Date

Dear International Student Advisor:

I am writing on behalf of ____________________________, ______________________ who is

Student’s Name  Banner ID

a student in my Business Communication & Professional Development course, MGT3003, ________ Section

for the ____________________, __________. The student has requested permission to participate in the UTSA College of Business Junior Achievement of South Texas volunteer practicum. Successful completion of this program will result directly in academic credit toward MGT 3003. This portion of the course should be considered Curricular Practical Training (CPT) based on the direct credit the student will receive, and on the relevant experience the student is gaining through participation in this off-campus, academically-related activity. The student’s participation in the practicum/internship will be from __________ to __________.

Start Date  End Date

The student is responsible for completing and submitting the attached Curricular Practical Training (CPT) application to an International Student Advisor, in addition to completing and submitting the orientation, application, and COB approval process for participating in the Junior Achievement program under sponsorship of the MGT 3003 course as delineated in the course syllabus.

Respectfully,

__________________________________________
Signature of Supervising MGT 3003 Section Professor

__________________________________________
Printed Name and Title of the Supervising Professor

Attachment: Completed & signed Curricular Practical Training application (International Student Services Form F-1.3 (Rev. 10/2015)