

This page contains information specific to Rutgers School of Graduate Studies Rutgers Health - Newark, NJ. This is not an exhaustive list. Students are expected to read syllabus for the GSND9000Q SGS Internship course and information available on the Rutgers Global website.

# CURRICULAR PRACTICAL TRAINING (CPT)

Students must accrue 2 semester fall/spring of lawful fulltime enrollment before being eligible or CPT. At the time of CPT application, students must be in good academic standing.

## EARLY RESEARCH

- Visit the Rutgers Global website and read about CPT requirements.
- Attend workshops organized by Rutgers Global.
- Meet with Dr. Doreen Badheka, Assistant Dean, SGS

## REGISTERING FOR GSND9000Q SGS INTERNSHIP

To participate in CPT, students must register for the course, GSND9000Q SGS Internship. **Prior to registering for this course**, students must

- Obtain an offer letter for the position
- Fill the SGS Internship Application form. In the form, students must obtain signatures in the following order: Internship supervisor's signature, thesis advisor signature (if applicable), signature of the graduate program director i.e. track director, and signature of the course director, Dr. Doreen Badheka or Dr. Carol Lutz.
- Initiate an email with Dr. Doreen Badheka, Dr. Carol Lutz, Ms. Barbara Coleman-Lee, track director, Rutgers Global Designated School Official (DSO), and Ms. Leslie Lucy. The body of the email must contain a detailed explanation of how the internship aligns with and supplements the student's learning in this program.

After all requirements are met, the student will be registered manually for the course.

## PRIOR TO COMPLETION OF THE CPT

As described in the syllabus, for successful completion of the GSND9000Q SGS Internship course, the student needs:

- Student evaluation, to be completed by the primary internship supervisor
- Employer evaluation, to be completed by the student
- An internship report with citations in APA format. The report should be read and approved by the internship supervisor. Due dates are as follows, at 5 pm eastern time:
  - Dec 15 for a January award of degree
  - April 15 for a May award of degree
  - July 31 for an August award of degree
  - September 1 for an October award of degree