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
   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 submits a 1 page written report documenting duties performed or knowledge gained from the internship to the ECE Undergraduate Advising Office in Jacobs Hall 2700 by Wednesday of finals week. Failure to submit a hard copy of their written 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

__________________________________________

Last Name, First

Quarter □ fall □ winter □ spring □ summer Year 20____

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.***