Computer Engineering
CPT Information Session

Spring 2017
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>Computer Engineering</td>
<td>3.0</td>
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- 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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<tr>
<td>Computer Engineering</td>
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<td>3</td>
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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).

Taken from ISSC website
CPT Internship - Eligibility

The CPT courses (up to three 1-credit CEN 584) should be included within the first 30 credits on the student’s iPOS, but does not count towards the 30-credit degree requirement. It is highly recommended that the CPT course(s) be listed 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 prior to the proposed start date of the first internship course. For example, a student planning to do an internship during the summer semester should have an approved iPOS with the internship courses before the beginning of classes in the preceding Spring semester. An 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. The Graduate Program Chair will determine the need for a CPT internship in such cases in consultation with the Graduate Academic Advisor.
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 CEN Handbook*
CPT Internship – Application Process

1. Thoroughly read ISSC’s CPT website: https://issc.asu.edu/employment/students-fj/f-1-cpt
2. Thoroughly read the CPT (CEN 584) section of the CEN Handbook.
3. Verify with the Engineering Career Center that there is a Student Placement Agreement between ASU and the employer.
4. Submit the following documents to the respective Advising Center:
   - Registration Request
   - Student Sign Up Form
   - Employer Letter
   - Academic Unit Letter
   - Copy of your Offer Letter
   - Job Posting/Job Description

All forms found on https://cen.engineering.asu.edu/forms/
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 Request Form

**STUDENT INFORMATION**

<table>
<thead>
<tr>
<th>ASU ID No.</th>
<th>Last Name, First Name</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Degree Program/Major</th>
<th>Sem./Yr. started program</th>
<th>Sem./Yr. plan to graduate</th>
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<tr>
<th>Cumulative GPA:</th>
<th>Sem./Yr.</th>
<th>iPOS lists CEN 584</th>
<th>Have you had an Academic Integrity Violation at ASU?</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>[ ] Yes</td>
<td>[ ] Yes [ ] No</td>
</tr>
<tr>
<td>Graduate GPA:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>iPOS GPA:</td>
<td></td>
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<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Phone</th>
<th>Email Address</th>
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**INTERNSHIP INFORMATION**

<table>
<thead>
<tr>
<th>Period of Internship</th>
<th>Company Name</th>
<th>Location (City, State)</th>
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<tbody>
<tr>
<td>Start date:</td>
<td></td>
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<tr>
<td>End date:</td>
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Educational objective of internship and how it relates to your studies:

Number of hours to be worked per week:

- [ ] 20
- [ ] 40
- [ ] Other:_____

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The objective should not be general or vague. It should specify how your job duties are related to your program.

Verified with Dean's office

Dates should match the dates on the employer letter
CPT Request Form

### Approval Signatures Required:

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<thead>
<tr>
<th>Graduate Advisor</th>
<th>Faculty Mentor (All CEN students)</th>
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<tbody>
<tr>
<td>Print Name:</td>
<td>Print Name:</td>
</tr>
<tr>
<td>Signature:</td>
<td>Signature:</td>
</tr>
<tr>
<td>Date:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

### Approval of the Program Chair

Signature: ___________________________ Date: ____________

We will obtain the Program Chair signature

**Thesis & Ph.D. Students:** Your faculty advisor should sign as the Faculty Mentor.

**Non-thesis:** You must find a faculty mentor: [CEN mentor list](#)
Student Signup Form

Curricular Practical Training/Internship: Computer Engineering, Arizona State University

Student Signup

Catalog description of Internship (CEN 584): Work performed in an industrial setting that provides practical experience and adds value to the classroom and research learning processes.

- An internship plan is required before beginning the course.
- A final report signed by the industrial supervisor is required at completion before satisfactory credit is recorded.

Registration: The student will be registered for one credit hour of internship (CEN 584) and additional university credits to maintain full time status (except when the internship is during a summer session or when the student is a U.S. citizen or permanent resident).

Date:
Name (last, first):
ASU ID number:
E-mail address:

PhD ☐ MS Thesis ☐ MS Non-thesis ☐

Will you have an RA or TA during internship semester(s)?

Internship dates (No extension is allowed)
Semester: Year: Begin date: End date:

Faculty Advisor
(Thesis & Ph.D.)
Faculty Name
Signature

Company name:
Company address:

Industrial supervisor’s name:
Industrial supervisor’s e-mail:
Industrial supervisor’s phone number:
Internship job duties:

Signature approval required:

Graduate Advisor
(Verifies Current Affiliate Agreement)
Signature Date

ASU IRA A. FULTON SCHOOLS OF engineering
ARIZONA STATE UNIVERSITY

School of computing, informatics, decision systems engineering
School of Electrical, Computer and Energy Engineering
Employer Letter

Curricular Practical Training/Internship:
Computer Engineering Graduate Program at Arizona State University

EMPLOYER'S LETTER

To: International Students and Scholars Center, Arizona State University

Student requesting Curricular Practical Training
Name: (last, first):
ASU ID number:

The dates of the internship (which cannot be extended) are:
Begin: End:

Catalog description of Internship (CEN 584): Work performed in an industrial setting that provides practical experience and adds value to the classroom and research learning processes.

Internship plan: An internship plan is required before commencing the course. The plan is submitted by the student.

Registration: The student will be registered for one credit hour of internship (CEN 584) and additional university credits to maintain full time status (except when the internship is during a summer session or when the student is a U.S. citizen or permanent resident). Internship is performed in satisfaction of a degree requirement.

Industrial Supervisor: The industrial supervisor is responsible for mentoring the intern, evaluating the student's performance, and reviewing and approving the final student internship report.

Company Statement: (This section to be completed by the internship employer.)
Our company understands the requirements of the Internship program and believes the work experience offered will satisfy those requirements.

Intern title at company:
Number of assigned work hours per week:
Intern's industrial supervisor will be:
Company name:
Company address (street, city, zip):
Company representative:
Co. Rep Email & Phone No:

Company Signature: ___________________________ Date: ___________________________
Academic Unit Letter

Curricular Practical Training/Internship: Computer Engineering, Arizona State University

ACADEMIC UNIT LETTER

Date:
To: International Students and Scholars Center, Arizona State University
Subject: Internship request for (Last, First name)
ASU ID number:
Internship Dates: (No extension is allowed)
    Semester(s): Year(s):
    Begin date: End Date:
Current GPA:
Anticipated graduation date:
Degree requirements (courses/credits) remaining after completion of Internship:

Enrollment during Internship (CEN 584): The student will be enrolled for one credit of Internship (CEN 584) and additional credits to maintain full time status during the Internship (except when the Internship is during a summer session or when the student is a U.S. citizen or permanent resident).
The Internship will be under the direction of
    Graduate Program Chair: Dr. Lina Karam
    Company name and supervisor:

Departmental Statement:
The student is in good academic standing and meeting unit expectations. The Curricular Practical Training is a requirement for completion of the program of study. I have reviewed the type of employment to be pursued. It is directly related to the program in Computer Engineering and commensurate with the education level.
The Computer Engineering Program and the hiring company understand that the employment will be done in satisfaction of degree requirements at Arizona State University. A company letter to this effect accompanies this application.

Additional comments:

Sincerely,

Lina Karam, Ph.D., Fellow of the IEEE
Computer Engineering Program Chair

Send to your assigned academic advisor electronically.
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 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 first date of the Summer semester and work through the day before the first day of Fall semester. For Summer 2017 you can work from May 16th, 2017 to August 16th, 2017.

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, 2017.

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, 2017.

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 CEN Handbook, CPT should be included on your initial iPOS. Later additions of CPT must be requested prior to the start of the first CPT internship.

I did not include CPT on my iPOS. What other options do I have to do an internship this summer?
If this will be your first CPT internship then you may add it to your iPOS. If you have already done a CPT internship, then it is too late to add it. You can likely work under pre-OPT. Please review ISSC’s pre-OPT website for more information.
FAQs

My employer would like me to stay longer than the dates listed on my CPT paperwork. Is it ok for me to extend my internship?
No. Internships cannot be extended. You can only work during the period specified on your CPT documents. Both the employer and the department acknowledge this on their respective documents (department letter and employer letter).

What if I do not obtain an internship this summer? Can I remove CPT from my iPOS?
Yes, Computer Engineering students may remove CPT if they do not obtain an internship. 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. The CEN Handbook also states that all internships must be added before the start of the first internship. 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. You must be physically present in Tempe during the Fall and Spring semesters and can only work part-time (20 hours).