

## SoC CPT Policy Summer 2016

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

<https://istart.ic.utah.edu/istart/controllers/start/start.cfm>

In the online application for the CPT, the advisor name and e-mail asked for is the SoC Graduate Advisor name. Either enter the e-mail for Ann Carlstrom, [annc@cs.utah.edu](mailto:annc@cs.utah.edu) or Leslie Lefevre, [leslie@cs.utah.edu](mailto:leslie@cs.utah.edu)

- You must enter three learning objectives that relate to your curriculum. These learning objectives need to be **a part of** the experiences and training you will receive on the job, and, the key is that the objectives should be tied to the course work you are doing for your Graduate Degree in the SoC. Name the courses by course number and title in your description. The course referred to in the application that is needed for the CPT will either be the CS6945-Internship credit or the Research credit, CS6970 or CS7970.
- **Please Note:** 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. The STUDENT will enroll in ONE research credit with the Research Advisor, aka committee chair. (The research credits are posted on the GradSAC link: <http://www.cs.utah.edu/gradsac/>).
- For students enrolling in **CS6945 Internship credit** – Complete the following forms: [http://www.cs.utah.edu/docs/Graduate/CPT\\_verification\\_form.pdf](http://www.cs.utah.edu/docs/Graduate/CPT_verification_form.pdf) Employer and student will sign the first form as part of the PRE-CPT process. Employer and student sign the second form again at the conclusion of the internship. This is required in order to get credit for the internship.
- The Graduate Advisor will enroll you in the CS6945 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. The Research Advisor (committee chair) will grade the research credit and assign a letter grade.
- For FULL TIME internships, you need to complete the **Vacation Request form** with the International Center. This communicates to SEVIS the reason for less than full time enrollment. Again, please use the International Center's iStart link: <https://istart.ic.utah.edu/istart/controllers/start/start.cfm>
- Once the SoC DGS approves the application (involving CS6945) 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 enrolled in the **CS6945** credit will need to submit the second part of the CPT Internship Verification form to the Graduate Advisor.
- 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.
- ***Please Note:*** The cost for the one research or internship credit is the student’s responsibility unless the student makes other arrangements with the student’s research advisor.

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