INSTRUCTIONS FOR CURRICULAR PRACTICAL TRAINING (CPT)

All international graduate students (on a F-1 visa) in ECE who want to use Curricular Practical Training (CPT) to work as an intern outside Purdue in any given semester (including summer) should follow these steps:

I. Consult with ISS and obtain the proper paperwork.

II. Find a faculty member who is willing to give you an independent study (EE693) based on the work you will do. Please note carefully the following requirements.

   A. The INS allows this CPT work experience to full-time students who are making progress towards a graduate degree. As such, full-time CPT experience during the summer session is the usual format for the internship. While CPT experience may also be earned during the academic year, we advise you to consult ISS for details.

   B. You must prepare and submit a written report in which you describe the work you have done as part of your EE 693 experience. EE 693 is a genuine course, not simply a means of giving a grade for the work that you do for your employer. You should include in this report a paragraph detailing how this CPT experience enhanced your academic program. Your EE 693 professor will submit a grade based largely on this report and any discussions you have had with him/her.

   C. This EE 693 (1 credit hour per semester) must be added to your Plan of Study. This is our means for documenting that this practical training experience is an integral part of your academic program. The justification for this work experience must be based on your area of interest and the CPT project you expect to participate in. Your major professor's approval is required to add this to your plan.

   D. This course is for one credit per semester only, but may be taken more than once. It must appear on your Plan of Study each time you do a CPT. Taking part in the EE 693 CPT course increases the requirements for your Master's degree beyond the minimum 30 credit hours. It is an extra course, and will not be counted towards the limit for the number of independent study courses allowed on a Plan of Study.

III. Prepare, as a single document, a description of the work you will do for your employer, how it will relate to your academic program, and a statement that the course will be a genuine EE693. Please describe how this experience will enhance your academic program.

IV. After you and a faculty member have signed and dated the attached document, prepare a "Request for Change to the Plan of Study" form and obtain the approval and signature of your major professor. Your must discuss with your professor expectations for the format and content of your report.

ECE Graduate Office
Updated 03/30/2005
V. Complete a "Registration Form" with the signature of the faculty member who will be grading your EE 693.

VI. Make an appointment to see the Graduate Coordinator in the Graduate Office and bring all the signed documents, as well as the ISS certification form.

VII. Submit the CPT certification (application) to ISS.

VIII. Upon approval by ISS, enjoy and prosper from your intern experience.

IX. Prepare and submit your report to your EE 693 professor. Often students will receive an "incomplete" for their EE 693 since it is difficult to submit the report to your professor before grades are due for that semester. Be sure to discuss this in advance with your professor. Your professor will submit a grade change when she/he has received and graded your report.
APPLICATION FOR CURRICULAR PRACTICAL TRAINING (CPT)

Name of student________________________________________
(family name first)

Employer______________________________________________

A description of the work to be done MUST be attached. Include an explanation of the role that this work will play in the course.

Proposed supervisor or some other agent of the employer with whom the faculty member may confer in supervising and evaluating the student's performance:

Name_________________________________________________ Title____________________
Postal Address_________________________________________
E-mail Address_________________________________________
Phone Number_________________________________________
FAX Number___________________________________________

Title of Course EE 693 Advanced Intern Project

Instructor______________________________________________ (faculty designated to assign your grade)

In requesting CPT on the basis of this course, I agree to include the course on my Plan of Study, to take the course for letter grade, and not to remove the course from my Plan of Study.

Your Signature________________________________________ Date_____________________

The above student is registered for 1 credit hour of EE 693 under my supervision for the_______session
in order to qualify for Curricular Practical Training (CPT). The internship position which the student has
accepted will offer experience which integrates with and complements the student's academic plan. The
EE 693 course is a genuine course, and I will be available for student consultation as necessary during
the course of his/her CPT experience, will evaluate the written report prepared by the student, and will
submit a grade for the student upon completion of the EE 693 (CPT) course.

The above-named student and I have discussed requirements for this course, and have agreed upon the
following conditions, as indicated with a check mark:

☐ The student will contact me via e-mail or telephone to discuss progress on the project on or about
the following dates:________(if none, write "none.")
☐ The student will submit a draft report by________, and a final report by
________.(Note: Students often do not return to campus until after grades
for the internship session are due. Be sure to discuss whether submission of the report after the
return date is acceptable.)
☐ The report will include a description of the problem to be solved, including the background and
the state-of-the-art in the field.
☐ The report will include a detailed technical discussion of the project, including approaches
attempted, the degree of their success, and their drawbacks and benefits.
☐ The report will include a discussion of future work.
☐ There is no prescribed length requirement for the report, but a report whose length is less than
______pages is unacceptable.

Signature of Student________________________________________ Signature of Instructor

ECE Graduate Office
Updated 03/30/2005
Check List:

☐ Get Certification form from ISS
☐ Add EE 693 to Plan of Study by filling out change to plan of study form (requires signature of your Advisory Committee chair).
☐ Register for EE 693 (Instructor’s signature required on this form and on add/drop form).
☐ Make appointment with Graduate Coordinator

The Graduate Coordinator must complete the "Curricular Practical Training Certification" form. After meeting with the Graduate Coordinator and getting approval, schedule an appointment with ISS.

Graduate Coordinator’s Approval _______________________________ Date _____________________