The Polytechnic School Undergraduate Aviation Programs
Internship Policies and Procedures

TABLE OF CONTENTS

TPS Internship Policies ................................................................................................................2
TPS Undergraduate Aviation Programs Internship Guidelines ..................................................2
  Procedures for Registration ........................................................................................................3
  Internship Checklist ..................................................................................................................4
International Student CPT Instructions ..................................................................................4
  Definitions of CPT and OPT ......................................................................................................5
TPS Undergraduate Aviation Programs Internship Application .................................................7
Bi-Weekly Progress Report ........................................................................................................9
Internship, or also known as 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.

Internship 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 for CPT. Furthermore, international students must include the Internship course AMT, EGR, ERM, GIT, HSE, IFT, TEM 484/485 (1-3 credit hours, prefix dependent upon your major/program) as an integral part of their program (DARS). Please see the section regarding international student requirements for more information.

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.

**TPS Undergraduate Aviation Programs 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. A 3 credit-hour internship would require a minimum of 135 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 (AMT/ATC 484) is required for inclusion in the program requirements: DARS for undergraduate 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 research, or needs the use of unique industrial facilities not available on campus to complete a research study. Students must complete one semester at ASU before becoming eligible for an internship; international students must follow ISSC requirements related to CPT eligibility.
The student must be in good standing at the time of the application and start of the internship semester (not on academic warning or probation).

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. Some opportunities may be available within the Aviation program labs on the Polytechnic campus.

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: First day of the Summer semester / End: Day before the first day of Fall semester.

*The last day of the internship may be extended in some circumstances, but not to exceed the start of the next term. Please contact the undergraduate advising office for questions.

**Procedures for Registration**

1. Your faculty sponsor will be determined based on your degree program.

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 internship registration is for 3 credit hours and must be pre-approved by completing an Internship Course Application for Aviation Programs to be submitted to the aviation program (aerotech@asu.edu). Once approved by the course instructor 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 three (3) credit hours of 484 may count toward the number of hours
required for graduation as described under each degree plan.

6. See AMT/ATC 484 course syllabus for details on the report requirements. See your faculty sponsor with questions.

7. The internship must be an off-campus opportunity. Some opportunities may be available within the Aviation program labs on the Polytechnic campus.

**Internship Checklist**

**The Polytechnic School**

In order to receive an override to register in internship, the following are required at least two weeks prior to the semester or internship start date, whichever comes first:

- Complete the Internship Course Application for Aviation Programs;
- Copy of position posting;
- Employer letter for internship including start date, end date, job title, internship location, and supervisor information;
- Verification that the employer is registered with ASU Fulton Schools of Engineering Career Services (email confirmation is sufficient); and
- Approval by faculty sponsor and program chair.

In order to receive a grade, the following are required by the outlined deadlines, but no later than the last day of final exams for the semester in which the internship is carried out:

1. Bi-weekly reports. See Course Syllabus for specific deadlines and formatting requirements. See Aviation Bi-Weekly Report Form.
2. Mid-term and final supervisor evaluations by your industry supervisor must be completed for your internship by outlined deadlines. Company-specific forms may be used or forms available through The Polytechnic School – Aviation Programs may be used. See Aviation Employers Evaluation Form.
3. See Course Syllabus for specific deadlines and formatting requirements.
4. A standard letter grade will be issued for the aviation internship class.

**International Students: CPT Instructions**

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).

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.

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 aerotech@asu.edu along with the additional required documentation.

5. 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.

6. 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 Aviation Employer Evaluation Form to the faculty sponsor and Advising Services Office. No grade will be issued without the necessary evaluation by the internship employer.

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 requirements 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.