including information for students, can be found [here](#).

For additional questions, please contact [Dean Rebekah Massengill](#))

What's the process by which a department should decide whether or not to offer the Internship Milestone Credit?

A department can decide to offer the Internship Milestone by department vote. If approved, the department should outline the range of internship experiences that the department considers related to the concentration. In the interest of transparency and efficient communication, the department should make these criteria available to concentrators – for instance, by posting the guidelines on the department website.

How should departments review and approve the Milestone for concentrators?

Although departments will decide individually whether or not to offer the Internship Milestone and the Milestone will be approved in the department, there will be a single University process for the Milestone managed through the Office of the Registrar.

For the summer of 2020, the process will use an online PDF form (available from the Student and Alumni Services Section of the Registrar's Web Site: <https://registrar.princeton.edu/>) and follow these steps:

1. Students should complete the first part of the form by supplying information about their internship, including a 150-200 word explanation of how the proposed internship is directly related to the concentration. This completed form, along with a letter of offer and job description, will be submitted to the department of concentration for review by the Director of Undergraduate Studies or another faculty delegate. Please note that the offer letter should be on the organization's letterhead.
2. On reviewing the application and related materials, the DUS will approve the application and the department's undergraduate administrator will send the signed form by email to the Registrar's office at ugmilestonecredit@princeton.edu. The department should maintain a copy of the form for step 4, below.
3. Once received, the Office of the Registrar will place a "Pending Internship Milestone Credit" on the student's record.
4. At the conclusion of the internship, the student should provide the department with a letter (on the organization's letterhead) confirming the successful completion of the internship. On receipt of this letter, the DUS or faculty delegate should attest to the receipt of this documentation by signing in Part III of the form. Once completed, the undergraduate administrator should send the completed form to the Office of the Registrar at ugmilestonecredit@princeton.edu.
5. Once the final approval is received, the student's Internship Milestone Credit will be placed on the student's transcript.

What are the other requirements for F1 Visa students who are applying for Curricular Practical Training?

Students who are applying for CPT work authorization must complete a separate application for CPT through the Davis International Center. However, once a department has granted pending approval for

the Milestone Credit, there is nothing more for the department to do for a student's CPT application because the Registrar's office will notify the Davis Center directly that a student's Milestone has been approved.

What kind of notifications will departments get when the pending Milestone is approved? Will students also be notified?

After the department submits an approved application to ugmilestonecredit@princeton.edu the department will receive an auto-reply confirming that the message was received. The Office of the Registrar will process applications on an ongoing basis and will generally respond to the student with a notice of approval within 48-72 hours.

Once approved, students will receive an email stating that the Milestone Credit is pending on their transcript. This approval will automatically be forwarded to the Davis Center on behalf of F1 Visa students.

If students have questions about the approval of their Milestone after it has been reviewed and approved by the department, they should contact the Office of the Registrar directly.

Students are asking us if their CPT has been approved. What should departments say?

Departments are only responsible for reviewing and approving a concentrator's application for Internship Milestone Credit. Departments do not approve CPT; students with questions about CPT should be referred directly to the Davis International Center.

An employer has contacted our department requesting details about the student's CPT application. How should we respond?

It is the student's responsibility to manage communication with their potential internship sponsor. Departments should not communicate with employers. Any student who needs a more detailed letter for an employer, or more information about an approved Internship Milestone Credit, should request this documentation directly from the Office of the Registrar.

A student's application for the Internship Milestone Credit was not approved by the DUS. What's the next step?

A student whose application was denied should be informed of this outcome by the department. If some adjustment to the application would warrant approval – a renegotiated internship job description, for instance, or a revised statement from the student – then the department may permit the student to revise and resubmit the application for additional review.

What happens if a student fails to submit the required proof that the internship was completed at the conclusion of the summer?

A student who fails to provide this documentation will not receive the Internship Milestone Credit. For international students, failure to follow through and earn the Internship Milestone carries significant consequences. If a student does not receive the credit, the Davis IC would be required to terminate the student's SEVIS immigration record and the student would be required to depart the U.S. and apply for a new student visa before attempting to return to the U.S. Due to the failure to comply with CPT

requirements, it may be difficult to obtain a new visa and could also have serious implications for other immigration benefits that the student may seek in the future.

What resources can departments draw on to help students connect their internships to their concentration training and coursework?

The Center for Career Development has a number of resources for both students and departments. For example, students can meet with a career adviser for help articulating the connections between their proposed internship and their concentration, setting career and professional development goals, and for advice on soliciting feedback from their internship sponsors during the summer. Students may meet with any career adviser for this assistance, and can schedule an appointment directly through the Handshake system.

Career Development can also facilitate an end-of-summer reception/poster session for students to share their experience with faculty, staff, and peers in their departments. For more information, please contact Rachel Jimenez, senior associate director of alumni engagement and experiential learning, at rjim@princeton.edu or 609-258-8387.