Instructions for Curricular Practical Training (CPT)

All international graduate students (on an 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:

1. Consult with ISS and obtain the proper paperwork

2. Find a faculty member (usually your major professor) who is willing to be your professor for the required ECE 693 course, which you must register for during the semester(s) you will be gone on CPT. Please note the following requirements for ECE 693:
   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, please consult with ISS for details.
   b. As a requirement for ECE 693, you must prepare and submit a written report in which you describe the work you have done as part of your internship experience. ECE 693 is a genuine course and this report will earn you a grade for the course. Your grade is not solely based upon the work you do for your internship employer. You must discuss with your professor expectations for the format and content of your report. This is generally submitted after you return from the internship.
   c. ECE 693 is a 1 credit hour per semester course and 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. Your major professor’s approval is required to add this to your Plan of Study. You make take ECE 693 more than once, but it must appear on your Plan of Study each time you take a CPT. ECE 693 is considered an extra course and will not be counted towards the limit for the number of independent study courses allowed on the Plan of Study.

3. As part of the application process, please prepare a single document describing the work you will do for your internship and how it relates to your academic program. Please describe how this experience will enhance your academic program.

4. You must fill out and have your professor sign the attached ECE CPT Application. After this is completed, submit a “Request for Change to the Plan of Study”. Students with an electronic plan of study must submit an electronic request. Students with a preliminary Plan of Study should complete a paper request.

5. Complete a Form 23 (registration form) with the signature of the professor grading your ECE 693 report.

6. Bring the following documents to the ECE Grad Office (EE 135) once completed to be signed by the Graduate Coordinator:
   - The ISS application form (can be printed off online)
   - The ECE application form
   - The brief description of what you will be doing during the internship and how that relates to your academic program
   - The offer letter from the company you will be working for
   - The Form 23 (registration form)

7. After all documents have been received and signed by the Graduate Coordinator, please take the documents to ISS

8. IMPORTANT: if you are an ECE fellow or graduate staff member in either a Research Assistant, Teaching Assistant, or Fellowship position: please complete the absence form at the following link and submit to the ECE Payroll Office, EE134, as soon as possible PRIOR to leaving for your internship. Contact the ECE Payroll Office at 765-494-3432 or email ecebo@purdue.edu if you have any questions or concerns.
   https://www.purdue.edu/hr/xls/33ABSENCE.xls
APPLICATION FOR CURRICULAR PRACTICAL TRAINING (CPT)

CPT is required authorization for off-campus employment. It is applicable when the training is an integral part of an established curriculum and must be directly related to a student's major area of study. It may be defined as alternate work/study, internship, cooperative education (Co-Op) or other type of internship practicum (required or optional). ECE students must register for 1 credit hr of ECE 69300 Advanced Intern Project while on CPT. CPT can be full-time (>20 hours per week) or part-time (20 hours or less per week). Students registered for part-time CPT during a fall/spring semester must also be registered for a full course of study. Students engaged in part-time CPT during summer vacation do not need to be registered full-time for classes.

This section to be completed by student

Name of student ________________________________ PUID: ________________
(family name first)

Employer ____________________________________________

Proposed supervisor or agent of the employer with whom the faculty member may confer in supervising and evaluating the student's performance:
Name: ____________________________________________ Title: ________________
MailingAddress: __________________ Phone: ________________
Email: ________________ FAX: ________________

Name of Instructor you will register ECE 69300 under ________________
(Note this Instructor will be assigning your ECE 69300 grade)

In requesting CPT, I agree and will include ECE 69300 on my Plan of Study. ECE 69300 will have a letter grade, and cannot be removed from my Plan of Study.

Student's signature ________________________________ Date ________________

Schedule your appointment with ISS only after completing the check list below before submitting request to ECE Graduate Office for approval.
☐ Completed ISS's CPT online workshop
☐ Provide a description of the work to be done during CPT with an explanation as to what role this work will play in your degree program.
☐ Attach a copy of the offer letter from your employer off-campus.
☐ Will add ECE 69300 to my Plan of Study and will register for ECE 69300

This section to be completed by Instructor for ECE 69300 Advanced Intern Project

The above student will register for 1 cr. hr of ECE 69300 under my supervision for the ________________ session in order to qualify for CPT. The CPT training complements the student's academic plan. I agree to be available for consultation during the course of his/her CPT training, will evaluate the written report prepared by the student, and will submit a grade for the student for this ECE 69300 registration.

The above-named student and I have discussed requirements for this course, and have agreed upon the following conditions: (check where applicable)
☐ The student will contact me 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 may not return to campus until after grades for the internship session are due. Be sure to discuss whether final report after the return date is acceptable.)

☐ The report is to include (circle those applicable) a description of the problem to be solved, a detailed technical discussion, approaches attempted, the degree of their success, and their drawbacks and benefits, a discussion of future work, or all of the above.

☐ There is no prescribed length requirement for the report, but a report length less than _______ pages will be unacceptable.

Instructor's signature ________________________________ Date ________________

Graduate Coordinator's Approval ________________________________ Date ________________