

# 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](mailto: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 CONTACT the ECE Undergraduate Student Advisors through the VAC ([vac.ucsd.edu](http://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](mailto: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 <b>one</b> quarter <input type="checkbox"/> fall <input type="checkbox"/> winter <input type="checkbox"/> spring <input type="checkbox"/> summer Year 20_____			
<i>Students are required to resubmit a new CPT Contract form each quarter.</i>			
<b>My initials indicate that I have carefully read and understand the information above.</b> _____			
_____		_____	
Signature of Student		Date	

\*\*\*EMAIL this form to the ECE Undergraduate Student Advising Office at [ece-ugadvising@eng.ucsd.edu](mailto:ece-ugadvising@eng.ucsd.edu)\*\*\*