

# **Graduate Student Procedures for Establishing Independent Study or Internship-Curricular Practical Training**

Department of Electrical & Computer Engineering  
Colorado State University

## **Procedure for Establishing:**

- **ECE795 - Independent Study - Publication Replacement**
- **ECE695 - Independent Study**
- **ECE587 - Internship - Curricular Practical Training (CPT)**

1. Student prepares and submits a **written proposal** along with the required application form for one of the following:

### **ECE795 – Independent Study – Publication Replacement:**

- At least two peer-reviewed journal or conference publications are required. PhD research must have been performed while enrolled at CSU.

If the student has already published:

- The student must provide a list of citations and validating documentation when submitting the Independent Study form.

If the student has not yet published:

- Submit the form, with signatures. You will receive an override and your faculty will give you an “I” in the course until the publication citations have been provided to them.
- NOTE: ECE795 is ONLY for Ph.D. students substituting publications for regular coursework.

### **ECE 695- Independent Study:**

- With assistance from the project advisor, the student is required to prepare a proposal explaining the scope of the Independent Study and the tasks that will be performed.
- ECE 695 is required for MS Plan B (with project) students.
- Students completing a project for their MS Plan B degree program are required to identify a graduate committee. Upon completion of a graduate project, it is the responsibility of the student to collect original signatures on the Final Examination Form (GS24) and submit to the CSU Graduate School. Details and deadlines can be found at <http://www.graduateschool.colostate.edu>.
- If the student is requesting to participate in Curricular Practical Training (CPT), all related CPT approval forms from the Office of International Programs must accompany the application for ECE695 – Independent Study.
- <https://webcom.colostate.edu/iss/files/2013/11/CPT-request-packet.pdf>
  - Attach a copy of the offer letter from your prospective internship employer, including job duties of the internship.
  - The student, along with the faculty advisor, must outline the learning outcomes of the internship and its applicability to the project.

### **ECE 587 – Internship, Curricular Practical Training (CPT):**

- This course number is used by MS Plan B and ME graduate students seeking internship credit for CPT. International students on F-1 visas, who must receive CPT Authorization in order to participate in practical training, can apply for ECE587 credit.

- To be eligible for CPT, international graduate students must have been in the USA with full-time academic enrollment for at least nine months prior to commencement of the CPT. A maximum of two academic terms of CPT is permitted.
  - Registration for CPT will be approved **ONLY** when the internship has a strong and measurable connection to the student's academic program/goals, and the ECE587 course is noted on their Program of Study (GS6).
  - International graduate students can enroll for a maximum of 1 credit of ECE587 – CPT per internship opportunity.
  - CPT may not be used to meet the regular coursework requirements set by the ECE Department or the Graduate School. MS Plan B coursework only students will need to complete 32 credits of regular course work in addition to the one credit of ECE587. ME students will need to complete 30 credits of regular course work in addition to the one credit of ECE587.
  - International graduate students requesting ECE587 credit for CPT must provide the following to the ECE Department:
    - **A proposal** providing details on the topic, scope and timeline of the CPT identifying goals and learning outcomes and its applicability to the program of study. Indicate evaluation process for grading. Provide company name, location, supervisor contact information, internship dates, and how you located the internship.
    - Submit proposal along with the ECE Department's Graduate Student Independent Study and Internship-CPT Request Form.
    - In addition, submit the Office of International Program's CPT application form. The CPT application packet is available on the Office of International Programs website: [http://iss.colostate.edu/immigration\\_forms/](http://iss.colostate.edu/immigration_forms/)
    - Upon receipt of the Graduate Student Independent Study and Internship-CPT Request Form, the Electrical & Computer Engineering Department requires **5 business days prior to census to review**. Submit proposal and both application forms to the ECE graduate student advisor.
    - **A short (one-page) final report is due during the last week of the semester before finals week for a grade to be given**. The report needs to include comments related to the following: internship description, assessment of your academic preparation for the position, recommendations for course material that would have been beneficial, and a summary of your experience and how you met the goals and learning outcomes described in the proposal. Submit the final report to your faculty advisor.
    - Complete understanding of the terms and conditions of CPT is the responsibility of the student. Please make an appointment with the Office of International Programs if you have concerns about how CPT will affect your F-1 status.
2. The Graduate Committee Chair and Department Head may request that additional information be provided. Requests that have incomplete paperwork or paperwork that does not meet University or Curriculum requirements will be denied. Applicants will be informed of the approval/denial decision via email. Students with approved applications will be permitted to register for the course.
  3. Please visit, <http://www.registrar.colostate.edu>, for CSU Registration Deadlines. Application for Independent Study or CPT must be submitted prior to the Registration Deadline for the term. ***To ensure timely registration, it is important to address the procedures outlined above well in advance of the registration deadline.*** CSU charges a Late Registration fee. It is the student's responsibility to have all paperwork approved prior to the start of the term to prevent a late fee.

# Graduate Student Independent Study and Internship-CPT Request Form

Department of Electrical & Computer Engineering  
Colorado State University

Please check ONE option - 3 credits MAXIMUM may be applied:

**ECE695** \_\_\_ **Independent Study**  
\_\_\_ Graduate Project  
\_\_\_ Graduate Project w/ CPT

**ECE 587** \_\_\_ **Internship** (*1 credit maximum*)  
\_\_\_ CPT

**ECE795 – Independent Study**  
\_\_\_ Publication Substitution

Requested Registration Semester: \_\_\_\_\_ Total Credits Requested: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ CSU ID: \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

**For ECE795 only:**

By signing, I verify that these two journal or conference papers are or will be peer reviewed.

Student signature \_\_\_\_\_ Date: \_\_\_\_\_

Independent Study Advisor(s): \_\_\_\_\_

Title of Independent Study Project : \_\_\_\_\_

Expected hours of work per week: \_\_\_\_\_ Total estimated hours for project: \_\_\_\_\_

Expected project completion date: \_\_\_\_\_ Expected graduation date: \_\_\_\_\_

**Attach proposal on a separate sheet. Refer to the “Graduate Student Procedures for Establishing Independent Study or Internship-CPT” for detailed instructions and requirements.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Approved:**

\_\_\_\_\_  
Graduate Advisor/Independent Study/Internship Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
ECE Graduate Committee Chairperson Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
ECE Department Head Signature

\_\_\_\_\_  
Date

Registration Override Date: \_\_\_\_\_