



**Spring/Summer 2024 Internships**  
**ENGR 998 Engineering Graduate Student Registration & Requirements**

ENGR 998 combines academic study with relevant work experience. It is an optional course available to College of Engineering (CoE) graduate students after their second semester. This course carries one credit, but does not count toward degree requirements. The internship job duties must relate to the student's major.

- *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
- *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

**Application Materials & Enrollment (before your internship)**

*To apply for ENGR 998, 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 Graduate Program (Grad Coordinator or Faculty Advisor) on page 1.
    - ii) PhD students in dissertation hours ONLY must also have page 3 of the CPT form completed by their Faculty Advisor.
    - i) After your 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.
- 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) *For international students:* **Signed Engineering Academic/Faculty Advisor Recommendation Form for CPT**
  - c) **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 998 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 998. Once approved, you will be granted permission for enrollment and receive an email outlining your next steps. ENGR 998 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 and 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	Check-In Due Date	End of Term Essay Due Date
Internships taking place between May-August	2/19/24	6/26/2024 **please consult ECRC for exception	6/15/24 or 7/15/2024; depending on your internship start date	8/9/2024

# International Student CPT Process for Graduate Engineering Students

## Step 1 - Receive an Internship Offer and Attend ENGR 196 & ENGR 998 - CoE Internship 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 ENGR 196 & ENGR 998 - CoE Internship Seminar through your [Engineering Careers](#) account as soon as possible
- ☐ Attend [CPT Online Workshop](#)<sup>2</sup> facilitated by International Center

## Step 2 - Gather Signatures from CoE Graduate Program on the Required Documents (May take 1-3 weeks)

- ☐ Engineering Academic/Faculty Advisor Recommendation Form for CPT<sup>1</sup>
- ☐ Other departmental specific requirements (if applicable)

## Step 3 – Gather Signature from ECRC Advisor on Engineering 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 998<sup>3</sup> (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, Initial Essay, Engineering Academic/Faculty Advisor Recommendation Form for CPT, and any other departmental specific requirements
  - o **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 Email<sup>2</sup>
- ☐ Engineering Academic/Faculty Advisor Recommendation Form for CPT<sup>1</sup>
- ☐ 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 Google Forms

- ☐ Complete Check-in Questionnaire via Google Forms
- ☐ Submit End of Term Essay by **August 9, 2024** via Google Forms

<sup>1</sup> Your CoE specific Engineering Academic/Faculty Advisor Recommendation Form for CPT must be signed by your Graduate Program (Grad Coordinator or Faculty Advisor) on page 1. An ECRC signature is required on page 2. PhD students in dissertation hours ONLY must have page 3 of the CPT form completed by their Faculty Advisor. Email the form and job offer letter to coe-intern-coop@umich.edu for the ECRC Advisor signature on page 2.

<sup>2</sup>CPT Online Workshop and ENGR 196 & ENGR 998 - CoE Internship Seminar attendance can take place as soon as you receive an offer.

<sup>3</sup>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 the U-M International Center - [www.umich.edu/~icenter](http://www.umich.edu/~icenter) or (734) 764-9310 or [icenter@umich.edu](mailto:icenter@umich.edu).

**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

**For PhD students in dissertation hours only (PhD candidates)**

**Academic/Faculty Advisor: please complete this part if you answered “yes” to the question “Has the student completed his/her coursework?” on Part 1.**

Student's Name \_\_\_\_\_ UMID # \_\_\_\_\_  
Last First

In order to qualify for CPT as a PhD student working on their dissertation, the work must yield data which is necessary to complete the student's dissertation. Please note that the work cannot simply be RELATED to the dissertation, it must be an INTEGRAL part of the research for the student's dissertation.

**Please attach a signed and dated letter on official departmental letterhead explaining how this practical training is an integral part of the research for the student's dissertation.** Examples may include (but are not limited to): the student's dissertation involves innovative technology available only at this particular company or research facility; this employment involves collecting data essential for completing the dissertation, etc.\*

**Notes:**

- In general, the end date of CPT authorization should not extend beyond the defense date;
- If the work cannot be considered an integral part of the research, but is related to the student's course of study, then the student may meet the eligibility requirements for Optional Practical Training (OPT) and may choose to apply for that instead. If this applies, refer the student to meet with an advisor at the International Center. Be aware that OPT processing by USCIS may take up to 3 months for approval.

**Special note about ENGR 998 CPT course**

ENGR 998 is described by the Registrar's Office as: *“Curriculum Practical Project: A practical work experience related to the student's field of study and consultation with a faculty advisor. Students enrolled in ENGR 998 are participating in a work experience directly related to their academic studies during which they are consulting with a University professor in the field, cognizant faculty, and the Engineering Career Resource Center. At the end of the work experience, the student submits a paper which relates employment opportunity to the enhancement of their academic studies to the consulting professor to receive full credit for the course.”*

**As outlined in the course description, the student must submit a paper at the end of the CPT experience in order for the course/practicum to be assessed by the Academic/Faculty Advisor.**

*As the student's Academic/Faculty Advisor, I hereby certify that I have read the job offer letter and consider the practical training described in the attached letter to be an integral part of the student's dissertation research.*

- Is the training happening in the same term as the student's defense? ☐ yes ☐ no
- Estimated Defense Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Advisor

\_\_\_\_\_  
Typed/Printed Name of Advisor

\_\_\_\_\_  
Today's date

\*Note for students: We recommend that you keep the original letter from your advisor for your records and submit a photocopy to the International Center. The letter may be required by U.S. Citizenship & Immigration Services in the future (i.e. during any future OPT or H-1B application process).