USCMann

Alfred E. Mann School of Pharmacy
and Pharmaceutical Sciences

BPSI 255- CPT Internship in Biopharmaceutical Sciences
RXRS 255- CPT Internship in Pharmacology and Drug Development

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Course Weight: 1 unit in the summer; 2 units in the fall and spring (max 5 units)

Grading Option: C/NC

Credit Restrictions:
Not applicable towards the requirements for the major in Pharmacology and Drug Development

Catalogue Description:
Cooperative education providing international undergraduate pharmacy students opportunity to enhance pharmacology and drug development/biopharmaceutical sciences curriculum through practical, industry appropriate, work experience

Course Objective
Apply coursework offered by USC Mann directly to work experiences.

Office of International Services
Please review the following for information, application and deadlines.

https://ois.usc.edu/
https://ois.usc.edu/employment/employment-f1/cpt/
https://ois.usc.edu/employment/employment-f1/cpt/#CPT%20Application%20Process

Approval from the Office of International Services required.

==Evaluation and Grading==
This CPT course will be supervised by faculty from USC Mann. As the purpose of CPT is academic, and not just an employment, faculty are responsible for insuring that the internship is an integral part of a student's degree program. Prior to registering for the course, students will submit a one-page application outlining the nature of the internship and how it is connected to their program of study and its advancement.

During the semester, the student will remain in contact with their supervising faculty advisor and will report regularly as agreed upon in advance of registering for the course. Evaluation will be based on regular updates and the submission of a **3-to-5-page report** outlining the duties and how they directly related to a student's curriculum in their major. Students should share updates on their work activity, problems investigated, significant results, and follow-up projects they may engage in.

The assignment must be submitted on Brightspace on the last day of classes for a particular semester. The report must be submitted on the last day of the semester. The report will be evaluated by the faculty advisor.

Course Readings
There are no readings for this course.

Curricular Practical Training:

Per the Office of International Services: https://ois.usc.edu/employment/employment-f1/cpt/

Curricular Practical Training (CPT) is a type of work authorization that allows F-1 international students to participate in paid off-campus academic internships during their degree program. The purpose of CPT is academic, not just for employment purposes, and the internship must be considered an integral part of a student's degree program. CPT authorization is given on a semester basis and students must apply separately for each semester they wish to do CPT. CPT is only authorized for the dates of the specific semester.

Eligibility Requirements:

Valid F-1 Student Status
- o   Must have properly <u>maintained F-1 status</u> each semester.
- o   Must be full-time enrolled for the semester they wish to pursue the CPT.
- o   The position must be directly related to a major offered by USC Mann
- o   The student must be working at least 15-20 hours per week during fall/spring semesters and 20-40 hours a week during summer.
- o   Students must have been in F-1 student status for at least one academic year in a degree-seeking program before they can apply for CPT.

CPT Application Process

1. Student secures an internship offer.

2. Student enrolls in a full course load or indicates that they are in their final semester on the CPT request

3. Student registers for internship course, if applicable. If D-Clearance is required, the student will register after Step 5 is completed.

4. Student completes the Curricular Practical Training (CPT) I-20 Request Form and attach an internship offer letter for review by their Academic Advisor/Internship Coordinator.
   - o   *Viterbi students must follow the CPT instructions on the* <u>Viterbi Career Connections (VCC)</u> *website.*

5. Academic Advisor/Internship Coordinator signs CPT I-20 Request Form and gives D-Clearance for internship course registration. ==NOTE: the application process must be completed at least 5 business days before the add/drop date for a particular semester.==

6. OIS emails electronically signed CPT authorization I-20 to the student within four business days.
   - o   CPT authorization and employment information will be annotated on page 2 or 3 of the CPT I-20
   - o   Student must review CPT authorization to ensure accuracy

7. If the student does not have a Social Security Number (SSN), they should visit the <u>Social Security Administration Office</u> at <u>1122 W Washington Blvd #201, Los Angeles, CA 90015</u> (800) 772-1213 with their employment letter, CPT I-20 and passport.

8. Student begins working on CPT.
   - o   Student may not begin working until s/he has received the CPT I-20 from OIS *and* the employment start date has been reached

==IMPORTANT==

For any internship/work—whether paid or unpaid—students must ensure they have CPT authorization *before* beginning work. It is critical that F-1 and J-1 international students do not engage in unauthorized employment, as the immigration status consequences can be severe. USC OIS advises students to obtain CPT for both paid and unpaid internships or work opportunities.

- CPT authorization is employer-specific and is valid for the student's current employer only. If the student changes jobs, s/he will need to apply for a new CPT authorization.

- Students must keep all original copies of CPT I-20s as they will be required for future USCIS applications such as OPT, H1Bs, and permanent residency.

- Working improperly or without authorization is a serious violation of F1 status.

- CPT cannot be issued for employers that do not have a physical presence in the U.S. The employer must have a U.S.-based office or operations and a physical address to be eligible for CPT. Students working for non-U.S.-based companies while physically present in the U.S. without proper work authorization violate their F-1 status.

Statement on Academic Conduct and Support Systems

Academic Integrity:
The University of Southern California is a learning community committed to developing successful scholars and researchers dedicated to the pursuit of knowledge and the dissemination of ideas. Academic misconduct, which includes any act of dishonesty in the production or submission of academic work, comprises the integrity of the person who commits the act and can impugn the perceived integrity of the entire university community. It stands in opposition to the university's mission to research, educate, and contribute productively to our community and the world.

All students are expected to submit assignments that represent their own original work, and that have been prepared specifically for the course or section for which they have been submitted. You may not submit work written by others or "recycle" work prepared for other courses without obtaining written permission from the instructor(s).

Other violations of academic integrity include, but are not limited to, cheating, plagiarism, fabrication (e.g., falsifying data), collusion, knowingly assisting others in acts of academic dishonesty, and any act that gains or is intended to gain an unfair academic advantage.

The impact of academic dishonesty is far-reaching and is considered a serious offense against the university. All incidences of academic misconduct will be reported to the Office of Academic Integrity and could result in outcomes such as failure on the assignment, failure in the course, suspension, or even expulsion from the university.

For more information about academic integrity see the student handbook or the Office of

[Academic Integrity's website](#), and university policies on [Research and Scholarship Misconduct](#).

Please ask your instructor if you are unsure what constitutes unauthorized assistance on an exam or assignment, or what information requires citation and/or attribution.

Students and Disability Accommodations:
USC welcomes students with disabilities into all of the University's educational programs. The Office of Student Accessibility Services (OSAS) is responsible for the determination of appropriate accommodations for students who encounter disability-related barriers. Once a student has completed the OSAS process (registration, initial appointment, and submitted documentation) and accommodations are determined to be reasonable and appropriate, a Letter of Accommodation (LOA) will be available to generate for each course. The LOA must be given to each course instructor by the student and followed up with a discussion. This should be done as early in the semester as possible as accommodations are not retroactive. More information can be found at [osas.usc.edu](#). You may contact OSAS at (213) 740-0776 or via email at [osasfrontdesk@usc.edu](#).

Support Systems:

[*Counseling and Mental Health*](#) - *(213) 740-9355 – 24/7 on call*
Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention.

[*988 Suicide and Crisis Lifeline*](#) - *988 for both calls and text messages – 24/7 on call*
The 988 Suicide and Crisis Lifeline (formerly known as the National Suicide Prevention Lifeline) provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week, across the United States. The Lifeline is comprised of a national network of over 200 local crisis centers, combining custom local care and resources with national standards and best practices. The new, shorter phone number makes it easier for people to remember and access mental health crisis services (though the previous 1 (800) 273-8255 number will continue to function indefinitely) and represents a continued commitment to those in crisis.

[*Relationship and Sexual Violence Prevention Services (RSVP)*](#) - *(213) 740-9355(WELL) – 24/7 on call*
Free and confidential therapy services, workshops, and training for situations related to gender- and power-based harm (including sexual assault, intimate partner violence, and stalking).

[*Office for Equity, Equal Opportunity, and Title IX (EEO-TIX)*](#) - *(213) 740-5086*
Information about how to get help or help someone affected by harassment or discrimination, rights of protected classes, reporting options, and additional resources for students, faculty, staff, visitors, and applicants.

[*Reporting Incidents of Bias or Harassment*](#) - *(213) 740-5086 or (213) 821-8298*
Avenue to report incidents of bias, hate crimes, and microaggressions to the Office for Equity,

Equal Opportunity, and Title for appropriate investigation, supportive measures, and response.

The Office of Student Accessibility Services (OSAS) - *(213) 740-0776*
OSAS ensures equal access for students with disabilities through providing academic accommodations and auxiliary aids in accordance with federal laws and university policy.

USC Campus Support and Intervention - *(213) 740-0411*
Assists students and families in resolving complex personal, financial, and academic issues adversely affecting their success as a student.

Diversity, Equity and Inclusion - *(213) 740-2101*
Information on events, programs and training, the Provost's Diversity and Inclusion Council, Diversity Liaisons for each academic school, chronology, participation, and various resources for students.

USC Emergency - *UPC: (213) 740-4321, HSC: (323) 442-1000 – 24/7 on call*
Emergency assistance and avenue to report a crime. Latest updates regarding safety, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible.

USC Department of Public Safety - *UPC: (213) 740-6000, HSC: (323) 442-1200 – 24/7 on call*
Non-emergency assistance or information.

Office of the Ombuds - *(213) 821-9556 (UPC) / (323-442-0382 (HSC)*
A safe and confidential place to share your USC-related issues with a University Ombuds who will work with you to explore options or paths to manage your concern.

Occupational Therapy Faculty Practice - *(323) 442-2850 or* otfp@med.usc.edu
Confidential Lifestyle Redesign services for USC students to support health promoting habits and routines that enhance quality of life and academic performance.