

Curriculum Practical Training (CPT) Policy for Students Pursuing
the MS/MSE degree in Industrial and Operations Engineering

Effective Winter Term 2003
Revised Fall 2003

Background

- CPT is an option that allows international students holding valid F-1 visas to perform full-time off-campus employment in a work experience that is an integral part of their program of study.
- The University of Michigan International Center and College of Engineering have developed the following requirements for graduate students who pursue the CPT option:
 - CPT work assignments can occur only after enrolling for two consecutive terms at U of M
 - The CPT option is not available if the student has completed all degree requirements. Therefore the CPT option cannot be used for the last term of enrollment. (However, Optional Practical Training (OPT) may be an option for students who have graduated.)
 - The student must have a written, valid job offer in order for the International Center to approve the CPT assignment.
 - The CPT employment must have a valid purpose in the student's program of study.
 - Prior to beginning a CPT work assignment, students must register for one credit hour of ENGIN 600 or RACKHAM 998. (M.Eng. students register for ENGIN 600, M.S. and M.S.E. students register for RACKHAM 998.) This can be done by registering during the Winter term preceding a Spring/Summer work experience or during the Spring/Summer term corresponding to the work experience.
 - The work experience must be supervised and evaluated by a faculty member. The Supervising Faculty Member must sign the International Center's CPT form before the College will allow the student to enroll in ENGIN 600 (M.Eng. students) or RACKHAM 998 (M.S./M.S.E. students). The Supervising Faculty Member must review the Summary Report of Work Experience and assign an S/U grade for ENGIN 600/RACKHAM 998.

IOE Departmental Requirements for CPT:

- Full-time CPT work assignments may only be performed during the Spring/Summer Term (May through August). Part-time assignments may be performed during the Fall or Winter term provided that the student is registered for sufficient credit hours to satisfy INS regulations.
- Students may not perform two consecutive terms of CPT, unless one of the terms is a part-time assignment as described above.
- Students must identify a Supervising Faculty Member **at least one month** before starting a CPT work assignment. (In many cases, this may occur before the student has a formal offer of employment.) The student must submit a brief proposal (approximately one page) to the Supervising Faculty Member for approval. This proposal must contain the following items:
 - A brief description of the CPT work assignment.
 - The relevance of the CPT assignment to the student's career plans.
 - A list of graduate courses that student has taken (or will take) that are relevant to the assignment.
 - A brief description of the "deliverable" that will be submitted at the end of the project that will be used to assign a grade to ENGIN 600/RACKHAM 998.
- Once approved, a copy of the proposal must be submitted to the IOE Graduate Program Office for the student's file.
- The IOE Graduate Program Advisor is not the default Supervising Faculty Member for CPT work assignments. The student must identify a member of the IOE faculty whose teaching and research interests are well-matched to the work assignment.
- ENGIN 600/RACKHAM 998 may not be counted toward the 30 credits required for the IOE MS/MSE degree.