



The University of Oklahoma
School of Music

Curricular Practical Training – Additional Procedures/Instructions

1. All School of Music applications for CPT *must* include an Academic Advisor Support Letter, since no music degrees include an internship as a degree requirement. This also means that students will work closely with faculty advisors to design/determine an appropriate connected course *that can be applied to degree requirements*. (Exception for doctoral students enrolled in dissertation research.)
2. The connected course should be closely tied to the responsibilities of the internship. For example, if the internship includes performing at a local venue, a relevant course should mirror those performance constructs.
3. In many cases, it is likely that a connected course would need to be created to match the internship outcomes. In such a case, an independent/special study (4990/5990) would be most appropriate. Any CPT application utilizing an independent study should include the School of Music's designated form (signed by the student and course instructor) along with the application. *Note: Each degree program is allotted a specific number of S/U graded courses. Consult your degree plan before requesting an independent/special study.*
4. The Faculty Advisor should draft the Academic Advisor Support Letter, since they have the most intimate knowledge of the connected course and its relevancy to the internship. If the advisor is not the faculty member overseeing the connecting course, they should work together to gather the appropriate information.
5. Once all materials (Academic Advisor Support Letter, CPT Academic Advisor Confirmation Form, School of Music independent/special study form (if needed)) are completed and signed by student and the Faculty Advisor, submit all materials to the School of Music main office so that the proposed connected course can be verified with degree requirements.
 - Undergraduate Students: email to Shuang Liang (sliang@ou.edu)
 - Graduate Students: email to Cathrine Chesbro (gradmusic@ou.edu)
6. Materials will be reviewed by the School of Music administration. If approved, the Associate Director of the School of Music, who serves as the Curriculum Coordinator for the unit, then will sign the CPT application form.
7. Once returned to the student, the student may then submit to the Office of International Student Services for their approval. **ISS will not finalize applications without School of Music approval.**