

School of Sustainable Engineering & the Built Environment
Curricular Practical Training (CPT) Policy and Approval Process
for CON 584 and CEE 584 – 2020/21 Academic Year

SSEBE CPT Related Policies

Curricular Practical Training (CPT) is a type of off-campus employment authorization for F-1 students who must complete an internship course in order to graduate from their current degree program.

Employment starts at the beginning of the semester or summer session and completes at end of the semester or summer session. Each semester is considered a new term of employment and will require a new course registration and CPT application with ISSC.

CPT Eligibility Requirements

1. Maintenance of F-1 status for a minimum of one academic year in current degree program. The fall and spring semesters only count towards qualification for one academic year. Students must be in good academic standing with the SSEBE graduate program standards. Good academic standing for SSEBE is a 3.0 cumulative GPA. Students cannot have any censure for academic dishonesty to qualify for CPT.
2. Proposed employment must be an integral part of an established curriculum and meet one of the following requirements;
 - Internship is required of all candidates for a particular degree program.
 - The student has chosen to engage in experiential learning, received departmental approval to add internship to iPOS or DARS, and the student has not completed all the degree requirements.
 - A PHD or Master Student who has completed the required credits but must engage in an internship that is integral to the completion of his thesis or dissertation
3. Student must receive academic credit for the work experience.
4. Student must have an approved Interactive Plan of Study (iPOS) and the internship must appear on the Interactive Plan of Study (iPOS) as a requirement to complete the degree program and should not be added on in addition to coursework or academic requirements. Internship must be listed as a course for your program/degree plan option in the appropriate university catalog. Independent Study Research, Practicum and similar courses do not qualify as a class for CPT and cannot be substituted.

Appropriateness of CPT Experience

The CPT experience must complement the academic studies of the degree pursued in SSEBE. If appropriateness of the experience is not easily understood, your faculty chair will need to write a letter clarifying the relevance of the experience to your current degree program.

SSEBE Enrollment

The SSEBE faculty believe that experiential learning is a valuable aspect to developing the total student. SSEBE will provide graduate students the opportunity to register for CPT for no more than two semesters. The emphasis of CPT experiences is the summer session. However, students may opt to start or complete CPT experiences in the fall or spring semesters. Students will be able to enroll in either the fall OR spring semesters but cannot register for CPT in consecutive fall and spring semesters. If a student plans to participate in two CPT experiences one of the two must be during the summer session. Students can register for two CPT experiences either as a spring/summer or summer/fall or summer/summer experiences.

Students must have an approved iPOS prior to approval of the CPT course. Students planning on two CPT experiences must have both courses listed on the approved iPOS.

Students registering for a fall or spring semester CPT must be employed within reasonable distance of the home program campus. The emphasis of the fall and spring semesters is academic progress towards degree attainment and the CPT should not impede the degree attainment process. Working outside Arizona during the fall or spring semesters also contradicts ASU's F1 visa residency policy. There are no location restrictions for the summer session CPT experiences.

CPT Course Completion Requirements

Students are expected to complete all CPT course requirements within the semester of registration. No student should enroll with the intent of an incomplete grade. Incomplete grades create significant problems for students as there is no guarantee that an additional CPT will be approved to complete the requirements.

Fall or Spring CPT Hour Limits

Students pursuing CPT in the fall or spring semester are limited 25 hours per week. The 320 work-hour minimum for the CPT internship courses can be met with the 25 work hours per week. The 25-hour work-week is an exception for SSEBE students to maximize the learning opportunity while satisfying our course minimum of 320 work-hours. The hours also ensure students registering for CPT in their last semester can complete the work-hour requirement by the last day of instruction. SSEBE will not approve additional hours per week. Fall and spring semesters are focused on the core academic progress. The student's capacity to work more hours and/or a company's desire for the student to work more hours is not a justification to request additional hours. A 25-hour work-week provides enough hours to satisfy the 320 work-hour minimum. The CPT for graduate programs is not a graduation requirement and is therefore considered an added benefit to the SSEBE graduate programs.

CPT Final Semester Justification

1. A student must have at least one course remaining, which is applicable to the current degree requirement. If not, you should be degreed and applying for OPT, not CPT.
2. In the final semester there is the additional requirement for graduate students to align CPT with an educational justification. ISSC requires an educational-need as part of the CPT approval close to graduation. Be sure you have an applied project, research course, or related course that justifies CPT in the final semester. If there is no educational justification (correlated to a remaining course or project), ISSC and SSEBE will suggest pre-OPT.
3. Graduate students attempting to enroll in their final semester must be able to have a GPA that can provide a 3.0 cumulative GPA at graduation despite potentially failing the internship course. The course is not required for graduate students and the CPT experience should not put the degree in jeopardy. Be sure to calculate the potential for a failing grade.
4. Graduate students with the potential for not graduating by failing the one credit internship course, thus lowering your cumulative GPA below 3.0, will not be allowed to register for CPT in the final semester.
5. Any student completing the internship in their final semester must complete the required 320 work-hours by the last day of instruction of the semester. You must finish by the last day of instruction because this is the semester of degree conferral. The SSEBE CPT policy is firm with a maximum of 25 work hours per week in fall and spring semesters. Work hours will not be increased even though you have limited courses remaining.
6. **Students planning to use CPT in their final semester can use the Final Semester Checklist provided on the last page of this document (page 6).**

CPT Enrollment Timing

Students are expected to enroll in the CPT courses by the end of drop/add each semester. SSEBE advising will not guarantee enrollment after drop/add. Requests for a late add will be decided by two criteria.

1. Can the student feasibly complete the 320 work-hour requirement with the remaining time in the semester? The 25 work hour restrictions still apply in the fall and spring semesters to students who enroll late. Do not request for additional work week hours to compensate for a late start.
2. The employer delayed the hiring process beyond drop/add. A letter explaining the delay may be requested from the employer.

3. Students pursuing work after drop/add, obtaining a job offer, and then requesting enrollment in the same semester will be asked to enroll in the following semester.

SSEBE's Manipulation Policy

The CPT process identified on the previous page is a fair and accurate description of the internship course registration and CPT documentation needed for a student to receive an I20 work authorization. Students that try to manipulate the established process through misrepresentation of facts will not be approved for CPT. Manipulation includes, but is not limited to, sending different accounts of status to professors and academic advisors in hopes of speeding up the administrative process, sending deceptive messages about employment verification, stating your iPOS was submitted and approved when it was not started or trying to change your iPOS at the end of your degree to extend graduation in hopes of gaining more employment. Items such as these or others that are done to manipulate faculty and staff in hopes of expediting and/or approving your CPT will be denied and it will be noted in your student folder.

SSEBE's Renege Policy

Renege - (verb) To go back on a promise, undertaking, or contract. Students should never accept a job with the intention of turning it down if "something better" comes along. Not only is it inconsiderate and unprofessional, it also reflects poorly on Arizona State University and might negatively impact future ASU student opportunities with that employer. Also, employers communicate with each other and you will likely damage your reputation.

After you have given your decision careful consideration and accepted an offer, stop looking. Inform other employers who have extended offers that you have accepted another position. Don't accept additional interviews or job solicitations.

Please refer to NACE's Playing Fair...Your Rights and Responsibilities as a Job

Seeker https://sc.edu/about/offices_and_divisions/career_center/documents/students_nace_rights_and_responsibilities_for_job_seekers.pdf to become familiar with Principles for Professional Practice.

Students who renege on a job offer will be evaluated on a case-by-case basis. Reneging is grounds for exclusion from CPT and requests for switching employers will not be considered or processed.

Academic Integrity Policy

Any student who has a sanctioned academic integrity violation is NOT eligible to utilize the internship experience in their iPOS.

SSEBE CPT and Enrollment Policy

Arizona State University has a well-defined CPT process through [ISSC](https://issc.asu.edu/students/employment/f1-cpt). The links to the ISSC CPT page is <https://issc.asu.edu/students/employment/f1-cpt>. The CPT approval process starts with the student receiving a job commitment in writing.

Before you get started on the CPT process your iPOS needs to be approved and your CPT should be on the original iPOS. The initial iPOS approval can take up to 6 weeks as it must go to the Graduate College for approval.

Step One:

Students must have a job offer prior to starting the Curricular Practical Training (CPT) and Internship Registration Process. The position can be paid or unpaid. There are different Student Placement Agreements for paid and unpaid internships. This internship experience must start no earlier than the beginning of the semester, the first day of class, and conclude prior to the start of the next semester. Students registered for CPT in their last semester prior to graduation must complete work hours by the last day of instruction.

Step Two:

Students pursuing CPT approval from ISSC must file the appropriate course, or courses, on their [iPOS](#) prior to registering for the course. If you are considering multiple internships you need to have both CPTs on your initial iPOS. Civil

Engineering and Construction Engineering will use CEE 584 and Construction Management students will use CON 584 on their iPOS.

Step Three:

Complete document requirements for CON 584 or CEE 584 for course registration, undergraduates will use 296 or 484 packets, and take them to Matthew Eicher for approval. Paperwork that is signed by Matthew Eicher will be taken to SSEBE Advising for a course registration override. The documentation for the current semester is posted online at the following locations:

Civil Engineering:

<https://ssebe-today.engineering.asu.edu/civil-engineering-internships/>

Construction Engineering:

<https://ssebe-today.engineering.asu.edu/construction-engineering-internships/>

Construction Management:

<https://ssebe-today.engineering.asu.edu/dewsc-internship-paperwork/>

Environmental Engineering:

<https://ssebe-today.engineering.asu.edu/environmental-engineering-internships/>

Step Four:

SSEBE Advising enters a course registration override to allow registration for CON 584 or CEE 584.

Step Five:

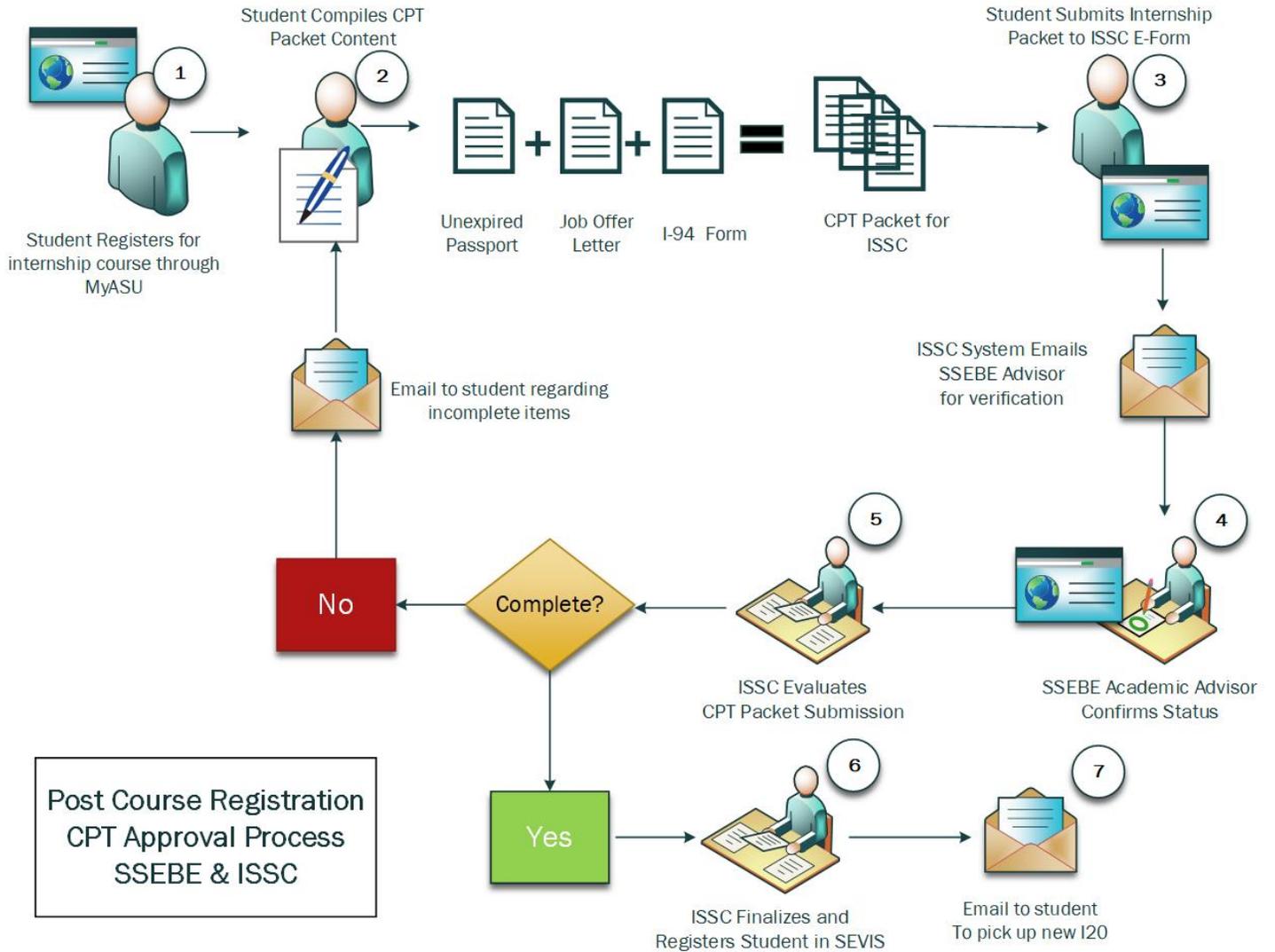
The student registers for CON 584 or CEE 584 – Internship for the full semester session. This is important because your work start date and the course start dates must match.

Step Six:

Complete ISSC forms. There are several items that are needed by ISSC to process the work authorization document. The items are listed on the ISSC page - <https://issc.asu.edu/students/employment/f1-cpt> .

1. The Employment Form Letter – Responsibility: Student
2. Copy of Passport and I-94 – Responsibility: Student
3. Departmental Authorization Form – Responsibility: Student fills-out the [CPT I-20 Request eForm](#) and SSEBE Advising will receive an email to verify online. The completed form will be updated and ISSC will process the request. See process outline graphic below.

CPT Approval Process Outline AFTER Course Enrollment



Prefer Pre-OPT or OPT?

The Arizona State University, ISSC page regarding the Pre-OPT <https://issc.asu.edu/students/employment/pre-opt> and Post-OPT processes <https://issc.asu.edu/students/employment/post-opt>

CPT Final Semester Justification Checklist

1. Do you have at least one course that is part of your degree requirement?

ISSC requires a student to be in at least one course applicable to your degree requirement. If not, you should be degreed and moving on to [OPT](#). There is also the added requirement of an educational justification for the CPT in the final semester. Be sure to have a written educational justification prepared. You will need to provide the justification in the internship course application form.

2. Do you have a cumulative GPA at or above 3.0?

SSEBE policy coincides with the ISSC requirement that graduate students have a cumulative GPA of 3.0 or higher to qualify for CPT. Undergraduates have to be in good academic standing as well.

3. Are any of the remaining courses similar to an applied project or other course content similar to your work experience that will help with the educational justification?

In the final semester there is the additional burden of matching CPT to an educational justification. ISSC wants to see an educational need as part of the CPT approval close to graduation.

Be sure you have an applied project, research course, or related course that justifies CPT in the final semester. If there is no educational justification (correlated to a remaining course or project), ISSC and SSEBE will suggest pre-OPT.

4. What are the total course credits in the last semester?

A limited course load and availability to work does not guarantee CPT and will not increase work hours beyond the SSEBE policy of 25 hours per week in the fall or spring semester.

5. If you fail the internship course in the fall, would your GPA be above a cumulative 3.0?

Students with the potential for not graduating by failing the one credit internship course, thus lowering your cumulative GPA below 3.0, will not be allowed to register for CPT in their final semester.

6. Will you be able to complete all of the work hours (320) by the last day of instruction?

In your final semester of courses, you must be able to complete the 320 work hours by the last day of instruction. You must finish by the last day of instruction because this is the semester of degree conferral.

The SSEBE CPT policy is firm with a maximum of 25 work hours per week in fall and spring semesters. Work hours will not be increased even though you have limited courses remaining.