



**Fall 2021 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 CoE Internship/Co-op Seminar (see [Engineering Careers](#) Events/ECRC Events for Seminar times).
- 2) *For international students only:*
  - a) Please see the attached CPT flowchart/documents specific to CoE students.
  - b) Your Engineering specific 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](mailto:coe-intern-coop@umich.edu) for the ECRC Advisor signature on page 2.
- 3) Write Initial Essay (details and Syllabus provided during the Seminar; submit with application materials).
- 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) **DETAILED** Job Responsibilities
    - iii) Job Location
    - iv) # of Hours per week
    - v) Start/End Dates
  - b) **Degree Plan/Academic Advisor Approval Form (signed by Academic Advisor)**
  - c) *For international students only:* **Signed Academic/Faculty Advisor Recommendation Form**
  - d) **Initial Essay (see Syllabus provided during the Seminar for details)**

**Engineering Careers Instructions**

Within your [Engineering Careers account](#), from the left menu select ‘CoE Internship/Co-op Course’. Click ‘Add New Internship/Co-op’ under the ‘CoE Internship/Co-op Course’ tab to submit your application materials.

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 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 the semester; see syllabus for details)**

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

**Enrollment and assignment due dates**

<b>Internship Dates</b>	<b>Enrollment begins</b>	<b>Last day to enroll</b>	<b>Midterm Due Date</b>	<b>Final Essay Due Date</b>
Internships taking place between August-December	4/5/2021	9/16/2021 please consult ECRC for exception	10/15 or 11/15/21; depending on your internship start date	12/10/2021



# 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



## 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



## Get ECRC signature & submit paperwork to ECRC for enrollment in ENGR 196\*\*\*

May take 1-2 weeks

*Required Documents:*

- Signed Degree Plan/Advisor Approval
- 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
- The ECRC will process enrollment once all forms are submitted and approved



## Submit paperwork to the International Center (IC) & receive CPT authorization

May take 1-2 weeks

*Required Documents:*

- CPT Authorization Request Form
- IC 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



## Complete Course Requirements

*Course Requirements:*

- Check-in Questionnaire
- End of Term 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 form and job offer letter to [coe-intern-coop@umich.edu](mailto:coe-intern-coop@umich.edu) for the ECRC Advisor signature.

\*\*IC 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 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).



**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 his/her 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