



Authorization Request Form for MBA Students
Curricular Practical Training Course – Summer 2014

Name PennID: Username:

Course Title: Developmental Internship Dept/Course No.: MGMT891:900 Credit Units: 0.25

Term: Summer 2014 Instructor: Lynn Krage

CPT Policies

- Registered students must attend an orientation session given either on Thursday, March 20 from 3:00-4:00 PM in JMHH 340 or Thursday, March 26, 4:00-5:00 PM in JMHH 240.
Students must pay \$70 to 123Signup https://www.123signup.com/register?id=dnffr at the time of registration to cover the cost of the online delivery system (there will be a \$10 fee for any cancellations of the course; no refunds will be given after June 24, 2014).
The on-line portion of the course requires about 5 minutes per day of lessons that present leadership skills to be practiced over the course of the work day. Overall, you will be required to complete an initial assessment, two skill-based modules of approximately 20 lessons each, and some interim exams. This online course delivers one lesson per 24-hour period, and lessons cannot be sped up. The course therefore requires approximately 45 days at approximately 5 minutes per day.
MGMT891:900 must be completed by Monday, September 15, 2014. There will be no extensions to this deadline. Those students who do not complete the course are liable for the following sanctions:
CPT Revocation – if you fail to complete 20 lessons by July 15, 2014, your remaining CPT work authorization will be revoked.
Failure to complete all 40 sessions by September 15, 2014, as required, will be considered an immigration status violation.
An F grade that will render them ineligible for Graduation with Honors and Palmer Scholars.
F-1 Students: Successful completion of the CPT course deadlines are required to maintain valid immigration status. Failure to meet these requirements will be reported to the U.S. Department of Homeland Security via your F-1 SEVIS record. This may jeopardize your ability to remain in the US, continue your studies at Wharton and retain eligibility for F-1 immigration benefits such as OPT.

I understand the ramifications of not completing MGMT891:900 course requirements in a timely manner.

Student Signature: Date:

Instructions

- Complete first two lines of this form (you do not need to get instructor signature) and submit it to the MBA Program Office (300 JMHH). We will register you and return a copy of this form.
F-1 Int'l Students: Complete first two lines of form. Complete ISSS CPT Request form in iPenn (https://www.ipenn.oip.upenn.edu) using your PennKey.
NOTE: A new I-20 with CPT work authorization must be issued before employment including orientation and training may begin. (J-1 Students: Please see an ISSS advisor for Academic Training information.)

MBA Program Office Approval

Advisor: Signature: Date: