

TECH 69500 Graduate Professional Practice

Curricular Practical Training (CPT) including SCMT Graduate Students

Credit Hours: 0.00. The experience is arranged by the graduate student with review and approval by the major professor, with cooperation of a participating construction industry employer.

Students wishing to participate in CPT shall

1. Have completed two semesters in full-time status.
2. Hold a cumulative GPA of at least 3.0.
3. Have an approved Plan of Study.
4. Not seek CPT in the semester planned or registered for graduation.

F-1 international students planning to work off campus shall apply for CPT. Any internship, paid or unpaid, requires CPT authorization. F-1 students complete the International Students and Scholars (ISS) online CPT workshop and obtain written employment authorization from ISS before beginning employment. Students shall obtain CPT information and instructions from the Office of ISS.

The CPT student submits an offer letter on letterhead from the student's employing construction industry company. The offer letter shall include the following information:

1. Title of construction management position.
2. Description of construction management job duties.
3. Dates of employment.
4. Physical mailing address, including zip code and employment location.
5. Number of work-hours to be completed per week.
6. Compensation scheme.

CPT application procedure:

1. Closely review CPT information from ISS:
<https://www.purdue.edu/IPPU/ISS/Student/F1/cpt.html>
2. Obtain approval for CPT from the faculty advisor.
3. Complete the CPT **Statement of Understanding** and **Offer Letter Verification** e-forms. Log in to myISS at <https://connect.iss.purdue.edu>. Navigate to **F-1 and J-1 Student Services**. Find and click on the **Curricular Practical Training (CPT)** e-form.
4. Register for TECH 69500.
5. Complete **Immigration Documents Upload** and **CPT Course and Academic Advisor Verification** e-forms. ISS grants access to the next application step after verifying the offer letter contains the required information.
6. ISS processing time typically requires five business days after the date the student submits all required documentation, including the Faculty Advisor's recommendation. ISS processes applications in order received. Students shall make no requests for special or expedited processing. Students shall not work in any capacity until ISS fully authorizes such employment, paid or unpaid.
7. ISS contacts the student by email when the I-20 shall be retrieved.

CPT procedures internal to SCMT:

1. The terms and conditions of employment shall clearly and predominantly reinforce construction management knowledge, skills, and abilities.
2. This employment shall be an internship, not a co-op.
3. Obtaining a job is the responsibility of the student. No office or person at Purdue has any duty to arrange employment for the student.
4. Students shall act ethically and in consonance with the Purdue Honor Code in all their dealings, so that SCMT shall remain in high esteem with any employer.
5. Once the employment is approved by all parties and assured by contract, the student registers for the TECH 69500 CRN 12851 course, including payment of the course enrollment fee.
6. After finishing their internship, students complete the work experience on-line form at <https://polytechnic.purdue.edu/schools/construction-management-technology/career-resources/information-for-students/work>.