## Internship for Credit Student Application Instructions in myviterbi.usc.edu ENGR 395/596

## Steps:

- 1. Go to myviterbi.usc.edu to Submit Application (ICR)
- 2. Select the Internship Course Request Form link in myviterbi.usc.edu

myViterbi			
Announcements			
Advisement Appointment System     Building Access Log During COVID-19 Restrictions			
D-Clearance Request Manager			
DEN Petition Request Form     Directed Research			
Grader & Course Producer Application			
Instructional Software Distribution			
Internship Course Request Form     Learning Environment Services Meridder			
Leave of Absence Requests			
MS Progress Review			
Optional Practical Training Graduation Verification Form     Decompost Exam Dedictration (EE)			

3. In the Home Screen upon logging in, all requests submitted by students will be listed here. The student will also be able to start a new ICR. Here you can submit a new request or view previously submitted request details.

	Internship Course Request Form					
Submit New ICR Request	Viterbi offers a variety of inte earning academic credits. Or website for more information	rnship courses for credit, creating nce you submit your ICR request, on the ICR and CPT process: htt	an opportunity for students to acquire practica you can check your request status on this pag ps://viterbigrad.usc.edu/cpt/	I work experience while also le. Please review the ICR		
				Search		
ID † COURSE	) TERM	SUBMITTED	LAST UPDATED	STATUS	() ()	
		No history				
Showing 1 to 1 of 1 entries						
Return to myViterbi						

4. After selecting "Submit New ICR Request you will choose an eligible course, semester and the faculty that has pre-approved your request

terbi offers a variety of internship courses for credit, cre	ating an opportunit	for students to acquire practical work	experience while also	earning academic	credits. For an internship to q	ualify for academic credit, i	t must meet the
<ul> <li>Last at least 12 weeks during the Fall and Spring</li> <li>Involve a minimum commitment of 10 hours of w</li> </ul>	erticipate in internst terms, and at least ark per week.	ips by enrolling in an internship course 10 weeks during the Summer term.	for credit and applying	g for Curricular Pr	actical Training (CPT).		
9: Electrical Engineering, MS		Spring 2024		ENGR596			
upervising Faculty							
Select Faculty				~			
discussed course requirements including the responsit	ility of reviewing my	report, with the faculty selected. He's	ne/they agreed to read	and grade my			

- a. Select the term:
  - i. If the term is unavailable, we are currently not accepting applications
  - ii. If the student does not meet the minimum GPA requirements for the desired term a message will be displayed, and the term will have a trailing  $\triangle$  icon.

Next

- iii. If the student has a pending request or an approved request for the desired term a message will be displayed, and the term will have a trailing  $\triangle$  icon
- iv. If the student is currently enrolled in an ENGR course for the desired term a message will be displayed, and the term will have a trailing  $\triangle$  icon
- b. Selecting Supervising Faculty
  - i. Students will be responsible for getting prior faculty approval before their ICR request with a Directed Research Pending status.
  - ii. Staff will be unable to help students with their Pending Directed Research status.
  - iii. Students should communicate with their intended Supervising Faculty to have their Pending Directed Research status approved or denied.
  - iv. If their Directed Research request is denied by a Supervising Faculty member, students will be required to restart their ICR application and select a new Supervising Faculty.
  - v. Once the student's Directed Research request has been approved by their Supervising Faculty, The GASP and VCC team will be able to review the student's ICR application.
- 5. Next Page of Application Form If any of the "Course Information" is incorrect, the student will need to start over.

			Internsh	Ip Course Request Form		
Internshin Course Boquest Form						
Internship Cours	se Request Form					
Please complete the below form to begin your ICR process.						
Include any language and checkbores as needed.						
Course Information						
Term: 20241	Course: ENGR-3055	Supervising I	aculty: Doleg	pelewski Jason (dziegiel@usc.edu)		
Student Information						
Expedied Graduation						
mm/dd/yyyy	Enter 10 digits SET	/15 Number	Sel	lect Visa Status 🗸		
Internship Offer Infor	mation					
Please upload your Offer Li	efter and/or Job Description (	PDF only)		Work Modality?		
Choose File No file d	hosen			Hybrid		
		Page # in Offer				
Direct Doris	Fact Date	Letter/Job Desc fr	r	Physical Work Location during internship		
mm/dd/yyyy	mmiddlyyyy 🗖	Page in Offer L	etter			
				Address:		
SalaryWate		Page # in Offer Letter/Job Desc fi	x			
Viece	Weekly Hours	Weekly Hours		City:		
	Wookly Hours	Page in Offer D	attor			
				State:		
How did you find your inten Enter onto here (250 shore	nship? (250 characters max) sclars max!			Select Sate v		
				Zip:		
Will yns haan an On-Carro	on Job during the Internation	larrandar?				
V	a set as ig the last right		_	How many days in office per week:		
Have many the set						
12						
Internship Company	Information					
Company Name:						
			HR Contact I	information		
Serve as Physical Work Location						
Address			L and Marmar			
			Case, reality,			
City:			5.00			
			Email:			
State:			Phone Numb			
Select Sale v						
Zip:						
Tunderstand that succes	situl completion					
Include any language an	d checkboxes as needed.					

- a. You will complete Student Information, Internship Offer Information, and Internship Company Information
- b. You can only upload one single pdf file (Students will be able to upload more PDF files after their request was successfully submitted if needed or requested by staff)

Submit

- c. Work Modality -Only Hybrid work modality requires "How many days in office.
- d. PhDs Will be asked an extra question "Will you have an RA/TA/Fellowship".
- e. Click SUBMIT to submit your request Successful submissions will:
  - i. Create an ICR request.
  - ii. Take the student back to the Home Screen.
  - iii. A green status message will be displayed at the top of the Home Screen confirming the submission.

- iv. An email will be sent to the student confirming the submission.
- v. A Directed Research request will be automatically generated on behalf of the student.
- vi. An email, as per the Directed Research tool will be sent to the Supervising Faculty.
- 6. To review your submission or respond to staff requests select your request on the Homepage, this is what you will see:

		Internship Course	Request Form	
quest Details				
n ing 2024	Course ENGR-596	Requested 03-12-2024	Last Update 03-12-2024	S Appr
Post Code	Major	Ођ	Internsi	hip Offer Information
378 lisa Status: ixpected Graduation:	F1 : 03-31-2024	DH4	Work Modality: Number Office Days: Physical Work Location:	Hybrid 3 days / week 123 Work St. Los Angeles, CA 90210
ievis:	1234567890	h	internship Dates: Internship Hours: Internship Wage:	04-01-2024 to 04-05-2024, see page 1 5h/week, see page 1 30/h
Directed Research Your ICR will be evaluated only after your directed research receives approval from your supervising faculty member. The review of your ICR request will be on held will this approval is granted. Should your request remain unapproved			RA/TA/Fellowship: On-Campus Job: How did you find your inte	Y (20h/week) N mship:
VASE will be unable Please contact your Name: Email:	to assist you while your dire supervising faculty member Jason Dziegie dziegiel@usc.	cted research is pending. for assistance. lewski edu	Internship Name: Address:	Company Information Internship Inc 123 Work St. Los Angules CA 90210
Your Directed Research	Status: Pending Facu irch Request status has an e ils process. Contact your sup	rror and you may need to envising faculty for more	H Name: Email:	IR Contact Info: Doe, Jane jd@internshipinc.com
Information.	Cancel My Reque		Phone:	+1 555-555-5555 ext 3456
Downloaded:	CPT Verificati N/A Generate CP	on Request		
te	Not	25 Who	Sup	porting Documents
	No no	tes	Filename Test_Document.pdf	Date Uploaded 2024-03-12 12:50:52

- a. You can add additional documents or reply to staff about your submission
  - i. You can only add notes if the GASP or VCC office leaves you a note request information or documents

Phone:

2137407105

	Notes		Supporting Documents
Date	Note	Who	
05-30-2024 02:20 PM	test 123	Shriya Upasani Filename Shriya_upasaniResume	Date Uploaded           e.pdf         2024-05-30 14:18:30
05-30-2024 02:20 PM	test	Patty Wiesbach-Leach	
Enter note here (200 cha	aracters max)	Choose File No file c	Chosen
	Send Student	ote	

ii. After you leave notes/provide additional documents you must send the application back to the GASP/VCC Office for them to review your updated information or documents. Please scroll down and select the "complete" button

Date 02:20 PM	Note	Who
Enter note here (200	) characters max)	
	Send Stu	dent Note
Please review note	es and follow any instructions. After addressing all outstar request is ready	nding tasks, press the "complete" button to notify your advisor that your ICR for their review.

- b. If your application and D-Clearance have been approved by the GASP and VCC office you will get a message to log in to <u>myViterbi</u> and review the Section number from the notes section.
- c. For international students: Once you register for your course, you will need to wait 24 hours before the system can generate the CPT PDF you need to submit to Trojan International
  - i. The button does not display if you haven't registered for the course and waited at least 24 hours.
  - ii. When the student generates the CPT PDF, the Internship Course Request system will capture the date and time and update the request displaying the date to both staff and students in the Request Details screen above the "Generate CPT PDF" button.
- d. Once you download CPT PDF you can log in to <u>Trojan International</u> and complete the remaining process with OIS
  - i. After you complete this process if you have any changes (start/end dates, location, wages, etc.) please contact OIS. The GASP office and VCC will not need to know about changes or updates.

If students have further questions, they should contact <u>engrinternshipcourses@usc.edu</u> or attend <u>Internship Course/ D-Clearance Drop-in sessions found on the Internship for Course Website</u>.

If the application in myViterbi is not showing you the information found in this guide, there could be a technical issue and students should contact <u>Viterbi IT</u> for assistance. The GASP and VCC office will not be able to assist with technical problems related to the application system not working.