



Fall 2021 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.

- *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 998, 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 CoE specific 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.
 - iii) After you have the signatures noted above, 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 (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) *For international students only:* **Signed Academic/Faculty Advisor Recommendation Form**
 - c) **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 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 and receive an email instructing you to register for ENGR 998 via Wolverine Access. 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. 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 August-December	4/5/2021	9/16/2021 please consult ECRC for exception	10/15 or 11/15/2021; depending on your internship start date	12/10/2021

International Student CPT Process for Graduate Engineering 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 Grad Program

May take 1-3 weeks

Required Documents:

- Academic/Faculty Advisor Recommendation Form for CPT¹
- Offer Letter
- Other department specific requirements



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 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

Additional Required Actions:

- Attend CPT Online Workshop²
- Consult International Center for questions and additional requirements



Get ECRC signature & submit paperwork to ECRC for enrollment in ENGR 998³

May take 1-2 weeks

Required Documents:

- Offer Letter
- Initial Essay
- Academic/Faculty Advisor Recommendation Form for CPT¹

Additional Required Actions:

- Attend CoE Internship/Co-op Seminar²
- Complete profile in Engineering Careers & upload documents
- The ECRC will process enrollment once all forms are submitted and approved



Complete Course Requirements

Course Requirements:

- Check-in Questionnaire
- End of Term Essay

¹Your CoE specific 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.

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 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

For PhD students in dissertation hours only (PhD candidates)

Academic/Faculty Advisor: please complete this part if the answer is “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 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.*

Note: 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.

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.

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).