

## **ENG 310 Course Policy: Internships and Co-Ops**

ENG 310 is an **internship/co-op** course for domestic and international undergraduate students.

**Any questions about this [policy](#) should be directed to [ecs@engineering.illinois.edu](mailto:ecs@engineering.illinois.edu)**

### **ENG 310 Course Policies:**

All students (domestic and international) must seek approval from the College of Engineering to register for ENG 310 each term by filling out the following form: [ENG 310 Registration Request](#). Students who are approved to register for ENG 310 must adhere to the course policies below. **No exceptions will be given.**

- All Students:
  - Students must be approved to enroll in ENG 310, both full and part-time sections, **prior** to the start of the semester. Only late-add requests for Internships/Co-Ops for **Research Park** will be allowed. **No Exceptions.**
  - Virtual/Remote experiences are **not** permitted, a supervisor must be on-site.
  - You are **not** permitted to enroll in ENG 310 (full-time section) back-to-back during the Fall and Spring terms.
  - Internship dates must fall within the dates of the given semester as outlined below, and internships/co-ops must end prior to the first day of instruction for the following semester:
    - 2017 Summer term – May 15 through August 25
    - 2017 Fall term – August 28 through January 12
    - 2018 Spring term – January 16 through May 13
  - Students must register for ENG 310 in the appropriate section:
    - Fall/Spring Full-Time: 10 weeks at more than 20 hours per week
    - Summer Full-Time: 8 weeks at more than 20 hours per week
    - Fall/Spring/Summer Part-Time Section: 20 hours or less per week
  - Students who complete a part-time internship during the fall and spring term need to be located within the Champaign-Urbana area and be registered as a full-time student (on top of registration in ENG 310). **Enrollment in the part-time section does not grant a student full-time student status.**
  - The required assignment for ENG 310, found on Compass2G, must be completed by the 10th day to avoid being charged all on-campus fees; the assignment must be completed by reading day to avoid an Unsatisfactory grade in the course. **No exceptions will be made.**
  - Students must check their Illinois email account on a regular basis for any course announcements.
- International students:
  - CPT must be directly related to their major field of study and an integral or important part of their program of study.
  - No full-time CPT will be approved for ENG 310 in **the student's last semester**.
  - Failure to register for the required CPT course by the deadline to add a course for the semester may result in the student's F-1 visa being terminated.

### **Curricular Practical Training (CPT) is for international undergraduate students:**

- who are on an F-1 visa,
- have completed one year of academic coursework, and
- for whom temporary off-campus employment (Internships or Co-Ops for the purpose of this course) during the course of their university enrollment is directly related to their major field of study and an integral or important part of their program of study.
- Full-time CPT is more than 20 hours per week and part-time is 20 hours or less per week. For more information on CPT rules and regulations, visit [www.iss.illinois.edu/students/employment/f1cpt.html](http://www.iss.illinois.edu/students/employment/f1cpt.html).

## **Curricular Practical Training (CPT) - CONTINUED:**

In order to pursue CPT, international students are required to complete the CPT application and have it approved at each level – department, college\* (\*by completing the ENG 310 Registration Request), and ISSS. International students **should not formally accept an internship** without having their CPT approved by each level. In addition, international students are required to register for the appropriate CPT course. Per federal policy, failure to register for the course by the stated deadline may **result in the student's F-1 visa being terminated**.

In addition, the following policies are enforced with CPT.

- CPT **cannot be backdated** and **cannot start** until all approvals at each level are granted and course registration is completed.
- Students can only complete an Internship/Co-Op on CPT for the dates listed on their new I-20 and cannot start their Internship/Co-Op without having the I-20 in hand. The Internship/Co-Op must also end on the date specified on the CPT I-20.
- Students cannot change employers without completing a new CPT application form.
- CPT authorization can only be given for one year at a time. Students who complete more than 12 months or more of full-time CPT will not be eligible for OPT. Consult with ISSS for your specific situation:  
<http://www.iss.illinois.edu/students/employment/f1cpt.html>

## **Tuition, Fees, and Health Insurance**

Students enrolled in the **full-time** section of ENG 310 will pay \$200 for the course, and the campus general fee **if they are completing an internship off-campus**. Enrolling in additional credit hours will negate the tuition and fee agreement for ENG 310 – full time section, and may negate the full-time student standing agreement. Students should contact the Office of Student Health Insurance to discuss options regarding health insurance coverage while enrolled in ENG 310.

**\*Note:** students completing a part-time internship during Fall/Spring terms **must** be registered as a full-time student.

- If you have questions about tuition and fees, contact the Office of the Registrar:  
<http://registrar.illinois.edu/>
- If you have questions regarding health insurance, or would like to continue your student health insurance coverage while you are completing your internship, contact the Office of Student Health Insurance: <http://si.illinois.edu/>
- If you have questions regarding your financial aid package and how it may be affected, contact the Office of Student Financial Aid: <https://osfa.illinois.edu/contact-us>

***See next page for student registration information***

**Step-by-Step CPT/ENG 310 Registration Checklist for International & Domestic Students**

Below is a step-by-step checklist for registering in Eng310. Students must complete the steps in the indicated order.

**Summer, Fall and Spring Terms**

ENG 310 Registration Process		
<p><b>1. STEP 1: DEPARTMENTAL APPROVAL</b></p> <p>a. <b>All Students:</b></p> <p>i. Consult with your academic advisor to determine how your plan of study may be affected by an off-campus <b>Fall/Spring</b> internship or Co-op</p>		
<p><b>2. STEP 2: COLLEGE APPROVAL</b></p> <p>a. <b>All Students:</b></p> <p>i. Obtain approval from College of Engineering to register for ENG 310 via form: <a href="#">ENG 310 Registration Request</a>. The College approves overrides to register for the course</p> <p>b. <b>Domestic Students:</b></p> <p>i. Register for ENG 310 in the appropriate section (full-time, part-time)</p> <p>c. <b>International Students:</b></p> <p>i. Begin your iSTART application and upload the approved ENG 310 Course Approval Message into your iSTART application, click "submit"</p> <p>ii. Once you've been granted CPT, register for ENG 310 in the appropriate section, part-time or full-time</p> <p>d. <b>Note:</b> Only Research Park at Illinois Internships/Co-Ops will be approved for late-registration.</p>		
<p><b>3. STEP 3: Required assignment</b></p> <p>a. Complete required assignment found on Compass2G by the 10<sup>th</sup> day of classes</p> <p>i. All on-campus fees are assessed for students who miss the deadline</p> <p>b. <b>NOTE:</b> Assignments will be accepted through reading day. Assignments received post reading day will receive an unsatisfactory grade. <b>No exceptions will be made.</b></p>		
International Students can apply for CPT if:	Yes	No
1. On an F-1 Visa.		
2. Completed one year of academic coursework.		
3. Internship/Co-Op is directly related to major field of study and an integral or important part of program of study.		
If the answer is "Yes" to all three steps, you are eligible to apply for CPT. If your answer to any of these are "No", then you do not qualify for CPT or ENG 310.		