

THE BU STH CONTEXTUAL EDUCATION

# INTERNSHIP PROCESS



MEET WITH THE  
CONTEXTUAL EDUCATION  
TEAM

**FEBRUARY / MARCH**

Students submit their resume along with a short profile outlining their vocational interests

The ConEd Team reviews student materials and reaches out to the student to set up a meeting

The one-on-one conversation provides students an opportunity to ask questions, articulate learning goals, and discuss internship site possibilities



CONNECT WITH SITE  
SUPERVISORS

**FEBRUARY / MARCH**

Students review possible internship sites and reach out to initiate conversations with potential supervisors

Students meet with potential supervisors to discuss expectations and discern the best fit

Student secures approval from a site supervisor who is willing to provide mentorship and feedback throughout their internship



CHOOSE YOUR SITE

**MARCH 15TH**

Student proceeds with one site, communicating their decision to necessary parties (both the site they've selected and the site(s) with which they've chosen not to move forward)

Student submits the ConEd Proposal, which the ConEd Team will then review in order to communicate a response

Once approved, the STH Registration Office will enroll the student in their Contextual Education course



APPLY FOR  
CURRICULAR PRACTICAL  
TRAINING (CPT)

**BEFORE PLACEMENT START**

This step is specific to international students

Student receives formal offer letter from their site and submits their CPT application through the ISSO portal, listing the ConEd Director as the designated approver

Student receives an updated I-20 with CPT authorization to legally work off-campus



BEGIN INTERNSHIP

**SEPTEMBER (FALL TERM)**

The student's internship begins within the bounds of the academic term

The student and their supervisor draft a Learning Agreement contract to be submitted to the student's Integrating Theology and Practice instructor, as well as the ConEd Office



Student stops by ConEd Office to let us know how their internship is going! (optional, but encouraged)

Questions? Email us at [sthope@bu.edu](mailto:sthope@bu.edu)