



Winter 2024 Internships
ENGR 196 Engineering Undergraduate Student 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. The internship job duties must relate to the student's major.

- *Fall/Winter internships:* students must work 10 to 20 hours per week for a minimum of 8 weeks, must maintain status as a full-time student and be enrolled for the respective Fall/Winter term
- *Spring/Summer internships:* students must work 30 to 40 hours per week for a minimum of 6 weeks and may be enrolled for the Winter term prior to the internship **or** for the respective Spring/Summer term

Application Materials & Enrollment (before your internship)

To apply for ENGR 196, you must:

- 1) Attend one ENGR 196 & ENGR 998 - CoE Internship Seminar ([Engineering Careers](#) Events for Seminar times).
- 2) *For international students only:*
 - a) Please see the CPT flowchart/documents specific to CoE students on the registration materials.
 - b) Your Engineering Academic/Faculty Advisor Recommendation Form for CPT must be signed by:
 - i) Your Academic Advisor on page 1.
 - ii) After your Academic Advisor signs the form, email the CPT form and your job offer letter to coe-intern-coop@umich.edu for the ECRC Advisor signature on page 2.
- 3) Write Initial Essay (See Syllabus provided during Seminar for details)
- 4) Complete the application in Engineering Careers and upload the following documents:
 - a) **Offer Letter** from the employer that must include the following details:
 - 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) *For international students:* **Signed Engineering Academic/Faculty Advisor Recommendation Form for CPT**
 - d) **Initial Essay**

Instructions to apply:

- 1) Log into your [Engineering Careers](#) account
- 2) Select 'Internship/Co-op Course'
- 3) Click '+New Experience'
- 4) Follow prompts to submit all documents

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, 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 for enrollment and receive an email outlining your next steps. 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 the semester; see syllabus for details)

1. Mid-Term Check-in Questionnaire
2. End of Term Essay

Enrollment and assignment due dates

Internship Dates	Enrollment begins	Last day to enroll	Midterm Due Date	End of Term Essay Due Date
Internships taking place between January-April	11/16/2023	1/26/2024 **please consult ECRC for exception	2/15 or 3/15/24; depending on your internship start date	4/18/2024

International Student CPT Process for Undergraduate Engineering Students

Step 1 - Receive an Internship Offer and Attend CoE Internship/Co-op Seminar

Internship Offer Letter must include the following information:

- ☐ Be written on the company's letterhead and addressed to you
- ☐ Job title
- ☐ Detailed job description
- ☐ Specific street address where employment will take place including company address if internship is remote
- ☐ Specific number of hours per week you will work
- ☐ Specific start and end dates of CPT employment
- ☐ Register for a CoE Internship/Co-op Seminar² through your [Engineering Careers](#) account and attend as soon as possible
- ☐ Attend [CPT Online Workshop](#)² facilitated by International Center

Step 2 - Gather Signatures from CoE Academic Advisor on the Required Documents (May take 1-3 weeks)

- ☐ Degree Plan
- ☐ Academic/Faculty Advisor Recommendation Form for CPT¹
- ☐ Other departmental specific requirements (if applicable)

Step 3 – Gather Signature from ECRC Advisor on Academic/Faculty Advisor Recommendation Form for CPT

- ☐ Second page of form must be signed by ECRC Advisor (coe-intern-coop@umich.edu) before moving to Step 4

Step 4 – Submit Paperwork to ECRC for Enrollment in ENGR 196³ (May take 1-2 weeks)

- ☐ Create profile for your internship in [Engineering Careers](#) by clicking on 'Internship/Co-op Course'
- ☐ Submit the following documents: Offer Letter, Degree Plan, Initial Essay, Academic/Faculty Advisor Recommendation Form for CPT, and any other departmental specific requirements
- ☐ **Requirement Note: All submitted materials must be fully signed. Failure to gather all necessary signatures will result in your materials not being accepted.**
- ☐ The ECRC will review your application and contact you with next steps

Step 5 - Submit paperwork to the International Center (IC) and Receive CPT Authorization (May take 1-2 weeks)

- ☐ IC CPT Online Workshop Completion Email²
- ☐ Academic/Faculty Advisor Recommendation Form for CPT¹
- ☐ 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

Step 6 – Consult International Center for Questions and Additional Requirements

Step 7 – Complete Required Course Assignments During Internship and Submit in Engineering Careers

- ☐ Complete Check-in Questionnaire via [Engineering Careers](#)
- ☐ Submit End of Term Essay by **April 18, 2024** via [Engineering Careers](#)

¹Your 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 form and job offer letter to coe-intern-coop@umich.edu for the ECRC Advisor signature on page 2.

²CPT Online Workshop and CoE Internship/Co-op Seminar attendance can take place as soon as you receive an offer.

³If 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 the U-M International Center - www.umich.edu/~icenter or (734) 764-9310 or icenter@umich.edu.

ENGR 196

Degree Plan/Academic Advisor Approval

Student Name: _____ UMID: _____

Email: _____ Phone Number: _____

Expected Graduation Date: _____ Major: _____

Please take the time to consider how ENGR 196 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 associated Fall/Winter term. For internships during Spring/Summer, you may take this course during the Winter term prior to the internship or during the associated Spring/Summer term.

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 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 Academic/Faculty Advisor Recommendation Form for CPT at the same time.*

_____ TERM, 20__		_____ TERM, 20__		_____ TERM, 20__	
COURSE	CR.	COURSE	CR.	COURSE	CR.

_____ TERM, 20__		_____ TERM, 20__		_____ TERM, 20__	
COURSE	CR.	COURSE	CR.	COURSE	CR.

_____ TERM, 20__		_____ TERM, 20__		_____ TERM, 20__	
COURSE	CR.	COURSE	CR.	COURSE	CR.

ACADEMIC ADVISOR SIGNATURE _____					
PRINTED ADVISOR NAME _____					
ACADEMIC ADVISOR PHONE NUMBER _____			DATE _____		

This form must be completed by an Academic/Faculty Advisor. Part 1 may be completed alternatively by a Student Services Staff Member. Once completed, please return form to student, not the International Center.

Student's Name _____ UMID # _____
Last First

School or College _____ Degree _____ Major _____

The student above wishes to apply for Curricular Practical Training (CPT). CPT authorization allows the student to engage in practical training, paid or unpaid, that is an **integral** part of an established curriculum and is directly related to the student's major area of study. The goal of CPT must be to advance the student in their academic program in a specific and definable way.

Note: employment for the sole purpose of earning money or to gain experience is not an appropriate use of CPT. CPT may not delay completion of the student's academic program. Please note that non-required CPT is only allowed in your final term if you are also registered for other courses which are required for the completion of your academic program.

Please complete the following information to help us determine whether the proposed practical training activity meets the U.S. Department of Homeland Security requirements for CPT authorization. Call 734-764-9310 if you have questions.

- Has the student completed their coursework? ☐ yes ☐ no
(If yes and the student is a PhD candidate, you must also complete Part 3 of this form)
- Credits Remaining to Graduate (including DISS-CAND 995) _____
- Anticipated Academic Program Completion Date _____

Check one:

☐ As the student's advisor, I certify that this CPT is a **required** part of the program, i.e. the program **requires** all students to have practical work experience in the field of study.

☐ As the student's advisor, I certify that this CPT is a **non-required** part of the student's program. It is an integral part of the student's curriculum and pursuant to a course with a formal practical training component.

To make the CPT an integral part of the established curriculum, the student must be enrolled for a course specifically designated for this CPT. **It is the student's responsibility to register for, pay for, and complete the course.**

Registrar's Office Approved CPT Course (ENGR 196 or ENGR 998) _____

Number of Course Credits _____ Semester student will be enrolled in course _____

Name of Employer _____ Position Title _____

As the student's Academic Advisor, I hereby certify that I understand the eligibility requirements for CPT as outlined above; I have read the job offer letter and consider the above practical training to be an integral part of the student's curriculum; to the best of my knowledge, all of the above information is accurate.

Signature of Advisor _____ Typed/Printed Name of Advisor _____

Uniquename of Advisor _____ Advisor Position Title _____

Campus Telephone Number _____ Today's date _____

ENGR 196 or ENGR 998

Part 2 is to be completed by the Engineering Career Resource Center who supports the Faculty assigned to the course.

Student's Name _____ UMID # _____
Last First

ENGR 196 and ENGR 998 are described as:

"Practical work experience related to student's field of study in consultation with the student's department/program, cognizant faculty, and the Engineering Career Resource Center."

Students enrolled in ENGR 196 or ENGR 998 are participating in a work experience directly related to their academic studies. Students must adhere to the requirements outlined in the syllabus which includes attending in-person session, writing papers and correspondence during their work experience.

Please review all the statements below and sign to certify the following:

As the student's assigned Work Experience Advisor,

- ☒ *I confirm that ENGR 196 or ENGR 998 is an integral component of their academic program;*
- ☒ *I will monitor and assess the student's CPT experience;*
- ☒ *If a request is made by the U.S. Department of Homeland Security, I will provide documentation showing that the CPT course was an integral part of the student's academic program and objectives.*

Signature of Work Experience Advisor

Typed/Printed Name of Work Experience Advisor

Today's date