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) Curricular Practical Training Request Form

   C) Signed CPT Contract

2. Student must follow the instructions on the following link on how to request enrollment in ECE 197:
   https://academicaffairs.ucsd.edu/Modules/Students/PreAuth/Documents/EASy_Special_Studies_Instructions_Student.pdf
   through the Enrollment Authorization System:
   https://academicaffairs.ucsd.edu/Modules/Students/PreAuth/

   Student must enroll in the Department Vice Chair’s section of ECE 197.
   The current Department Vice Chair is Prof. Bill Lin.

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 Request Form, 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

_________________________________________________________________________

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.***