The Polytechnic School

Undergraduate Student Internship Policies and Procedures

TPS Undergraduate Internship Policy

Internship, or Curriculum Practical Training (CPT) for international students, 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, ATC, EGR, ERM, GIT, HSE, IFT, MFG, or TEM 484/485 (1-3 credit hours, and 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 the student is requesting the credit. See the Academic Calendar for specific dates on registration. Students are responsible for enrolling prior to the add/drop deadline.

TPS Undergraduate Student Internship/CPT 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 Students and Scholars Center (ISSC) CPT/OPT Policy.

CPT (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, requiring practical experience to complete qualifications for an advanced degree, or needs industrial experience to gain the ability to perform required degree thesis research study. Students must complete the pre-requisites at ASU before becoming eligible for an internship, international student must follow ISSC requirements related to CPT eligibility.

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The internship must be an off-campus activity. In a very rare exception, there may be the possibility of an on-campus opportunity; please contact your academic advisor to discuss options. These exceptions must be approved by your faculty program chair and internship faculty sponsor.

Students in the TPS Aviation programs have the option of completing their required internship credits in an on-campus internship, facilitated by an aviation faculty member. Please contact your academic advisor to discuss your options.

Internship start and end dates must correspond with the start and end dates of the semester/session the internship is being requested. The last day of the internship may be extended in some circumstances, but not to exceed the start of the next term. Please contact your Academic Advisor for questions. International students will need to check with ISSC regarding the start and end dates to make sure the student is following the correct guidelines.

A technical report of 2 double spaced pages (minimum 500 words) describing in detail the leaned concepts, techniques, and/or procedures, and an Employer Evaluation From, filled out by the Internship Supervisor, is due to the Internship Faculty Sponsor 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 the report and evaluation are sent to the Internship Faculty Sponsor by the due date. If there are concerns with the confidentiality of the report within the company hosting the student, the student is responsible for having his/her Internship Supervisor contact the Internship Faculty Sponsor as soon as possible.

The 484/485 internship is either a pass/fail or standard grading depending on program requirements. The grade will be determined by the Internship Faculty Sponsor for the undergraduate program, based on the evaluation of the Internship Supervisor and the quality of the technical report.

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).

Students are encouraged to read the Curricular Practical Training (CPT) requirements on the ISSC website to ensure an understanding of additional requirements needed.

Students are encouraged to read the Fulton Schools of Engineering CPT Policy.

Undergraduate international students need to ensure their internship is an integral part of your DARS/major map.

International students will follow the procedures for registration, stated below, for adding the 484/485 class to their class schedule.

International students will follow the internship/CPT guidelines, stated above, for earning a grade for the 484/485 class.

International students are responsible to submitting all required paperwork to the ISSC office and ensuring appropriate processing and approval.

Procedures for Registration – The Polytechnic School

In order to receive an override to register in an internship course, the following are required at least **two weeks prior** to the semester/session start. Once you have internship offer, compile the following documents and submit the Internship Course Application through DocuSign.

Step 1: Student is hired for the internship. Congratulations!

Step 2: Prior to accessing the Internship Course Application Form via DocuSign, the student should compile the following materials, so they are ready for entry/upload:

- The job/internship offer letter
- The job/internship description
- The work location(s)
- A detailed paragraph on how the internship is applicable to the student's major. Students should provide genuine reflection. Limited responses such as "because it is required" will cause an application to be denied.
- A paragraph on how the student's efforts will be evaluated to meet performance metrics. This may require a conversation with the Faculty Internship Sponsor ahead of time.
- If the internship is UNPAID, the student will need an Unpaid SPA confirmation email from the Fulton Career Center. Students pursuing an unpaid on-campus internship must also complete this process. PAID internships do not need to complete this step.

Step 3: Access the Internship Course Application Form via DocuSign for students specified major, and complete all the requirements, along with attaching required documents listed in step 2, then submit the application.

If the Internship Course Application Form is not approved, student will be notified of any incomplete internship packet items by email to their ASU email account. The student will need to make appropriate updates, and then GO BACK TO STEP 2, and resubmit a new internship packet.

Once the Internship Course Application Form is approved, the student will be notified by the Academic Advisor, and the student will be responsible for add the 484/485 course to the specified semester/session, as soon as they are notified.

International students will also need to follow up with ISSC to ensure they are set up correctly. Please refer to the CPT requirements on the ISSC website.