CSE/IE/SER CPT Policy

CPT Internship:
Curricular Practical Training (CPT) is an academic experience usually obtained at off-campus work settings, allowing the student to apply knowledge and skills gained in various classes. It is intended as a unique, hands-on learning experience to provide students with a number of valuable skills that they can use upon graduation from their graduate degree programs. Accordingly, it is not available to full-time or part-time workers regularly employed by the company where the internship is proposed.

The CPT is available to both domestic and international students. However, international students must work with the International Students and Scholars Center (ISSC) and submit additional documentation to obtain work authorization. Furthermore, international students must include the CPT course CSE/IEE/SER 584 (1 credit hour) as an integral part of their Program of Study, reflected by their approved iPOS.

Addition of the CPT course(s) should be done at the initial submission of the student’s iPOS during the first semester of study. (Note that each student is required to file an iPOS by the end of his/her first semester of study.) Later additions of CPT will not be allowed under any circumstances. The Internship course cannot be included on an approved iPOS after the completion of required coursework. Exceptions may be made if the internship is relevant to thesis (or dissertation) research.

The Graduate Program Chair will determine the need for a CPT internship in such cases in consultation with the Graduate Academic Advisor. Note that approval of an iPOS with the CSE/IEE/SER 584 course confirms that the internship is an integral part of the degree requirements as planned by the student. Internship credit hours can be removed from the iPOS if not used at the time of graduation. Note: Only internship courses can be removed from the iPOS. Courses that are approved as part of the overall degree program in the iPOS can only be substituted with another approved course.

In order to be eligible for internship, a student must be in good academic standing and not have an academic integrity violation in a course for two full semesters (summer semesters not included) from the initial reporting of the incident. For example, a sanctioned academic integrity violation initially reported on April 15, 2017 will make the student ineligible for this approval until the end of Spring 18 semester.

International students need to be aware of immigration policies and regulations, which may jeopardize their academic status. Hence, it is strongly recommended for international students to consult with the International Students and Scholars Center (ISSC).

All students (domestic and international) may take part in an Out-Of-State internship in the Summer semester. The eligibility requirements for CPT internships remain the same as mentioned.

During the regular Fall and Spring semesters international graduate students in F-1 status must register for a minimum of nine (9) credit hours to maintain full-time status and be enrolled in a minimum six (6) credit hours of in-person, on-campus coursework at the ASU Tempe campus. A maximum of three (3) credit hours of online courses is permitted. The CSE/IEE/SER 580 Practicum course will not count as satisfying the student’s “physical presence” at ASU. Students will not be able to take part in internships
that are outside the Phoenix metropolitan area. In some cases students may be approved to do an

internship in Tucson or other nearby locations to Phoenix, as long as the student is able to prove they can physically attend their courses on campus.

Required documents and forms for the internship proposal must be submitted to the CIDSE Advising Office at least two weeks prior to the beginning of the semester in which the internship is planned. All students are required to register in Session C for the 584 Internship Course. Refer to the Academic Calendar for session dates and drop/add deadlines. Session B registration will only be allowed if your internship is approved after the start of Session C and part of the employment dates falls within the session B date. Students will not be able to request late-add registration of the CSE/IEE/SER 584 Internship credit to their class schedule after the Session B drop/add deadline of each semester.

An approved CPT application is required before commencing the internship. The request will include a statement from the employer that indicates they understand that the work is to satisfy a degree requirement. Students must receive approval from their faculty advisor (if applicable) and from the Graduate Program Chair before registering for CSE/IEE/SER 584. The student must take classes appearing on the Plan of Study the semester following the internship.

Renage: (verb) to fail to carry out a promise or commitment
It is unethical for students to continue to seek or consider other employment opportunities once an offer has been accepted. CIDSE expects students to honor an acceptance and withdraw from all employment seeking activities. Students who accept an offer from an organization and later renge/decline the offer will be prohibited from further requesting future CPT pending a meeting with the Assistant Director.

A five-page final report is required at the end of the internship before a grade and credit is given. The final report must be submitted to the reporting supervisor for comments and then to the faculty advisor for approval. Refer to the CPT report guidelines to prepare the final report.