

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 EMAIL the following items to the ECE Undergraduate Advising Office at ece-ugadvising@eng.ucsd.edu:

A) offer letter which includes (redact salary information):

- number of weekly internship hours
- start and end date of internship
- outline of internship responsibilities

B) Signed CPT Contract

② CONTACT the ECE Undergraduate Student Advisors through the VAC (vac.ucsd.edu) to confirm that the items above have been submitted.

③ EMAIL 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
- are responsible for checking and following up on the status of their ECE 197 EASy request.

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Last Name, First		
Pick one quarter <input type="checkbox"/> fall <input type="checkbox"/> winter <input type="checkbox"/> spring <input type="checkbox"/> summer Year 20 <hr/>		
<i>Students are required to resubmit a new CPT Contract form each quarter.</i>		
My initials indicate that I have carefully read and understand the information above. <hr/>		
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Signature of Student	Date	

EMAIL this form to the ECE Undergraduate Student Advising Office at ece-ugadvising@eng.ucsd.edu

***Do **NOT** email the instructor if you have questions about the course or the application process. Contact the ECE UG Advisors through the VAC: vac.ucsd.edu.**