

GW CCS Professional Praxis Student Checklist and Guide



Please make sure that you meet these requirements before applying for this program through this office. These requirements will be checked upon application. Dates, deadlines, and forms can be found at the [CCS Professional Praxis website](#). Professional Praxis will appear on your transcript as a 0-credit course, with a “Pass” or “No Pass” grade.

Eligibility Requirements:

To be eligible for participation in Professional Praxis through the Center for Career Services, you must:

1. Be a current full-time student in **CCAS** (undergrad, grad, or doctoral), **SEAS** (undergrad or grad), or **ESIA** (undergrad only)
 - a. *****All other students should contact their school’s designated career center regarding similar programs or opportunities***.**
2. Have received an offer for a major-related job or internship, the duration of which is at least 10 weeks or 100 hours.
3. Undergraduates: Have and maintain a 2.5 GPA; Graduates: have and maintain a 3.0 GPA.
4. Have no holds on your [GWeb](#) account at the time of application.
5. **International Students:** If you are applying for this program in order to receive “proof of enrollment in the appropriate curricular course” for your Curricular Practical Training (CPT) application, please meet with an [ISO Advisor](#) first to discuss your eligibility for CPT.
6. **Long internships:** Even if your internship spans multiple semesters, you must apply for each semester of Professional Praxis separately.
7. **Winter break:** Only students pursuing degree programs which require a year-long internship may work over winter break. Reach out to the ISO to see whether your CPT can extend over winter break.

To Apply:

1. Submit the following **two** documents to ccsproprax@gwu.edu (applications are *only* accepted via email):
 - **Student Application**
 - i. Internship dates cannot go beyond the bounds of the first day of classes and last day of finals. Check the [Academic Calendar website](#) for those dates each semester.
 - ii. Fill out all blanks.
 - iii. Sign it yourself with a digital signature or handwritten signature. Typed signatures will not be accepted.
 - **A copy of your official employment offer letter on company letterhead**
 - i. Must contain the internship start and end dates which match your application. If your internship spans multiple semesters, you may use the same offer letter each time you apply for Praxis.
 - ii. Must be signed by your employer with a digital or handwritten signature. Typed signatures will not be accepted.
- ☐ 2. Wait 2-3 business days for a response. You will receive an email confirming that your application was successful and that you will be enrolled in the course.
- ☐ 3. **International Students** – The confirmation email will have the “proof of enrollment in the appropriate curricular course” for your CPT application attached.

Grading / End-of-semester Requirements:

- ☐ 1. Submit the completed and signed Final Packet via ccsproprax@gwu.edu on or before the deadline for the semester. If you do not submit the Final Packet on time, you will receive a “No Pass” grade.
- ☐ 2. Wait 2-3 business days for a response. You will receive a confirmation email when your final packet has been reviewed and you have been given a grade.