



CPT and Cooperative Education at DVC

OFF CAMPUS EMPLOYMENT

Curricular Practical Training

CPT allows F-1 students to work off campus during school in their field of study for hands-on experience and training.

Legal Regulation:

According to the Department of Homeland Security (DHS) federal regulations, 8 CFR 214.2 (f) (10) (i); 274a 12 (b) 6 (iii), a student is allowed to work as part of Curricular Practical Training while enrolled in Cooperative Education units. During school time a student is allowed to work 20 hours per week but during vacation periods (i.e. summer) a students is allowed to work up to 40 hours per week.



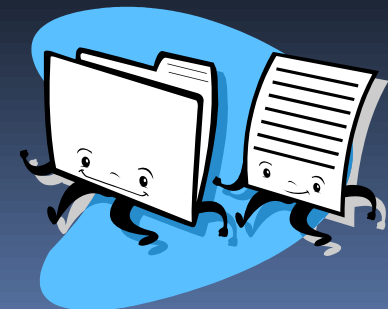
What is CPT?

- Curricular – it's what you're studying
- Practical Training – hands-on, practical experience and training in your field
- Supplements what you're learning in classes
- Gain knowledge and work experience for future career



Conditions/Requirements

- Must be in F-1 status for at least one year in academic program (maintain full-time units and minimum 2.0 GPA)
- Must have job offer related to major
- Must enroll in COOP Program
- Must get approval from Advisor or DSO in ISAS each semester (bring job offer letter for approval)





Cooperative Education

www.dvc.edu/coop

- Coop is the class that supports your authorized off campus work
- 2-4 unit full-term class
- Work a minimum of 10 hours per week for paid jobs
- Work no more than 20 hours per week while school is in session

Finding a Job

- www.dvc.edu/career
- Networking
- Other resources: <https://career.berkeley.edu>



Checklist

1. Confirm your eligibility with an ISAS Advisor
2. Find a job or internship related to your major
3. Register for COOP and complete online form
4. Obtain authorization from an ISAS Advisor or DSO and endorsed I-20



Online Resources

- www.dvc.edu/coop
- www.dvc.edu/career
- www.dvc.edu/international/jobs.htm



www.dvc.edu/coop

www.dvc.edu/org/departments/career-employment/special/co-op.htm

UI 4.3 SEVIS DVC Home DVC ISAS DVC Adms Reqs ACI Website for Insur... DVC A&R Forms DVC Counseling Portal XAP BBC News NAFSA WF Ins Ac Calendar

DVC DIABLO VALLEY COLLEGE *more choices* InSite/WebAdvisor Calendars WebCT Library

Offices and departments

- College administration
- Campus locations
- Divisions
- Areas of study
- Resources and services
- Information and publications
- Degrees and certificates

Special programs/courses

- Co-operative work experience (co-op)
- Field studies
- Volunteer services
- coop

Career & Employment Services
321 Golf Club Road
Pleasant Hill, CA 94523
(925) 685-1230 x2435/2206
Fax: (925) 691-7538
careerservices@dvc.edu

Co-operative work experience (co-op)

Home > Offices and departments > Career and employment services > Special programs/courses >

Enrollment for Spring 2012 semester is complete! See you next term!

WHAT IS COOPERATIVE WORK EXPERIENCE EDUCATION (CO-OP)?

CO-OP is an academic course that allows you to earn elective credit for learning that takes place at your job or internship. You can earn up to 16 CO-OP units.

Brief Course Descriptions:

COOP 160 (2-3 units): For students whose current job *does not relate* to their academic and/or career goal.

COOP 170 (2-4 units): For students whose current job *relates* to their academic and/or career goal.

COOP 180 (2-4 Units): For students working in a paid/unpaid internship or volunteer position that *relates* to their academic and/or career goal. (NOTE: This course was formerly 170A.)

Steps to enroll	Spring Orientation Schedule	Faculty Contact and Office Hours	CO-OP Forms
Syllabus and Handbook	Choose the right course and unit amount	FAQs	

Coop online form:

Student Employment - dvc - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Print Mail Stop

Address https://insite.4cd.edu/student/student_employment/dvc.aspx Go Links

Click here if you need to complete multiple applications for this current term. * indicates a required field

Term	2012SP
Student ID *	<input type="text" value="1234567"/> Please enter your 7 digit student ID No Student ID?
Student First Name *	<input type="text" value="Sarah"/> Please enter your first name
Student Last Name *	<input type="text" value="Boland Drain"/> Please enter your last name
Phone *	(<input type="text" value="925"/>) <input type="text" value="685"/> - <input type="text" value="1230"/> ext <input type="text"/> Please enter your phone number
Email *	<input type="text" value="sboland@dvc.edu"/> Please enter your email address <input type="text" value="sboland@dvc.edu"/> Please re-enter your email address
Have You Ever Taken COOP at DVC? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Academic Major Goal and/or Career Goal *	Academic Major Goal: <input type="text" value="Art Digital Media"/>

Done Internet

www.dvc.edu/career

www.dvc.edu/org/departments/career-employment/

Most Visited UI 4.3 SEVIS DVC DVC Home DVC ISAS DVC Adms Reqs ACI Website for Insur... DVC A&R Forms DVC Counseling Portal XAP BBC News NAFSA WF Ins Ac Calendar

DVC DIABLO VALLEY COLLEGE *more choices* InSite/WebAdvisor Calendars WebCT Library

Offices and departments

College administration
Campus locations
Divisions
Areas of study
Resources and services
Information and publications
Degrees and certificates


Career and Employment Services
For employers
Career and Employment Services calendar
Career/Major questions
Job and internship search
Resume and interviewing tips
Events and workshops
COOP Program
College events calendar

Catalog | Schedule of classes
Admissions/registration calendar
Request more information
Contact DVC | Faculty/staff directory
Feedback

Career and Employment Services

Home > Offices and departments > Career and employment services >

Location: [Counseling Center](#)
Telephone: 925-685-1230 ext. 2435
Office: [Counseling/Support Services](#)



Work & Learn Earn We've moved!
Visit us in the Counseling Center!

Our office will be closed during Spring Break: April 2 - April 6.

Summer Job and Internship Fair: Success! [Click here](#) for photos of the event.

Students

- Search for [jobs, internships and volunteer](#) opportunities
- Create an [online portfolio](#)
- Need a **résumé**? Check out the [online résumé builder](#) and our [résumé guide](#).
- Check our [career calendar](#) for: Employer visits, résumé appointment times/dates, workshops/programs
- Working? Earn units for your job! Visit our [COOP site](#) for more information
- [What can I do with a major in...?](#)

www.dvc.edu/international

www.dvc.edu/international/jobs.htm

SEVIS DVC DVC Home DVC ISAS DVC Adms Reqs ACI Website for Insur... DVC A&R Forms DVC Counseling Portal XAP BBC News NAFSA WF Ins Ac Calendar

DVC DIABLO VALLEY COLLEGE *more choices* InSite/WebAdvisor Calendars WebCT Library

International students

- All about DVC
- Why choose DVC
- Apply to DVC
- After you are accepted
- International student resources
- Careers and jobs
- Fun things at DVC

Student handbook

Catalog | Schedule of classes
Admissions/registration calendar
Request more information
Contact DVC | Faculty/staff directory
Feedback

Careers and jobs

Home > International students >

Work authorization rules for F-1 students

On-campus employment: international students are allowed to work on campus in various departments. The only requirement is that the student is in F-1 status. F-1 students can only work at Diablo Valley College and they must have a form filled out by the Designated School Official (DSO) from the International Students Admissions and Services (ISAS) office indicating they are in status before they can begin employment.

Students must also have a Social Security number, with the correct spelling of your name ([please refer to Social Security section](#)).

Student jobs are limited in availability, and there is no way to apply in advance. The jobs are very popular among our international students, as this is the only type of work for which they are eligible. Of the jobs available each semester, the hours that are assigned to each student cannot exceed a maximum of twenty (20) hours per week. Students are eligible, however, to work up to forty (40) hours per week during the summer.

Off-campus employment: F-1 students must come see a DSO in order to apply for any of the employment types listed below.

Curricular practical training (CPT): is an alternate work/study internship, cooperative education or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.

Requirements: two semesters in F-1 status in an academic (non-ESL) program.

Thank you! 😊