SoC CPT Policy

International Students are eligible for Curricular Practical Training (CPT). It is highly recommended to first review the ISSS CPT Guide here, in addition to this SoC policy before applying through iStart.

For the Academic Advisor approval, please include the Graduate Advisors names (Jill Wilson: A-L, Lauren Down: M-Z) and the email, grad-advisors@cs.utah.edu.

General CPT Policies:
- CPT has to start at the beginning of a new semester (Summer = May 11th) and end at least the day before the next semester begins (Fall = August 23rd). Please refer to the appropriate academic calendar for specific dates.
    - ***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.
- All graduate students must have completed at least 1 full academic year of courses in order to qualify for CPT (Full time status during Fall & Spring).
- All graduate students must have a 3.5 GPA prior to CPT, as set by ISSS.
- All graduate students must register for 1 credit during CPT.
- All graduate students must provide objectives for their internships. They can use the description of their duties in their offer letter and tie them to the courses they've taken in their degree.

Department CPT Policies:
- Paid internships must pay students a minimum of $20/hour.
- Students may take CS 6945 "Graduate Internship" if their CPT does not directly relate to their thesis or dissertation. (See section below for more details)
- Students may take CS 6970 or 7970 if their CPT directly relates to their thesis or dissertation. (See section below for more details)
- All students will have to receive CPT approval by ISSS before Graduate Advisors will allow them to register for the CPT course.
- All graduate students are responsible for paying for their CPT credit unless the student makes arrangements with their research advisor.

CPT directly relates to Thesis/Dissertation Research
- Students may only have to register for thesis/dissertation (CS 6970 or 7970) during CPT.
- Students who select this option must speak on how this internship is related to their specific thesis/dissertation research.
- Students' faculty advisors will have to email the appropriate Graduate Advisors and confirm their approval of the student taking CS 6970/7970 for a CPT in Summer.
- Students' faculty advisor is responsible for grading the research credit and giving a letter grade by the appropriate deadline (end of semester).

CPT Graduate Internship, CS 6945
- Students may only have to register for graduate internship (CS 6945) during CPT.
- Students will have to review and follow the requirements listed in the CS 6945 course syllabus. (submit assignments to grad-advisors@cs.utah.edu at the end of each assignment week)
- Upon completion of CPT, students must submit the CPT Verification form signed by employer in order to receive a grade for the course.
- The CS 6945 course will not be used towards students' Program of Study credits towards graduation.

- The CS 6945 course is graded by the Director of Graduate Studies in the School of Computing.

CPT Application Process:

1. Attended CPT Workshop, presented by ISSS. Check their [website] for specific dates
2. Review ISSS CPT [policy] and SoC CPT policy.
3. Review CS 6945 - Graduate Internship Syllabus.
4. Complete the CPT Verification Form (first page).
5. Discuss internship opportunities with employers and receive an offer letter.*
6. Schedule an appointment with your appropriate Graduate Advisor (Jill: A-L; Lauren: M-Z) to cover your offer letter, course registration, and CPT application.
7. Submit your CPT application through ISSS.**
8. Once approved by ISSS, you can enroll in 1 credit of the appropriate course.
9. Pick up new I-20 from ISSS.
10. Submit all CPT assignments to grad-advisors@cs.utah.edu
11. Complete verification form (second page) at the end of the Internship.

*Review offer letter requirements below.
**CPT applications cannot be submitted earlier than 30 days of the start date of CPT.

Offer Letter Requirements:

1. Your name
2. Position title
3. Internship responsibilities
4. Start date
5. End date
6. Number of work hours
   Please Note: During CPT, part-time work is 1-20 hours a week and full-time is 21-40 hours a week.
7. Salary or stipend
8. Reporting supervisory & contact information
9. Employer address