CIDSE CPT Policy (CSE/IE/SER)

CPT Internship:
Curricular Practical Training (CPT) is an academic experience usually obtained at off-campus work settings, allowing the student to apply knowledge and skills gained in various classes. It is intended as a unique, hands-on learning experience to provide students with a number of valuable skills that they can use upon graduation from their graduate degree programs. Accordingly, it is not available to full-time or part-time workers regularly employed by the company where the internship is proposed.

The CPT is available to both domestic and international students. However, international students must work with the International Students and Scholars Center (ISSC) and submit additional documentation to obtain work authorization. Furthermore, international students must include the CPT course CSE/IEE/SER 584 (1 credit hour) as an integral part of their Program of Study, reflected by their approved iPOS. CPT credit can be obtained for a maximum of 1 to 3 (refer to the table below for your program) semesters for master students and as needed for PhD. students.

| Computer Science (MS & MCS) all concentrations | Maximum 2 semesters and 1 summer |
| Industrial Engineering (MS – thesis and non-thesis track) | Maximum 2 semesters |
| Software Engineering (MS) | Maximum 2 semesters and 1 summer |

*Computer Engineering students: refer to the CPT (CEN 584) section of the CEN Handbook.

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.

The Graduate Program Chair will determine the need for a CPT internship in such cases in consultation with the Graduate Academic Advisor. Note that approval of an iPOS with the CSE/IEE/SER 584 course confirms that the internship is an integral part of the degree requirements as planned by the student. Hence, students who are not able to fulfill the internship credit requirements in their iPOS are required to replace the course credit requirements through the following options:

- take a 3-credit hour graduate course,
- take the 1-credit hour CSE/IEE 594 seminar course
- SER students: take 1-credit SER 594 Graduate Mentorship course
- Thesis students only: take one credit hour of CSE/IEE/SER 590 – Reading and Conference (Independent Study)

Note: The options depend on your program.

In order to be eligible for internship, a student must be in good academic standing, and not have an academic integrity violation in a course for two full semesters (summer semesters not included) from the
initial reporting of the incident. For example, a sanctioned academic integrity violation initially reported on April 15, 2012 will make the student ineligible for this approval until the end of Spring 13 semester.

International students need to be aware of immigration policies and regulations, which may jeopardize their academic status. Hence, it is strongly recommended for international students to consult with the International Students and Scholars Center (ISSC).

All students (domestic and international) may take part in an Out-Of-State internship in the Summer semester. The eligibility requirements for CPT internships remain the same as mentioned.

During the regular Fall and Spring semesters international graduate students in F-1 status must register for a minimum of nine (9) credit hours to maintain full-time status and be enrolled in a minimum six (6) credit hours of in-person, on-campus coursework at the ASU Tempe campus. A maximum of three (3) credit hours of online courses is permitted. The CSE/IEE/SER 580 Practicum course will not count as satisfying the student's "physical presence" at ASU. Students will not be able to take part in internships that are outside the Phoenix metropolitan area. In some cases students may be approved to do an internship in Tucson or other nearby locations to Phoenix, as long as the student is able to prove they can physically attend their courses on campus.

Required documents and forms for the internship proposal must be submitted to the CIDSE Advising Office at least two weeks prior to the beginning of the semester in which the internship is planned. Students will not be able to request late-add registration of the CSE/IEE/SER 584 Internship credit to their class schedule after the drop/add deadline of each semester.

For additional details, refer to CPT help page.