

## **ENCO 099/098: Co-op/Internship Experience STUDENT AGREEMENT (F-1 VISA HOLDER)**

This agreement outlines the basic policies of participation in the Cooperative Education Program in the A. James Clark School of Engineering for students on F-1 visas. Please read carefully and sign before enrolling.

### **ELIGIBILITY TO ENROLL IN ENCO 099/098**

Students who wish to enroll in ENCO for the academic component of their Curricular Practical Training (CPT) must have maintained F-1 status for at least one academic year (2 semesters) and must be a student in good academic standing.

The internship (training) must be directly related to the student's major field of study on their I-20.

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. 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.

### **WORK-STUDY SCHEDULE**

During the semester, students on F-1 visas are permitted to work a maximum of 20 hours per week, including campus work/assistantships and CPT-eligible internships. There is no limit during summer, winter or spring breaks. Only part-time CPT can be authorized in a student's final term.

Graduate assistants should consult with their supervisors before accepting any co-op assignment that might conflict with their obligations to the University of Maryland.

### **ACCEPTANCE OF CO-OP EMPLOYMENT**

The student is obligated to the first internship/co-op offer s/he accepts. After accepting a position, the student should discontinue their search for the same term.

### **CPT WORK AUTHORIZATION**

Students on F-1 visas are responsible for reviewing all requirements and deadlines for requesting CPT authorization. The student 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 s/he can begin work for the internship/co-op employer.

Students should plan to start the CPT authorization request process at least three or four business days before the start date of their co-op assignment.

CPT approvals are limited to once per semester; the student must consider placements carefully before requesting CPT work authorization. Students may have more than one employer during a term if they 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. Fall, winter, spring, and summer are considered separate work terms for CPT even if worked consecutively.

ISSS can process CPT authorization requests during posted walk-in hours. Students may also schedule an appointment for CPT requests via the ISSS website.

If the CPT authorization request is denied, the student should notify Engineering Career Services right away.

### **TAKING COURSES WHILE ON CO-OP**

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.

## ENCO REGISTRATION AND PAYMENT

In order to request permission to enroll in ENCO, the student must bring the appropriate documentation to Engineering Career Services in 1131 Glenn L Martin Hall at least two to three business days before the internship start date. If the student receives a job offer after the first day of classes, Engineering Career Services staff can add ENCO to the student's schedule for the present term within the date limits set by ISSS.

Once a Career Services staff member has given the student the appropriate electronic stamp, the student registers for the co-op/intern work experience course at <http://testudo.umd.edu>.

	FALL	SPRING	SUMMER II	WINTER
<b>COURSE NUMBER</b>	ENCO099		ENCO098	
<b>SECTION NUMBER</b>	0101		CP20	CP02
<b>GRADE METHOD</b>	Satisfactory/Fail (S/F)			
<b>CREDITS</b>	0			
<b>COURSE FEE</b>	\$60.00		\$30.00*	
<b>ACADEMIC SERVICES FEE</b>	\$18.00		n/a	
<b>PAYMENT</b>	Charged to UMD account		At time of registration	

*\*Summer and winter session courses require immediate payment. After you register for the ENCO class, go to <https://billpay.umd.edu/> and select **Make a Payment**. Once you log in, click on **Pay Bill**. On the next screen, select **Make Payment**. Enter payment amount and method, then complete the transaction. (There is an additional 2.75% fee for debit/credit cards.) Be sure to print the receipt page to bring to ISSS when you go to request CPT work authorization.*

## ASSESSMENT AND GRADING

There are no class meetings for the 0 credit ENCO 099/098 course. At the end of each co-op work assignment, the student is required to complete a final survey reflecting on the work experience. Failure to complete the survey may result in the student receiving an *Incomplete* or *F* for the course, which will appear on the student's transcript.

## EMPLOYER EVALUATIONS AND OFFERS OF PERMANENT EMPLOYMENT

Supervisors are asked to complete a written performance evaluation for the student at the end of each work period.

The employer may, but is not obligated to, offer the student another internship or permanent position after completion of the first co-op assignment. The student is not obligated to accept such an offer if it is made.

It is the student's responsibility to request approval from ISSS for Optional Practical Training (OPT) before accepting full time employment.

## RELEASE OF STUDENT INFORMATION

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.

*Your signature below attests to your acceptance of the above conditions for participating in the Cooperative Education Program.*

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

First and Last Name (printed) \_\_\_\_\_

