FALL 2020 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 after the second semester of their first 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 Materials & Enrollment (before your internship)
To apply for ENGR 196, you must:

1. Attend a CoE Internship/Co-op Seminar (see Engineering Careers, by Symplicity for available Seminar times)
2. Write Initial Essay (details provided in Seminar & Syllabus; to be submitted with application materials)
3. Complete the application in Engineering Careers, by Symplicity and upload the following documents:
   a) **Offer Letter** from the employer that includes:
      i) Job Title
      ii) Assignment Details including job responsibilities and location
      iii) # of hours per week
      iv) Start/End Dates
   b) **Degree Plan/Academic Advisor Approval Form** (signed by Academic Advisor)
   c) **CPT Authorization form** (international students only; signed by Academic Advisor)
      Your CoE specific Academic/Faculty Advisor Recommendation Form for CPT must be signed by your Academic Advisor on page 1. An ECRC signature is required on page 2. Email the CPT form and job offer letter to coe-intern-coop@umich.edu for the ECRC Advisor signature on page 2.
   
   d) **Initial Essay** (see syllabus for your enrollment term for details)

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 your application materials.

Curricular Practical Training (CPT)
If you are an undergraduate international student interested in ENGR 196, please see the attached CPT Process for Engineering Undergraduate Students.

You will not be granted permission to enroll in ENGR 196 until you have attended the required Seminar, 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. If your CPT is rejected by the International Center, it is your responsibility to withdraw from the course. If your internship plans change, you must inform the ECRC. International students must also inform the International Center.

Additional Course Requirements (during and after your internship; see syllabus for your enrollment term for details)
1. Midterm check-in
2. Final Essay

Enrollment and assignment due dates

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<th>Semester/Year</th>
<th>Enrollment begins</th>
<th>Last day to enroll</th>
<th>Midterm Due Date</th>
<th>Final Essay Due Date</th>
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<td>Fall 2020</td>
<td>4/6/2020</td>
<td>9/16/2020</td>
<td>10/15 or 11/15/2020</td>
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If you have any questions, please contact the Engineering Career Resource Center at (734) 647-7160 or coe-intern-coop@umich.edu. Updated 4/29/20
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, 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 indicating their approval. If you are an international student, ask your academic advisor to sign your CPT Authorization form at the same time.

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ACADEMIC ADVISOR SIGNATURE______________________________________________________________

PRINTED ADVISOR NAME______________________________________________________________________

ACADEMIC ADVISOR PHONE NUMBER_________________________________ DATE __________________
International Student
CPT Process for Engineering Undergraduate Students

Receive an internship offer
Offer letter MUST:
- Be written on the company's letterhead
- Be addressed to you
- Include job title
- Provide a detailed job description
- Specify the street address where employment will take place
- Specify number of hours per week you will work
- Specify start and end dates of CPT employment

Submit paperwork to the International Center & receive CPT authorization
May take 1-2 weeks
Required Documents:
- CPT Authorization Request Form
- CPT Online Workshop Completion Email
- Academic/Faculty Advisor Recommendation Form for CPT*
- Offer Letter
- Photocopy of your current I-20
- Print out of your current I-94 or photocopy of paper I-94
- Print out of your unofficial transcript from Wolverine Access showing CPT course enrollment
Additional Required Actions:
- Attend CPT Online Workshop**
- Consult International Center for questions and additional requirements

Get signatures from CoE department advisor
May take 1-3 weeks
Required Documents:
- Degree Plan/Acad. Advisor Approval
- Academic/Faculty Advisor Recommendation Form for CPT*
- Offer Letter
- Other department specific requirements

Submit paperwork to ECRC & enroll in ENGR 196***
May take 1-2 weeks
Required Documents:
- Degree Plan/Acad. Advisor Approval signed by CoE Academic Advisor
- Offer Letter
- Initial Essay
- Academic/Faculty Advisor Recommendation Form for CPT*
Additional Required Actions:
- Attend CoE Internship/Co-op Seminar**
- Complete profile in Engineering Careers & upload documents
- Watch for & complete ENGR 196 course add request (if applicable)

Complete Course Requirements
Course Requirements:
- Mid-term ECRC Advisor check-in
- Final Essay

*Your CoE specific Academic/Faculty Advisor Recommendation Form for CPT must be signed by your Academic Advisor on page 1. An ECRC signature is required on page 2. Email the CPT form and job offer letter to coe-intern-coop@umich.edu for the ECRC Advisor signature on page 2.

**CPT Online Workshop and CoE Internship/Co-op Seminar attendance can take place as soon as you receive an offer

*** If your CPT is rejected by the International Center, it is your responsibility to withdraw from the course

****If your internship plans change, you must inform both the ECRC and the International Center

For specific CPT questions contact U-M International Center -
www.umich.edu/~icenter or (734) 764-9310 or icenter@umich.edu

If you have any questions, please contact the Engineering Career Resource Center at (734) 647-7160 or coe-intern-coop@umich.edu.

Updated 4/29/20