CURRICULAR PRACTICAL TRAINING CONTRACT

ECE 197 Enrollment Procedure for CPT Students:
This process is for students who do not have faculty sponsors for ECE 197
1 Student submits the following items to the ECE Undergraduate Advising Office in Jacobs Hall 2700 or email to ece-ugadvising@eng.ucsd.edu

A) offer letter which includes:
   · number of weekly internship hours
   · start and end date of internship
   · outline of internship responsibilities

B) Signed CPT Contract

2 Student will be notified by the ECE Undergraduate Office through the Virtual Advising Center with instructions on when to enroll in ECE 197.

3 Student emails a 1 page report documenting duties performed or knowledge gained from the internship to the ECE Undergraduate Advising Office by Tuesday of finals week. Email report to ece-ugadvising@eng.ucsd.edu with the subject "ECE 197 (Quarter) - Last Name". Failure to submit a report will result in a NP grade.

Document Processing Time:
The CPT Contract and offer letter must be submitted by 4 pm on Tuesday to be reviewed by our faculty on Wednesday during weeks 1 or 2 of the quarter.

Please note, students:
   · can enroll in 4 units per quarter
   · will receive a P/NP grade
   · can not receive any credit towards major requirements - there are no exceptions

__________________________________________
A___ ___ - ___ ___ ___ ___
Last Name, First

Pick one quarter  ☐ fall  ☐ winter  ☐ spring  ☐ summer  Year 20_____
Students are required to resubmit a new CPT Contract form each quarter.

__________________________________________
My initials indicate that I have carefully read and understand the information above. ______

__________________________________________
Signature of Student                                     Date

***Return this form to the ECE Undergraduate Student Advising Office in Jacobs Hall 2700 or email it to ece-ugadvising@eng.ucsd.edu***