

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 UAtlas.

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 (i.e., Summer = May 16th) and end at least the day before the next semester begins (i.e., Fall = August 22nd). 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)
- To receive CPT course information for Summer semester, students must submit their offer letter, length of CPT, what course they think they need, and their thesis summary (if applicable) to their appropriate grad advisor starting April 1st
- The Grad Advisors reviewing CPT applications for Summer starting April 1st.
- All graduate students are responsible for paying for their CPT semester unless the student makes other 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 can directly and clearly be used to their specific thesis/dissertation research.
- Students must provide a thesis summary of their PhD dissertation to the Grad Advisors and in the CPT application.
- Students' faculty advisors may receive an email from the appropriate Graduate Advisors to confirm their approval of the students' CPT is related to their research.
- 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.
- Student will need to work with your supervisor to complete the first page & the "PRE CPT Verification" part of the [Verification Form](#). That portion of the verification form needs to be submitted by the first day of the Summer semester.

SoC CPT Policy

- Students will have to review and follow the requirements listed in the CS 6945 course [syllabus](#).
 - Students will need to submit your CPT assignments to soc-cpt@cs.utah.edu with your name, week #, and the title of the assignment. Please include the Grad Advisor's email, just in case soc-cpt email doesn't come through. Assignments are not handled through Canvas.
 - The weeks will start on Mondays like in college and majority of companies in the United States. Please try and submit the assignments by Sunday, 11:55pm at the end of each week.
 - Make sure to pay attention to what week you are on and submitted the assignments assigned to those weeks.
- If students fail to complete the assignments, they will not pass the CS 6945 course.
- 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 once the grad advisors send them all the students' assignments.

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 (if applicable).
4. Discuss internship opportunities with employers and receive an offer letter.*
5. Contact your appropriate Graduate Advisor (Jill: A-L; Lauren: M-Z) to cover your CPT questions, provide the required CPT materials, and receive the course information.
6. Submit your CPT application and receive approval from ISS.**
7. Pick up new I-20 from ISSS.

*Review offer letter requirements below.

**Grad Advisors start reviewing CPT applications for Summer starting April 1st.

Offer Letter Requirements:

1. Company letterhead
2. Your name
3. Position title
4. Internship responsibilities
5. Exact start date and end date
6. Exact 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. Physical work location (office location or remote address)