

CPT Professor Approval Form

Instructions for students:

- 1) Complete the first half of the form labeled "STUDENT MUST COMPLETE"
- 2) Send the form along with your job offer letter to your professor
- 3) After your professor completes the form, upload it to your CPT request on the ISAO Portal

STUDENT MUST COMPLETE:

1. Are you applying part-time or full-time CPT?	Part-time	Full-time
2. Course that you are linking to your CPT Request; ex: ENGR 243 (Cannot link current semester CPT to a future or past course)		

3. Is your position directly related to your UMKC degree/major?	YES	NO
4. Will you be working outside of the Kansas City metro area? (If YES, you must include an explanation of how you will be a full-time student ON-CAMPUS as well as working outside of Kansas City)		
	YES	NO
Explanation for YES: _____		
5. CPT request start date: _____		
6. CPT request end date: _____		
7. Employer name: _____		

PROFESSOR OF YOUR CPT COURSE MUST COMPLETE AND RETURN TO STUDENT:

1. Please put the name and number of the course in which this student is enrolled: _____		
2. Review the job offer letter. Does this CPT position complement the class objectives?		
<input type="checkbox"/> YES. Proceed to next question. <input type="checkbox"/> NO. Stop application. This doesn't qualify as CPT.		
3. If requested, would you be able to provide documentation showing how the student's CPT participation will be evaluated/graded?		
<input type="checkbox"/> YES. Proceed to next question. <input type="checkbox"/> NO. Stop application. This doesn't qualify as CPT.		
4. Is internship/employment/practicum/training participation part of this course as listed in the course syllabus?		
<input type="checkbox"/> YES <input type="checkbox"/> NO If NO, specify how would the participation be graded/evaluated: _____		
✓ <i>By signing, I approve of this student's CPT application and certify that the above information is accurate.</i>		
_____ Professor's Name	_____ Signature	_____ Date
Questions? Please call 816-235-1113		