ENGR 196 Registration & Requirements

ENGR 196 combines academic study with relevant work experience. It is an optional course available to undergraduate College of Engineering students as early as the second semester of freshman year with a GPA of 2.75 or higher. This course carries one credit, but does not count toward degree requirements. To be eligible, the internship job duties must relate to the student’s major.

- **Fall/Winter semesters:** students must work 10 to 20 hours per week for a minimum of 8 weeks and must be enrolled as a full-time student
- **Spring/Summer semesters:** students must work 30 to 40 hours per week for a minimum of 6 weeks

Application & Enrollment (before your internship)

To apply for ENGR 196, you must:

1) Attend a ENGR 196/400 workshop (see Engineering Careers, by Symplicity for available workshop times)

2) Complete the application in Engineering Careers, by Symplicity (see instructions below) and upload the following documents:
   a) **Offer Letter** from the employer that includes:
      i) Job Title
      ii) Assignment Details including job responsibilities
      iii) # of hours per week
      iv) Start/End Dates
   b) **Degree Plan/Academic Advisor Approval Form** (signed by Academic Advisor)
   c) **Learning Objective Essay** - Prepare a 1-page essay that answers each of the numbered questions below:
      i) What do you expect to learn from your internship?
      ii) How does this internship relate to your degree?

Engineering Careers, by Symplicity Instructions

Within your Engineering Careers, by Symplicity account, from the left menu select ‘My Account & Skills Profile’, then ‘ENGR 196/400’. Click ‘Add New Internship/Co-op’ under the ‘ENGR 196/400’ tab to submit the paperwork to the ECRC.

Curricular Practical Training (CPT)

If you are an undergraduate international student interested in ENGR 196, please visit [www.umich.edu/~icenter](http://www.umich.edu/~icenter) or contact the U-M International Center regarding Curricular Practical Training at (734) 764-9310 or [icenter@umich.edu](mailto:icenter@umich.edu). You will need to complete an online CPT Workshop, and submit your job offer letter and CPT paperwork signed by your academic advisor to the International Center. Ask your academic advisor to sign your CPT paperwork at the same time as your Degree Plan/Academic Advisor Approval form.

You will not be granted permission to enroll in ENGR 196 until you have attended the required workshop, have submitted all of the requirements listed above via Engineering Careers, by Symplicity, and your application is approved by the ECRC. Incomplete registration or missing documents will delay your enrollment into ENGR 196. Once approved, you will be granted permission and receive an email instructing you to register for ENGR 196 via Wolverine Access. ENGR 196 is 1 credit and you will be charged accordingly. This 1 credit course does not count toward your graduation credits.

Additional Course Requirements (during and after your internship)

1. Midterm check-in with assigned ECRC Internship Advisor
2. Final reflection essay

If you have any questions, please contact the Engineering Career Resource Center at (734) 647-7160 or [ecrc-coop@umich.edu](mailto:ecrc-coop@umich.edu).
ENGR 196 and ENGR 400
Degree Plan/Academic Advisor Approval

Student Name: ___________________________ UMID: ___________________________

Email: ___________________________ Phone Number: ___________________________

Expected Graduation Date: ___________________________ Major: ___________________________

Please take the time to consider how ENGR 196 or ENGR 400 may affect your graduation timeline.

- **ENGR 196** is 1 credit and does not count toward credit for your major or degree. For internships during Fall and Winter term, you must enroll during the Fall/Winter term. For internships during Spring/Summer, you may take this course during the Winter term prior to the internship.

- **ENGR 400** is 0 credit and serves as a placeholder for full-time enrollment while students work full-time during a Co-op. This course must be taken in the term associated with the dates of your Co-op and is not available to students requiring CPT.

The academic calendar year is divided into three terms: **Fall** (September to December), **Winter** (January to April), **Spring/Summer** (May to August). In the worksheet below, start with the term you are taking ENGR 196 or ENGR 400 and include all following terms through graduation. Please discuss your plan with your academic advisor and have them sign this form.

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**ACADEMIC ADVISOR SIGNATURE**

**PRINTED ADVISOR NAME**

**ACADEMIC ADVISOR PHONE NUMBER**

**DATE**

If you have any questions, please contact the Engineering Career Resource Center at (734) 647-7168 or eerc-coop@umich.edu