CEAS Policy for Approval of Practical Experience course, 20-EECE-710-001 or 20-CS-710-001

- Students can choose Internship/CPT, a TA position or a special project with an advisor to complete the requirements for 20-EECE-710 Practical Experience only for students that started 07A and after. MS students that have been here longer than 2 years have to supply a detailed letter from their advisor explaining why CPT is required after 2+ years of study.

- Students must register for 1 credit of Practical Experience course, 20EECE710-001 or 20CS710-001.

- A separate approval form “Practical Experience Pre-Approval & Completion Form” must be completed and submitted to the college graduate office for pre-approval of your Practical Experience choice. If Internship/CPT is chosen see details below.

- Upon completion of your Practical Experience you must get the signatures on the original “Practical Experience Pre-Approval & Completion Form” and submit to the Graduate Office in order to get a grade in 20-EECE-710.

**For Students Choosing Internship/CPT:**

Internship/CPT (Curricular Practical Training) is an employment option available to F-1 students where the practical training employment is considered to be an integral part of the curriculum or academic program. According to the United States Citizenship and Immigration Services regulations, this employment may be an internship, cooperative education job, a practicum, or any other work/study experience that is either required for the degree (as defined in the course catalog) or for which academic credit is awarded. The employment must be offered by sponsoring employers through cooperative agreements with the school. [8 C.F.R. 214.2 (f) (10) (i)].

- Internship/CPT is limited to thesis (MS) or (PhD) students only. Non-thesis students do not qualify.

- If Internship/CPT is chosen an Employer letter indicating work assignment, salary and work dates must be attached to the approval form.

- Your must apply at iOffice listing your program coordinator as your advisor for approval from the graduate studies office

- Internship/CPT Practical Experience will be for a time period of three months (or less). A student can apply for one (1) additional CPT period of three months (or less).

- If a 2nd Internship/CPT is requested a complete application package must be submitted and approved. This request must contain a complete proposal, committee signature, forms, employer letter, timeline, etc. The maximum amount of CPT, for any CEAS student, will be for a total of six (6) months. This includes the Practical experience and one three month extension maximum.

This form must be signed and submitted with Internship/CPT Practical Experience application, acknowledging agreement and abidance of CEAS CPT Rules and policies listed.

Signature: ___________________________  Date: ___________________________