



Date: _____

To: **International Student Services, Merrill Student Life Center, Hampshire College**

Re: Name of Student: _____

This is a letter of recommendation that **Curricular Practical Training (CPT) work authorization** be granted to the student named above to engage in training at:

(Employer name) _____ from

(MM/DD/YYYY) _____ through (MM/DD/YYYY) _____ for up to

(circle one): 20 hrs/week OR 40 hrs/week.

In making this recommendation, I confirm the following information:

➤ The student is in good academic standing and is expected to complete his/her current division (Semester/Year) _____ with a concentration/s (Field/s of Study, "CIP code/s") in _____.

➤ Is this practical training connected to a Special Project requiring Special Project Approval?

☐ Yes ☐ No

• If you checked "Yes," how many academic credits will this count as? _____

➤ (If applicable) Academic course(s) the student will be enrolled in association with the practical training to count as credit towards their degree:

➤ Explanation of how practical training (employment) is curricular (connected to student's course of study):

➤ The proposed practical training:

- Is an *integral part* of the student's academic program and will fulfill the training described on the student's current division contract.
- Will be assessed in the student's current division evaluation.
- Will greatly enhance the student's academic background and is consistent with his/her program of study.

➤ In accordance with the CPT requirements:

- I have met with the student to establish specific academic objectives that the student will be expected to achieve during the training period.
- The employer is aware of the student's academic objectives and that the training is being completed in order to fulfill division requirements at Hampshire College.
The training dates will not be extended.

I fully endorse this plan of action for the student to accomplish their division goals as defined in the division contract.

Sincerely,

Signature of Division Chair

Print Name/title

Phone number/email