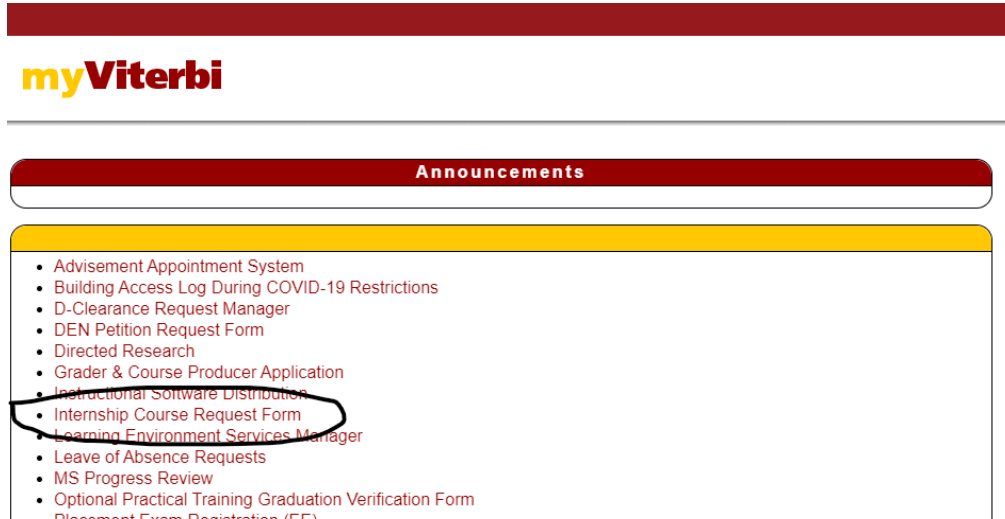


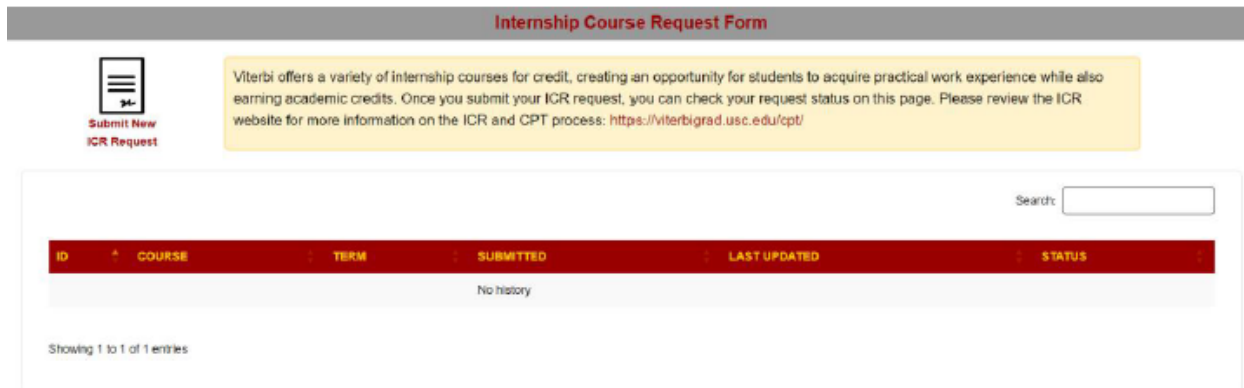
Internship for Credit Student Application Instructions in myviterbi.usc.edu ENGR 597/598

Steps:

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

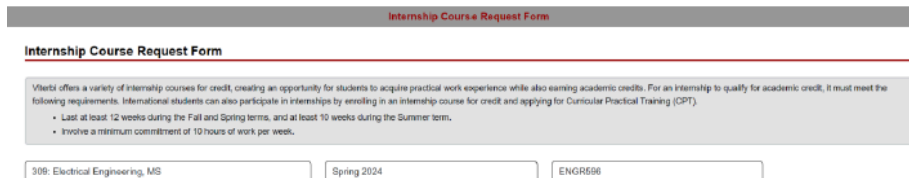


3. In the Home Screen upon logging in, all requests submitted by students will be listed here. The student will also be able to start a new ICR. Here you can submit a new request or view previously submitted request details.



[Return to myViterbi](#)

4. After selecting "Submit New ICR Request you will choose an eligible course and semester.



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.

- 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
5. Next Page of Application Form - If any of the "Course Information" is incorrect, the student will need to start over.

Internship Course Request Form

Internship Course Request Form

Please complete the below form to begin your ICF process.
Include any language and checkboxes as needed.

Course Information

Term: 20241 Course: ENGR-300B Supervising Faculty: Drogoszewski Jason (drogaj@uac.edu)

Student Information

Expected Graduation: Enter 10 digit SEVIS Number: Select Visa Status:

Internship Offer Information

Please upload your Offer Letter and/or Job Description (PDF only)

Choose File: Work Modality:

Start Date: End Date: Page # in Offer Letter/Job Desc for Start/End Dates:

Salary/Wage: Weekly Hours: Page # in Offer Letter/Job Desc for Weekly Hours:

How did you find your internship? (250 characters max)

Will you have an On-Campus Job during the Internship Semester?

How many hours?

Physical Work Location during internship

Address:

City:

State:

Zip:

How many days in office per week:

Internship Company Information

Company Name:

Same as Physical Work Location

Address:

City:

State:

Zip:

HR Contact Information

First Name:

Last Name:

Email:

Phone Number:

I understand that successful completion.
Include any language and 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)
- c. Work Modality -Only Hybrid work modality requires "How many days in office."

- d. 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.
6. To review your submission or respond to staff requests select your request in the Homepage, this is what you will see:

Internship Course Request Form

Request Details

Term	Course	Requested	Last Update	Status
Spring 2024	ENGR-596	03-12-2024	03-12-2024	Approved

<p>Post Code: 378</p> <p>Major: Computer Science</p> <p>Obj: PhD</p> <p>Visa Status: F1</p> <p>Expected Graduation: 03-31-2024</p> <p>Sevis: 1234567890</p>	<p>Work Modality: Hybrid</p> <p>Number Office Days: 3 days / week</p> <p>Physical Work Location: 123 Work St, Los Angeles, CA 90210</p> <p>Internship Dates: 04-01-2024 to 04-05-2024, see page 1</p> <p>Internship Hours: 5h/week, see page 1</p> <p>Internship Wage: 30/h</p> <p>RA/TA/Fellowship: Y (20h/week)</p> <p>On-Campus Job: N</p> <p>How did you find your internship: Friend's friend.</p>	<p>Directed Research</p> <p><i>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 hold until this approval is granted. Should your request remain unapproved, it is your duty to inform your faculty member.</i></p> <p><i>VASE will be unable to assist you while your directed research is pending. Please contact your supervising faculty member for assistance.</i></p> <p>Name: Jason Dziegielewski Email: dziegiel@usc.edu Directed Research Status: Pending Faculty Approval</p> <p style="color: red; font-size: small;">Your Directed Research Request status has an error and you may need to cancel and restart this process. Contact your supervising faculty for more information.</p> <p><input type="checkbox"/> I agree Cancel My Request</p>
<p>Internship Company Information</p> <p>Name: Internship Inc Address: 123 Work St, Los Angeles, CA 90210</p> <p>HR Contact Info:</p> <p>Name: Doe, Jane Email: jd@internshipinc.com Phone: +1 555-555-5555 ext 3456</p>		

CPT Verification Request

Downloaded: N/A Generate CPT PDF

<p style="text-align: center; background-color: #34495e; color: white; padding: 2px;">Notes</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #34495e; color: white;"> <th>Date</th> <th>Note</th> <th>Who</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">No notes</td> </tr> </tbody> </table>	Date	Note	Who	No notes			<p style="text-align: center; background-color: #fff9c4; padding: 2px;">Supporting Documents</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #fff9c4;"> <th>Filename</th> <th>Date Uploaded</th> </tr> </thead> <tbody> <tr> <td>Test_Document.pdf</td> <td>2024-03-12 12:56:52</td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Choose File"/> <input type="text" value="No file chosen"/> <input style="background-color: #ffc107; border: none;" type="button" value="Upload"/> </p>	Filename	Date Uploaded	Test_Document.pdf	2024-03-12 12:56:52
Date	Note	Who									
No notes											
Filename	Date Uploaded										
Test_Document.pdf	2024-03-12 12:56:52										

- 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

<p style="text-align: center; background-color: #34495e; color: white; padding: 2px;">Notes</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #34495e; color: white;"> <th>Date</th> <th>Note</th> <th>Who</th> </tr> </thead> <tbody> <tr> <td>05-30-2024 02:20 PM</td> <td>test 123</td> <td>Shriya Upasani</td> </tr> <tr> <td>05-30-2024 02:20 PM</td> <td>test</td> <td>Patty Wiesbach-Leach</td> </tr> </tbody> </table> <p>Enter note here (200 characters max)</p> <p style="text-align: center; background-color: #ffc107; padding: 2px 5px;">Send Student Note</p>	Date	Note	Who	05-30-2024 02:20 PM	test 123	Shriya Upasani	05-30-2024 02:20 PM	test	Patty Wiesbach-Leach	<p style="text-align: center; background-color: #fff9c4; padding: 2px;">Supporting Documents</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #fff9c4;"> <th>Filename</th> <th>Date Uploaded</th> </tr> </thead> <tbody> <tr> <td>Shriya_upasani_Resume.pdf</td> <td>2024-05-30 14:18:30</td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Choose File"/> <input type="text" value="No file chosen"/> <input style="background-color: #ffc107; border: none;" type="button" value="Upload"/> </p>	Filename	Date Uploaded	Shriya_upasani_Resume.pdf	2024-05-30 14:18:30
Date	Note	Who												
05-30-2024 02:20 PM	test 123	Shriya Upasani												
05-30-2024 02:20 PM	test	Patty Wiesbach-Leach												
Filename	Date Uploaded													
Shriya_upasani_Resume.pdf	2024-05-30 14:18:30													

- 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	Note	Who
02:20 PM		

Enter note here (200 characters max)

[Send Student Note](#)

Please review notes and follow any instructions. After addressing all outstanding tasks, press the "complete" button to notify your advisor that your ICR request is ready for their review.

[Complete](#)

- 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 [myViterbi](#) 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 [Trojan International](#) 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 engrinternshipcourses@usc.edu or attend [Internship Course/ D-Clearance Drop-in sessions found on the Internship for Course Website](#).

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 [Viterbi IT](#) for assistance. The GASP and VCC office will not be able to assist with technical problems related to the application system not working.