CPT Information Session

Spring 2016
CPT Internship - Eligibility

- To be eligible for CPT, international students must have maintained F-1 status for a minimum of one academic year in their current degree program.
- No Academic Integrity violations within one year.
- Required cumulative, graduate and iPOS GPA:

<table>
<thead>
<tr>
<th>Program</th>
<th>MS</th>
<th>Ph.D.</th>
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<tbody>
<tr>
<td>Industrial Engineering</td>
<td>3.2</td>
<td>3.2</td>
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<tr>
<td>Computer Engineering</td>
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<td>Computer Science</td>
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<tr>
<td>Software Engineering</td>
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</table>

- Maximum CPT internships allowed:

<table>
<thead>
<tr>
<th>Program</th>
<th>MS (thesis)</th>
<th>MS (non-thesis)</th>
<th>Ph.D.</th>
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<tbody>
<tr>
<td>Industrial Engineering</td>
<td>2</td>
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<td>Computer Engineering</td>
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<tr>
<td>Computer Science</td>
<td>3</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Software Engineering</td>
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<td>1</td>
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</tbody>
</table>
CPT Internship - Eligibility

MUST BE LISTED ON INITIAL IPOS!!

- Proposed employment must be an integral part of an established curriculum and meet one of the following requirements
  1. Internship is required of all candidates for a particular degree program
  2. Internship is required of a particular student’s degree program as a planned option in their degree plan (the intent to include internship is established between student and advisor early on and not added to accommodate employment opportunity).

Addition of the CPT course(s) should be done at the initial submission of the student’s iPOS during the first semester of study. (Note that each student is required to file an iPOS by the end of his/her first semester of study. Later additions of CPT courses must be requested and approved at least one full semester (fall, spring or summer) prior to the proposed start date of the internship course. For example, a student planning to do an internship during the summer semester should have an approved iPOS with the internship course before the beginning of classes in the preceding Spring semester. The Internship course cannot be added to an approved iPOS once all coursework has been completed. Exceptions may be made if the internship is relevant to thesis (or dissertation) research.
Renege Policy

*Renege: (verb) to fail to carry out a promise or commitment*

Never accept a job with the intention of turning it down if “something better” comes along. Not only is it inconsiderate and unprofessional, it also reflects badly on Arizona State University and might negatively impact another ASU student’s opportunities with that employer. Also, employers communicate with each other and you don’t want to get a bad reputation.

After you have given your decision careful consideration and accepted an offer, stop looking. Inform other employers who have extended offers that you have accepted another position. Don’t accept further interview invitations or search further. Please refer to NACE’s Playing Fair…Your Rights and Responsibilities as a Job Seeker [http://www.naceweb.org/playing_fair/](http://www.naceweb.org/playing_fair/) to become familiar with Principles for Professional Practice.

Students who renege on a job offer will be evaluated on a case-by-case basis. Reneging is grounds for exclusion from CPT and requests for switching employers will not be considered or processed.

Taken from CIDSE CPT website
CPT Internship – Application Process

CPT Help Page

1. Thoroughly read ISSC’s CPT website: https://students.asu.edu/international/support/f1cpt
2. Thorough read the CIDSE CPT Policy.
3. Read the Internship Guide for your program
4. Verify with the Engineering Career Center that there is a Student Placement Agreement between ASU and the employer.
5. Submit the following documents to the CIDSE Advising Center:
   • CPT Internship Request Form
   • Student Checklist
   • Copy of your Offer Letter
   • Copy of the ISSC Employer Letter
   • Job Posting/Job Description
CPT Internship – Application Process

The internship start date must be, at minimum, 3-4 weeks from the date of CPT application submission to accommodate processing time in the academic unit and the International Students and Scholars Center.

- Set realistic expectations with prospective employers.
- Start the application process as soon as you have accepted the offer.
CPT Internship – Application Process

CPT Internship Request Form:

<table>
<thead>
<tr>
<th>STUDENT INFORMATION</th>
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<th>Date</th>
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<tbody>
<tr>
<td>ASU ID No.</td>
<td>Last Name, First Name</td>
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<tr>
<td>Degree Program/Major</td>
<td>Sem./Yr. started program</td>
<td>Sem./Yr. plan to graduate</td>
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<tr>
<td>Student Signature</td>
<td>Phone</td>
<td>Email Address</td>
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<thead>
<tr>
<th>INTERNSHIP INFORMATION</th>
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<tbody>
<tr>
<td>Period of Internship</td>
<td>Company Name</td>
<td>Location (City, State)</td>
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<tr>
<td>Start date:</td>
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<td>End date:</td>
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<tr>
<td>Educational objective of internship and how it relates to your studies.</td>
<td>Number of hours to be worked per week:</td>
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The objective should not be general or vague. It should specify how your job duties will tie in and related to your program.
CPT Internship – Application Process

CPT Internship Request Form:

**APPROVAL SIGNATURES REQUIRED:**

<table>
<thead>
<tr>
<th>Industry Mentor</th>
<th>ASU Faculty Mentor (Thesis, IE, CEN, SER, Ph.D.)</th>
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<tbody>
<tr>
<td>Title:</td>
<td>Print Name:</td>
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<td>Print Name:</td>
<td>Signature:</td>
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<td>Signature:</td>
<td>Date:</td>
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<td>Date:</td>
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**Approval of the Program Chair/Graduate Program Coordinator:**

Signature______________________________ Date: ____________

We will obtain the Program Chair signature

Non-thesis CSE: You do not need a faculty mentor
Thesis & Ph.D. Students: Your faculty advisor should sign as the Faculty Mentor
Non-thesis IE, CEN, and SER: You must find a faculty mentor:

IE mentor list  CEN mentor list

SER Handbook – Page 17
The student checklist (above) is completed only by the student.

The internship request form and the ISSC employer letter need to be sent to the employer. It is recommend that you complete the internship request form and send it to the employer at the same time you send the ISSC employer letter.
CPT Internship – Application Process

The internship start date must be, at minimum, 3-4 weeks from the date of CPT application submission to accommodate processing time in the academic unit and the International Students and Scholars Center.

Set realistic expectations with prospective employers!
After the Internship

• All students are required to submit a written five-page report. You must follow the guidelines:
  – Five Pages: Approximately 1 page per topic.
  – 12 point font
  – 1 inch margins
  – Single space
  – Text and graphs that are copied and pasted from company webpages, manuals, etc. should be limited to no more than 20% of the report and should be properly cited.

• See the internship guide or the CPT webpage for a list of the information that should be included in your report.

• Your CPT report will not be approved if the guidelines are not followed.
  – You cannot graduate if your CPT report is not approved.
FAQs

What dates can I work during the Summer?
You can start the day after the last day of Spring semester finals and work through the day before the first day of Fall semester. For Summer 2016 you can work from May 8\textsuperscript{th}, 2016 to August 17\textsuperscript{th}, 2016.

Can I do internship in the middle of summer?
Yes. If you receive an offer you can work during B session which starts on June 29, 2016.

When is the last day I can start my internship in summer?
The last day you can register for Summer B session is June 30, 2016.

I did not include CPT on my initial iPOS but I would like to do an internship this summer. Can I add it?
Per the CIDSE CPT Policy, CPT must be included on your initial iPOS. Later additions of CPT must be requested one full semester in advance of the start of the internship. Any summer internships were required to be added prior to the start of the Spring semester.

I did not include CPT on my iPOS. What other options do I have to do an internship this summer?
Student who are not eligible for CPT can likely work under pre-OPT. Please review the ISSC OPT website for more information.
Another option may be the Engineering Internship Program offered through the Engineering Career Center. Please visit the EIP website for more information.
FAQs

What if I do not obtain an internship this summer? Can I remove CPT from my iPOS?
Once CPT is included on your iPOS it is an integral part of your degree program and cannot be removed. However, you can substitute CPT with another course in order to fulfill the requirements. More information regarding substitution options can be found in the CIDSE CPT Policy. You are also able to move the internship to a later semester (i.e. Fall).

What if I receive an internship offer for Fall but only had one CPT listed for Summer?
Per the ISSC CPT website: “The iPOS submitted with a student’s first CPT application must show ALL future planned internship credits. Internship credits cannot be added to an iPOS after CPT has been approved.” This means that if you were approved for a Summer internship and only had one CPT listed on your iPOS for Summer, you will not be able to add an additional credit of CPT onto your iPOS. Please keep in mind that different rules apply for Summer internships and Fall/Spring internships in regard to number of hours you can work and the location of the internship. Additionally, per the CIDSE CPT Policy, additions of CPT must be requested one full semester in advance of the start of the internship. Any fall internships were required to be added prior to the start of the Summer semester.
Questions