

SoC CPT Policy Updated Spring 2017

Please apply for the CPT I-20 visa document according to the directions on the International Student and Scholar Services Website:

<http://internationalcenter.utah.edu/students/employment/curricular-practical-training.php>

In the online application for the CPT, the advisor name and e-mail asked for is the SoC Graduate Advisor name; Leslie LeFevre (last names A-L) or Robert Barber (last names M-Z) and email address grad-advisors@cs.utah.edu.

- You must list the objectives of your internship in the appropriate box. Use the description of your job duties in your offer letter and tie them to the courses you are taking for your degree in the SoC.
- Students who are writing a thesis/dissertation will list the research credit course number, CS6970 or CS7970, and speak of how this internship is related to the thesis/dissertation research.

Please Note: Should this CPT application be an application for an extension of an already approved CPT in the same semester, then please write “EXTENSION OF CURRENT CPT” in the beginning of the “objective box,” and then tell why the extension is necessary and how the continued work will support and expand on the earlier stated learning objectives.

- The Graduate Advisor will enroll you with the correct credit upon the approval of your CPT application by the Director of Graduate Studies (DGS).

Please Note: In general, all students doing internships should enroll in a Graduate Internship credit, CS 6945. However, a student who is writing a thesis/dissertation may enroll in one MS or PhD Research credit, CS6970 or CS7970, during the internship semester after getting a written approval (e-mail ok) from her or his research supervisor to be submitted to the SoC Graduate Advisor/DGS. The research supervisor will grade the research credit and assign a letter grade.

- Once the SoC DGS approves the application the Graduate Advisor submits it to the International Center. They will process the new CPT I-20 and will contact you when it's ready to be picked up from their office.
- At the end of the internship, students who are signed up for CS6945 Internship credit need to submit the [Internship Objectives Evaluation](#) [link] to the Graduate Advisor. This form needs to be signed by your employer and briefly describes how the internship objectives were met.
- The internship credit will be graded as CR/NC – Credit or No Credit (Pass/Fail) by the DGS, and will not be counted towards the Program of Study.
- For CS 6945- Internship Credit, you will need to follow the requirements listed in the syllabus [link].

Please Note: The cost for the research or internship credit is the student's responsibility unless the student makes other arrangements with the student's research advisor.

CPT APPLICATION CHECKLIST

- Review CS 6945- Internship Credit Syllabus
- List Internship Objectives according to graduate course work/research pursued
- Enroll in appropriate internship/research credit via Graduate Advisor
- CPT I-20 received so internship can start
- Turn in CPT Employer Objectives Evaluation form to Graduate Advisor