Ira A. Fulton Schools of Engineering

Arizona State University

School of Manufacturing Systems and Networks

The Polytechnic School

Graduate Student Internship Policies and Procedures

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Internship, also commonly 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, TMC 584 (1-3 credit hours, prefix dependent upon your major/program) as an integral part of their program (approved iPOS). 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.

Graduate Student Internship Policies:

All students (domestic and international) can participate in an out of state or an in-state internship, full time or part-time in the summer semester if ALL of their GPA's are at least 3.0.

During the regular Fall and Spring semesters, part time internships are allowable if ALL of their GPA's are at least 3.0. For campus-based students, all internship opportunities during the fall or spring semester MUST be a local or remote opportunity. Out of state internships may be approved during fall and spring semesters if the student's only remaining credit for degree completion is 584 Internship.

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.

Internships cannot start before the semester or session students enroll in the internship credit. For example, if you are interested in doing an internship in the summer semester, you cannot start working until the summer semester officially starts (1st day of classes).

Internship end dates can be the last day of classes or continue until the day before classes start in the following semester (unless it is the student's final semester - contact your academic advisor). After the add/drop period, credit hour adjustments to the internship course is not

permitted for any reason. Refer to the [academic calendar](#) for semester start and end dates.

Inclusion of the 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 an 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.

If you have completed all of your degree requirements, you are not eligible for CPT or Internship for academic credit. International students should apply for OPT instead of CPT. Please speak to your assigned academic advisor for more information.

Your graduation date cannot be extended in order to accommodate your internship.

Graduate students may be permitted to take a maximum of 3 credits of 584 towards their plan of study and may choose to split the credits for a maximum of two semesters. No more than 3 credits of internship credit or two semesters is allowed and students should plan accordingly. If a student wants to take internship in addition to their degree requirements (in addition to the 30/33 credit hour requirement), only one credit and one semester of internship is permitted.*

Note: Graduate students in the MS Robotics and Autonomous Systems program in the Systems Engineering concentration through The Polytechnic School must refer to the internship policy for the MS Robotics and Autonomous Systems program encompassing all concentrations available through the Fulton Schools of Engineering. Internship rules and requirements may vary than what is listed in the TPS Internship Policy.

MSN/TPS Graduate 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.

It is unethical for students to continue to seek or consider other employment opportunities once an offer has been accepted. ASU, The Polytechnic School (TPS), and The School of Manufacturing Systems and Networks (MSN) expects students to honor an acceptance and withdraw from all employment seeking activities. Students who accept an offer from an organization and have an approved internship application on file with TPS/MSN advising will not be granted a different internship approval for the same academic semester should the student decide to decline their first offer to accept a different opportunity.

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 (584) is required for inclusion in the program requirements 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 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 (on track and not on academic probation). 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 internship must be an off-campus activity. The ASU Print & Imaging Lab is the **only** approved on-campus internship opportunity. 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: 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 graduate advising office for questions.

Procedures for Registration

1. Select an approved company and internship for your internship experience. The selection of a company and supervisor should be discussed with your faculty sponsor.

2. Establish a faculty sponsor. This person can be your faculty advisor or a faculty member in your program.

3. The dates of the internship must follow those of the approved internship request. No backdating will be allowed. Refer to the dates mentioned previously in this guide.

4. The full DocuSign 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 584 internship registration is for 1-3 credit hours and must be pre-approved by completing the DocuSign **Internship Course Application** to be routed to the academic advisor. Once approved by the company supervisor, 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 584 course may count toward the number of hours required for graduation as described under each degree plan and can be completed a maximum of two times for credit for a maximum of 3 credit hours. Students may also choose to take the 584 course in addition to the 30/33 credit hour requirement, but would be limited to a one semester opportunity. Graduate students must have the internship on an approved iPOS prior to submitting the Internship Course Application form.

6. A technical report of 2 double-spaced pages (minimum 500 words) 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. It is the student's responsibility to ensure that both report and evaluation are sent to the faculty sponsor and the advising office (polygrad@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 584 internship is a pass/fail class. The grade will be determined by the faculty sponsor of the course, based on the evaluation of the internship supervisor and the quality

of the technical report.

9. 4+1 students may be eligible to take 584 internship as part of their degree requirements or in addition to their degree requirements. For 4+1 students in the aviation, engineering, manufacturing engineering, and information technology programs, 1-3 credits of internship is allowable in addition to the credit hour requirement (30 or 33 credit hours depending on enrolled graduate program). For 4+1 students in the graphic information technology, human systems engineering, management of technology, or user experience, 1-3 credits of internship is allowable as part of the elective requirements for the program. Internship cannot be used to substitute required coursework in any program.

Internship Checklist

School of Manufacturing Systems and Networks

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 polygrad@asu.edu.

- o Receive internship offer (congratulations!)
- o Identify a faculty sponsor to oversee the grading of the internship class. This could be the student's assigned faculty advisor or program chair, or another faculty that the student is interested in overseeing the internship credit(s). Discuss the opportunity with the faculty prior to submitting the application form.
- o Initiate the Docusign Internship Application form. Ensure accurate emails for company supervisor, faculty sponsor, and program chair are used when submitting the request to ensure proper routing.
- o Attach the employer offer letter for the internship opportunity, including start date, end date, job title, internship location, and supervisor information, to the DocuSign Internship Application Form.
- o Once the application has been successfully routed and approved, the Polytechnic School Graduate Advising Office will issue the override for the 584 course.

Again, the complete packet of information must be submitted through Docusign 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:

- o Technical report (see #6) submitted to faculty sponsor and Advising Services Office; and
- o [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. 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 Docusign internship form for FSE Polytechnic School and have your faculty sponsor/program chair sign off on the form.

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. Once enrolled in the course, request CPT through the e-form with the [ISSC](#).

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.](#)