Internship Policy
The Polytechnic School

INTERNSHIP GUIDELINES

Internship is intended as a unique new learning experience, apart from a current employment position. Therefore, it is not typically available to full or part-time workers regularly employed by the company where the internship is proposed. It may be possible to arrange an internship with a current employer if certain conditions are met. The student and employer must define a new project outside the scope of the current job requirements. This needs to be outlined in the Internship Course Application and submitted with the job description as to verify the internship responsibilities will be outside the scope of the current job.

Each unit of internship must require a minimum of 45 clock hours of work.

International students planning to complete an internship must adhere to all items mentioned in this policy as well as the International Student Scholars Center (ISSC) CPT/OPT Policy.

Internship (484/485/584) may be required for inclusion in the program requirements; DARS for undergraduate students and plan of study (iPOS) for graduate students. The student can work with their academic advisor to determine this in consultation with the Program Chair. Internship may be necessary if it is a mandatory requirement of a program, a student needs practical experience to complete qualifications for an advanced degree, needs industrial experience to gain the ability to perform required degree thesis research, or needs the use of unique industrial facilities not available on campus to complete a research study. Students must complete two semesters at ASU before becoming eligible for an internship.

The student must be in good standing at the time of the application (on track and not on academic probation). Undergraduate students must be in good standing at the start of the internship semester. Graduate students must have an ASU post-baccalaureate cumulative GPA and graduate GPA of 3.0 or above at the start of the internship semester.

The company offering the internship opportunity must be registered with ASU Fulton Schools of Engineering Career Services.

The internship must be an off-campus activity. The ASU Print & Imaging Lab is the only approved on-campus internship opportunity. For graduate students, the practicum (580), research (592), or applied project (593) opportunity is better suited for on-campus opportunities outside of regular coursework.

Internship start and end dates must meet the guidelines noted below:
- Fall - Start: First day of the Fall semester / End: Last day of the Fall semester final exams.
- Spring - Start: First day of the Spring semester / End: Last day of Spring semester final exams.
- Summer - Start: The day after the last day of Spring semester final exams / End: Day before the first day of Fall semester.
**PROCEDURES FOR REGISTRATION**

1. Establish a faculty sponsor. This person can be your faculty advisor or a faculty member in your program. For graduate students, this will be the Committee Chair (as approved on the iPOS).

2. Select an approved company and internship for your internship experience. The selection of a company and supervisor should be discussed with your faculty sponsor. The company offering the internship opportunity must be registered with ASU Fulton Schools of Engineering Career Services.

3. The dates of the internship must follow those of the approved internship request. No backdating will be allowed.

4. The full application to complete an internship for academic credit must be completed in full no later than **two weeks before** the start of the semester/session in which the internship is to be carried out. It must clearly spell out the educational experience and what will be learned during that time that cannot be learned from campus courses.

5. The 484/485/584 internship registration is for 1-3 credit hours and must be pre-approved by completing an **Internship Course Application** to be submitted to the academic advisor. Once approved by the program chair and the student’s faculty sponsor, the student will receive an override and must add the course before the add/drop deadline. There will be no exceptions to the registration deadline. The 1-3 credit hours of 484/485/584 may count toward the number of hours required for graduation as described under each degree plan and can only be completed one time for credit. Graduate students must have the internship on an approved iPOS prior to submitting the Internship Course Application form.

6. A technical report of 10 double-spaced pages minimum describing in detail the learned concepts, techniques, and/or procedures is due by the last day of classes of the semester/session in which the internship is carried out – or – five (5) page double-spaced report and additional appropriate evidence of learning as approved by the internship faculty sponsor. It is the student’s responsibility to ensure that both report and evaluation are sent to the faculty sponsor and the advising office by the due date. If there are concerns with confidentiality of the report within the company hosting the student, the student is responsible for having his/her supervisor contact the faculty sponsor as soon as possible.

7. The internship must be an off-campus opportunity.

8. The 484/485/584 internship is a pass/fail class. Depending on the program, a letter grade may be requested through the application process. The grade will be determined by the program chair for undergraduate and graduate programs, based on the evaluation of the internship supervisor and the quality of the technical report.

9. The 584 course cannot be utilized to meet degree requirements for 4+1 program students.

See ‘Internship Checklist’ at the end of this document for a list of items that must be submitted to gain the override for the internship course.

In order to receive a grade, the following are required within 10 days of internship completion:

- a. Technical report (see #6) submitted to faculty sponsor and Advising Services Office; and

- b. **Internship Employer Evaluation Form** submitted to faculty sponsor and Advising Services Office.
CPT / OPT Policy
The Polytechnic School

DEFINITIONS OF CPT AND OPT

F-1 CURRICULAR PRACTICAL TRAINING (CPT)
Curricular Practical Training (CPT) is a type of off-campus employment authorization for F-1 students. If you have an internship offer or you are thinking about completing an internship during your program be sure to review this entire document and the ISSC CPT website. To be eligible for CPT you must have maintained F-1 status for a minimum of one academic year and meet all eligibility requirements. For eligibility requirement read through the Internship Guide for your program (see below) and the ISSC website.

F-1 OPTIONAL PRACTICAL TRAINING (OPT)
Optional Practical Training (OPT) is a benefit from United States Citizenship and Immigration Services (USCIS) that allows international students in F-1 status to gain off-campus work experience in their field of study before or after completion of studies for a maximum of 12 months. F-1 students who received a bachelor’s, master’s or doctoral degree in a STEM (Science, Technology, Engineering or Math) field may apply for a single 17-month extension of their 12-month OPT period. The purpose of OPT is to complete the student’s academic work. If you are thinking about applying for OPT be sure to review this entire document and the ISSC OPT website.

CPT INTERNSHIP POLICY FOR THE POLYTECHNIC SCHOOL
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. Be sure to reference the The Polytechnic School Internship Policy.

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 (Internship) course AMT, EGR, ERM, GIT, HSE, IFT, PSY, TEM 484/485/584 (1-3 credit hours, prefix dependent upon your major/program) as an integral part of their program (DARS for undergraduate students, approved iPOS for graduate students).

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 application materials for internship must be completed two weeks prior to the registration deadline for the semester/session. See the academic calendar for specific dates on registration. Students are responsible for enrolling prior to the drop/add deadline.

Graduate Students:
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 an ASU campus. A maximum of three (3) credit hours of online courses is permitted.

Inclusion of the CPT internship course should be done at the initial submission of the student’s iPOS during the first two semesters of study. Note that each student is required to file an iPOS early in the program and no later than the halfway point of program completion. The internship course cannot be added to an approved iPOS once all coursework has been completed. Exceptions may be made if the internship is relevant to thesis research.

The committee chair and program chair will determine the need for a CPT internship in consultation with the student’s committee chair and graduate advising coordinator. Note that approval of an iPOS with the 584 course confirms that the internship is an integral part of the degree requirements as identified by the committee and graduate student. Hence, students who are not able to fulfill the internship credit requirements in their iPOS are required to replace the course credit requirements with an eligible graduate-level course. Note: The options depend on your program and will be identified in collaboration with the student’s committee chair and the program chair.

CPT Instructions

1. Read the International Students and Scholars Center (ISSC) webpage on Curricular Practical Training (CPT).
2. Read the CPT Policy for the Fulton Schools of Engineering, The Polytechnic School.
3. Undergraduate students: Ensure internship is an integral part of your DARS/major map.
   Graduate students: Ensure an approved plan of study (iPOS) is on file that reflects the internship as part of your program requirements (XXX 584).
4. Complete the internship form for FSE Polytechnic School and have your faculty sponsor/program chair sign off on the form. Submit the form to polyinternship@asu.edu along with a copy of your internship offer letter.
5. Electronically complete the Academic Advisor/Department Letter and email to the advising office (polyinternship@asu.edu) so it can be signed by the academic unit. You’ll be notified when the form is ready for pick-up.
6. If all above items are completed and the internship form is approved, an override will be granted for the internship course. You are required to enroll in the internship course by the appropriate registration deadlines. See Academic Calendar.
7. You are responsible for submitting all required paperwork to the ISSC office and ensuring appropriate processing and approval.
8. At the end of the internship, the internship supervisor/employer must submit an Internship Employer Evaluation Form to the faculty sponsor and Advising Services Office. No grade will be issued without the necessary evaluation by the internship employer.
Internship Checklist
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In order to receive an override to register in internship, the following are required at least two weeks prior to the semester/session start:

Once you have an internship offer, compile the following documents and submit to The Polytechnic School Advising Services Office at polyinternship@asu.edu.

→ Complete the Internship Course Application (forms must be signed by faculty sponsor, Advising Services Office can obtain Program Chair signature if you are unable to get it before the deadline);
→ Copy of position posting;
→ Employer letter for internship including start date, end date, job title, and supervisor information; and
→ Verification that the employer is registered with ASU Fulton Schools of Engineering Career Services (email confirmation is sufficient).

Again, the complete packet of information must be submitted to polyinternship@asu.edu at least two weeks prior to the semester/session start.