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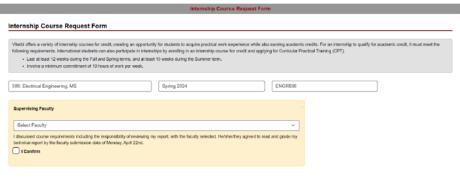## ENGR 395/596

Steps:

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

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

   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 ⚠ icon.
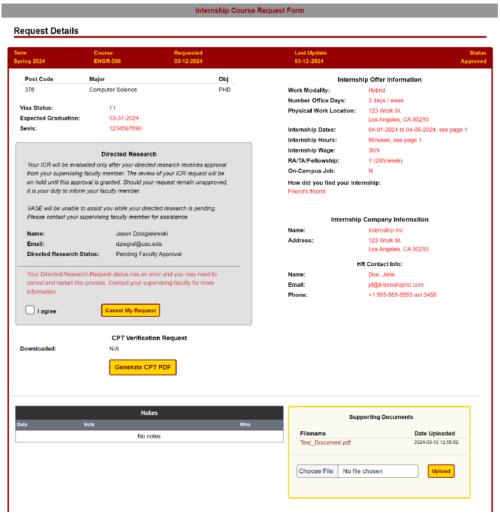   iii. If the student has a pending request or an approved request for the desired term a message will be displayed, and the term will have a trailing ⚠ icon
      iv. If the student is currently enrolled in an ENGR course for the desired term a message will be displayed, and the term will have a trailing ⚠ 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.

Internship Course Request Form

Internship Course Request Form

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

Course Information

Term: 20241   Course: ENGR-395B   Supervising Faculty: Dziegielewski Jason (dziegiel@usc.edu)

Student Information

Expected Graduation
[mm/dd/yyyy]   [Enter 10 digits SEVIS Number]   [Select Visa Status ▾]

Internship Offer Information

Please upload your Offer Letter and/or Job Description (PDF only)   Work Modality?
[Choose File | No file chosen]   [Hybrid]

Start Date   End Date   Page # in Offer Letter/Job Desc for Start/End Dates
[mm/dd/yyyy]   [mm/dd/yyyy]   [Page in Offer Letter]

Physical Work Location during internship

Address:
[ ]

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

City:
[ ]

State:
[Select State ▾]

How did you find your internship? (250 characters max)
[Enter note here (250 characters max)]

Zip:
[ ]

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

How many days in office per week:
[ ]

How many hours?
[12]

Internship Company Information

Company Name:
[ ]

HR Contact Information

First Name:
[ ]

☐ Same as Physical Work Location

Address:
[ ]

Last Name:
[ ]

City:
[ ]

Email:
[ ]

State:
[Select State ▾]

Phone Number:
[ ]

Zip:
[ ]

I understand that successful completion...
Include any language and checkboxes as needed.

[Submit]

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. 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 in the Homepage, this is what you will see:

a. You can add additional documents or reply to staff about your submission
b. If your application and D-Clearance has been approved by GASP and VCC office, you will get a message to login to myviterbi and review the Section number you can use to register from the notes section of this page.
c. For international students: Once you register for your course, you will be able to generate the CPT PDF you need to submit to Trojan International
    i. Button does not display if the request is not Approved.
    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.

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