

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

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, the College of Engineering, and IOE 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 (Exception when the Sevis Record is transferred from another institution leaving the student with 2 full terms on their record, but only one at UM).
 - 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 RACKHAM 998. (M.S., M.S.E., and PhD 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 RACKHAM 998. The Supervising Faculty

- Member must review the Summary Report of Work Experience and assign an S/U grade for
 - 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 federal Department of Homeland Security (DHS) 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 RACKHAM 998.
- 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.
- RACKHAM 998 is not counted toward the 30 credits required for the IOE MS/MSE degree.