

CURRICULAR PRACTICAL TRAINING

CPT must be in the student's major area of study and **MUST** count towards completion of the degree requirements. The master's degree requires 30 credits. Students must plan their CPT credits along with their other course credits accordingly.

Master's students are required to take ONE credit of CPT to fulfill the master's degree requirements. CPT can be taken only ONE time. Students can take CPT during the academic year OR the summer. In exceptional circumstances, the Graduate Program Director can approve a replacement for this requirement by substituting one credit of ESE 599, ESE 699 or ESE 698.

ESE Department Requirements for CPT Approval

- **Students should consult with an International Student Adviser to confirm that they are eligible for CPT. If eligible, please submit the following to the Graduate Program Coordinator at least two weeks prior to the start of the internship:**
 - **CPT Application instructions and application are located on the International Services website.**
 - **Letter of Offer from the internship supervisor to the department, which states the CPT duties. This letter must be on original company letterhead.**
 - **E-Mail the Graduate Program Coordinator, stating how the CPT is integral to your program of study.**

Registration Requirement

Students must register for ESE 597 (variable credit). ESE 597 is a non-regular course. Register under your advisor's section number. If you do not have an advisor, you should register under the section number of the Graduate Program Director.

Requirements Upon Completion of CPT

The internship supervisor must inform the student's advisor or Graduate Program Director via e-mail that the student has satisfactorily fulfilled the CPT requirements.

Student must submit a CPT report (1-2 pages) to their advisor or the Graduate Program Director PRIOR to the beginning of the next semester. A grade of "S" or "U" will then be assigned.