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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 Student 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 (484/485) 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 thesis 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.

Revised 5/2020
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 limited on-campus opportunities may be available for students in certain programs. For questions regarding a potential on-campus opportunity, please contact your academic advisor.

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. Establish a faculty sponsor/internship coordinator. Generally, this individual is the program chair, but could also be a faculty member within the 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 484/485 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 484/485 course may count toward the number of hours required for graduation as described under each degree plan.

6. A technical report of 5 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 – two (2) 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 (polyinternship@asu.edu) 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 internship is a pass/fail class. The grade will be determined by the program chair for the undergraduate program, based on the evaluation of the internship supervisor and the quality of the technical report.

**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/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 Undergraduate Student 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, internship location, 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.
In order to receive a grade, the following are required within 10 days of internship completion:

1. Technical report (see #6) submitted to faculty sponsor and Advising Services Office; and
2. Internship Employer Evaluation Form submitted to faculty sponsor and Advising Services Office.

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 polyinternship@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 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.