

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.

Submit New ICR Request

Viterbi offers a variety of internship courses for credit, creating an opportunity for students to acquire practical work experience while also earning academic credits. Once you submit your ICR request, you can check your request status on this page. Please review the ICR website for more information on the ICR and CPT process: <https://viterbigrad.usc.edu/cpt/>

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 and semester.

Internship Course Request Form

Viterbi offers a variety of internship courses for credit, creating an opportunity for students to acquire practical work experience while also earning academic credits. For an internship to qualify for academic credit, it must meet the following requirements. International students can also participate in internships by enrolling in an internship course for credit and applying for Curricular Practical Training (CPT).

- Last at least 12 weeks during the Fall and Spring terms, and at least 10 weeks during the Summer term.
- Involve a minimum commitment of 10 hours of work per week.

309: Electrical Engineering, MS Spring 2024 ENGR598

- 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

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

Course Information

Term: 20241 Course: ENGR-300B Supervising Faculty: Dolegiewski Jason (jdolegie@usc.edu)

Student Information

Expected Graduation:

Internship Offer Information

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

Choose File:

Work Modality?

Start Date: End Date:

Salary/Wage: 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.

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. 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

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Post Code</td> <td style="width: 30%;">378</td> <td style="width: 40%;">Major</td> <td>Computer Science</td> <td style="width: 30%;">Obj</td> <td>PHD</td> </tr> <tr> <td>Visa Status:</td> <td>F1</td> <td>Expected Graduation:</td> <td>03-31-2024</td> <td>Sevis:</td> <td>1234567890</td> </tr> </table>	Post Code	378	Major	Computer Science	Obj	PHD	Visa Status:	F1	Expected Graduation:	03-31-2024	Sevis:	1234567890	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; margin: 0;">Directed Research</p> <p style="font-size: 0.8em; margin: 0;">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.</p> <p style="font-size: 0.8em; margin: 0;">VASE will be unable to assist you while your directed research is pending. Please contact your supervising faculty member for assistance.</p> <p style="font-size: 0.8em; margin: 0;">Name: Jason Dziegielewski Email: dziegiej@usc.edu Directed Research Status: Pending Faculty Approval</p> <p style="font-size: 0.8em; margin: 0; color: #f00;">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 style="margin: 0;"><input type="checkbox"/> I agree Cancel My Request</p> </div> <div style="text-align: center; margin-bottom: 10px;"> <p>CPT Verification Request</p> <p>Downloaded: N/A</p> <p style="margin: 0;">Generate CPT PDF</p> </div>																						
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- 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