While you pursue your engineering degree at the A. James Clark School of Engineering, you will find numerous opportunities to gain practical experience in your field of study. Students can conduct research with faculty, participate in competitions and projects, or work at a part-time job on campus. During school breaks, some international students seek internships in their home countries. Others incorporate one or more Curricular Practical Training (CPT) experiences in the U.S. into their degree.

**Why should I seek an internship or campus job?**

Employers expect to see work experience on your resume before you graduate. Working will also help you build professional references.

Students on F-1 visas have options for working on and off campus during their studies in the U.S. For the most up-to-date policies on F-1 employment options during and after your studies, see the website of the University of Maryland’s International Student and Scholar Services (ISSS).

See the Campus Jobs section of our website for ideas on seeking campus employment.

**Do you have a list of internship placements for students in my degree program?**

Our office provides resources to help you to prepare for your job search, but it is your responsibility to search and apply for internship positions. Read your emails and check our website so you keep track of events where you can connect with professionals and alumni.

**When should I start applying for internships?**

Some companies hire during the fall semester for the following summer, while others recruit summer interns in the spring. Peak recruiting occurs in September-October and February-March.

**How do I get started on my search for an internship?**

First, attend a Resume Basics Workshop. See the schedule for upcoming workshops on our website.

Create (or update) your resume based on our suggestions, then bring it to Engineering Career Services for a critique so we can activate your Careers4Engineers (C4E) account.

Complete your C4E account information with accurate personal and academic information. Once you upload your approved resume, you can review and apply for job listings through this portal.

*Keep reading for more tips...*
How can I improve my chances of finding an internship?
Attend our workshops, including Internship Search Tips for International Students. Make a good impression when speaking with or writing to potential employers.
Build your professional network. Prepare to attend career fairs and employer information sessions. Meet new people (and practice your English, if it's not your first language) by seeking out campus clubs and activities.
Gain experience with a part-time job, research position, independent projects or organized competitions where you can practice your skills.
Have a parallel plan. Check GoinGlobal for opportunities outside the U.S. and companies in different U.S. cities that have sponsored H1B visas.

What do I do once I get an internship offer?
Be sure to consider your options before you say yes to an offer. Our workshop Job Offers and Salary Negotiation covers questions to ask about an offer and what to do if you need more time to respond.
Once you accept a position, you should discontinue your job search and immediately notify any other employers that may still be seriously considering you that you have decided to accept another position.
Review ISSS’ page on CPT for guidelines and limitations. If enrolling in ENCO 099/098 for the academic component of your CPT, bring the relevant paperwork to Engineering Career Services at least three business days before you plan to start work.

But what if I get a better offer after I accept one?
Even if a more interesting offer comes along, you are committed to the offer you already accepted (even verbally). There are serious consequences for reneging on a job offer, both for your reputation and your access to our services.

Will I have to move to participate in an internship?
The more flexible you are about geographic location, the more likely you are to find a position. Some employers even help you pay for relocation. Note that during the semester, CPT will only be approved for a part-time internship in the DC metro area.

What if I want to quit my internship?
If you are considering resigning from a co-op position, you must first speak to both your supervisor at work and Engineering Career Services staff. Be prepared to discuss the reasons for your resignation and the implications of your decision.
If you cannot resolve the conflict with your supervisor and decide to resign, it is customary to give at least two weeks’ notice. You will need to provide a copy of your resignation letter to ISSS so they can update your I-20.

What if my employer wants to hire me full time?
Your co-op/intern employer may, but is not obligated to, offer you a permanent position after completion of your work assignment. You are not obligated to accept such an offer if it is made. It is your responsibility to request approval from ISSS for Optional Practical Training (OPT) before accepting full-time employment.

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Questions about finding an internship or enrolling in ENCO?
Contact:
Engineering Career Services
1131 Glenn L. Martin Hall
Phone: (301) 405-3863 | Email: careerengr@umd.edu | http://careerengr.umd.edu/students/international
Walk-in questions & resume critique: Mon-Fri, 8:30-4:30
Best ENCO for CPT Enrollment Hours: Mon – Thu, 8:30-11:30

Questions about maintaining status as an international student, CPT or OPT?
Contact:
International Student & Scholar Services (ISSS)
1128 HJ Patterson Hall
Phone: (301) 314-7740 | http://globalmaryland.umd.edu/offices/international-students-scholar-services
Walk-in hours: Mon-Thu, 1:30-3:45
See website for additional information, chat and appointments.
ENCO 099/098 Approval & Registration

ENCO is a zero (0) credit course that can serve as the academic component for most engineering students participating in CPT. The student gives Engineering Career Services staff permission to verify the student’s GPA, academic standing and employment eligibility or work authorization for each co-op/internship employer.

Eligibility to Enroll in ENCO 099/098 for CPT

- Maintenance of F-1 status for at least one academic year (2 semesters)
- Good academic standing. All undergraduate students must have at least a 2.0 semester GPA and a minimum cumulative GPA of 2.0 at the time of enrollment. For graduate students, the minimum cumulative and semester GPA is 3.0.
- Internship (training) offer that is directly related to the student’s major field of study.

Master’s students only taking credits of 799 or PhD students that have finished all required course work and/or advanced to candidacy are not eligible to enroll in ENCO as the academic component of CPT. Graduate assistants should consult with their supervisors before accepting an internship that might conflict with their obligations to the university.

Preparing to Request Permission to Enroll in ENCO

1. Obtain an **offer letter on official company letterhead** from your employer that includes all of the following:
   - Your full name
   - Specific start and end dates (Month Day, Year) of your internship (must be within a specific term)
   - Job title, and the specific term co-op or intern
   - The name of your supervisor during the internship
   - Address of your workplace (both the employer mailing address and your work site, if different - no PO Box work site addresses)
   - Number of hours per week you will work (not more than 20 hours/week during the semester)
   - Description of your specific job duties (at least 2-3 sentences that makes it apparent how the position relates to your program of study)
   - Salary/ amount of compensation (even if unpaid)

2. Fill out the **Student Learning Plan for CPT**. This form can be found on our website. Fill in the sections About You and About the Internship, and then send the form to your internship supervisor for their signature. Once they return the signed form to you, complete the Learning Goals section before you meet with a Career Services staff member.

3. Review, print and sign the **ENCO 099/098: Co-op/Internship Experience Student Agreement (F-1 visa holder)**.

ENCO Enrollment Process

1. Bring the completed paperwork to Engineering Career Services in 1131 Glenn L. Martin Hall at least 2-3 business days before your internship start date. If your letter meets all of the above requirements, it will take about 15 minutes to receive approval to enroll in ENCO 099/098.

2. Once approved, you will register for ENCO 099 or 098 for the term(s) you will be working.
   - For the summer or winter term, the fee is $30. You will need to put a credit on your UMD account, and print proof of payment.
   - For the fall or spring semester, the course fee of $78 will be charged to your UMD account.

Taking Courses While Enrolled in ENCO099/098

During the fall and spring semester, students on F-1 visas must enroll in the courses required to make normal progress towards the completion of their program of study.

Students who enroll in courses in addition to ENCO098 during the summer or winter will be charged tuition based on the number of credits or units. If the course is then dropped the week before the session begins, the student may receive a 100% refund. After the first day of classes, the refund amount decreases significantly. Payment and refund deadlines for each summer and winter session are posted by the **Office of Extended Studies**.
CPT Authorization Request

You must receive CPT work authorization, and an updated I-20, from the Office of International Student and Scholar Services (ISSS) in 1126 HJ Patterson before you can begin work for the internship/co-op employer.

After you have enrolled in ENCO099/098, take your offer letter, completed Student Learning Plan signed by an Engineering Career Services advisor (+1 photocopy of each), CPT Self-Checklist and any other supporting documentation to ISSS.

ISSS can process CPT authorization requests during their posted walk-in hours (Monday-Thursday, 1:30-3:45 p.m.).

You may also schedule an appointment for CPT requests via the “Chat with an ISSS Advisor” (Monday-Friday, 10:30-12:30) or by calling 301-314-7740. Same day appointments are rarely possible.

If everything is in order, ISSS will grant you CPT permission on your I-20 for the exact dates of your employment.

If your CPT authorization request is denied, you should notify Engineering Career Services right away.

Extensions and Multiple Employers

CPT approvals are limited to once per semester, so you must consider placements carefully before requesting CPT work authorization from ISSS. You may have more than one employer during a term as long as you submit all documentation simultaneously.

Changes to dates or employers will not be made once CPT is authorized for a given term, including extensions within the same semester. See ISSS’ guidelines when determining your start and end dates with your employer.

Fall, spring, and summer are considered separate work terms for CPT even if worked consecutively. If your employer would like you to continue working in the next semester or term, you must request a new offer letter and complete the CPT authorization request process for that term. You may need a new Student Learning Plan, if any information has changed.

ENCO099/098 Course Requirements

There are no class meetings for the 0-credit ENCO course.

Assessment and Grading

At the end of each co-op work assignment, you are required to complete a final survey reflecting on the work experience. Failure to complete the survey may result in an "Incomplete" or "F" for the course, which will appear on your UMD transcript.

The evaluation process is an opportunity for you to reflect on your experience and articulate the ways in which the co-op experience has contributed to your education. Engineering Career Services will notify you by email (at the address on file through Testudo) at the end of each work term to remind you to complete your co-op survey online through our website.

After you fill out and submit the survey, a grade of “Satisfactory” will be submitted for ENCO 099/098. If we do not receive your work report by the given deadline, we will give you an “Incomplete” grade for ENCO. Co-op/Internship Work Experience will appear on your transcript. A grade indicating Satisfactory (S) or Unsatisfactory (U) will also appear.

Supervisor Evaluations

At the end of each work assignment, we will send your employer a performance evaluation form that asks your supervisor to evaluate you in areas such as dependability, attitude, ability to learn, attendance and punctuality, communication skills, and relations with others. These evaluations will be returned to Engineering Career Services and kept in your file. You are welcome to read them at any time. Your grade for ENCO does not depend upon the receipt nor the content of the supervisor evaluation.
STUDENT LEARNING PLAN FOR CPT

For students on F-1 visas requesting permission to enroll in ENCO: Bring this completed form with your original offer letter to Engineering Career Services.

ABOUT YOU (Completed by Student)

Last Name: ____________________________________________ First Name: ____________________________________________ UID: ________________________

Expected Graduation: (MM/YY) ______/______ Degree: ☐ B / ☐ M / ☐ D Major: ________________________

ABOUT THE INTERNSHIP (Completed by Student, Signed by Student and Employer)

Employer (Organization) Name: ____________________________________________________________

Supervisor Name/ Title: ________________________________________________________________

Supervisor Phone # and Email: __________________________________________________________

Internship Work Site Address (#, Street, Suite, City, State, Zip-no P.O. Box addresses) ____________________________________________________________

Employer Mailing Address (if different from Internship Work Site Address) ____________________________________________________________

For this internship/co-op experience, the student will engage in professional-level employment. The employer has provided the student with a description of their duties as an intern or co-op, which relate to the student employee’s program of study at the University of Maryland. The supervisor will provide student employee with training, guidance and direction, and will not make any offer of employment which would be in conflict with the student’s academic commitments. As the student gains experience and expertise, the supervisor may provide increased levels of responsibility. The student will register for ENCO099/098 before beginning work, will maintain satisfactory academic progress while enrolled in the Co-op/Internship Experience, and agrees to work for the period of time outlined in the enclosed offer letter and approved by UMD Engineering Career Services. Students on F-1 visas may only begin work after CPT work authorization is approved by UMD International Student & Scholar Services (ISSS).

Student Signature __________________________ Date __________________________

Internship Supervisor Signature __________________________ Date __________________________

LEARNING GOALS (Completed by Student before meeting with Engineering Career Services)

How does this internship relate to your major/program of study at the University of Maryland?

________________________________________________________

________________________________________________________

________________________________________________________

Engineering Career Services Approval

Engineering Career Services Signature __________________________ Date __________________________

ENCO Enrollment Term(s) & Years: __________________________

Note additional co-op placements on the back of this form. (Term, Year, Employer, Location, Date Updated)