

---

---

# ECE 650 - Full-time Internship during fall/spring semesters

— Ginger Yu, [dgyu@ncsu.edu](mailto:dgyu@ncsu.edu) —  
Assistant Director of Graduate Programs

---

---

# How can I do a full-time internship during a spring or fall semester?

- Available to on-campus, MS non-thesis students in good academic standing (GPA>3.0)
- Enroll in ECE 650 (3 credit hours) and COP 500 (9 credit hours), so will be considered full-time
- Plan of work for **ALL** of the courses (past, current, and future) needed to graduate must be submitted on MyPack for approval (to meet Depth, Breadth, and Major MS degree requirements)
- For international students on F-1 visa:
  - MS non-thesis degree must be completed in 4 semesters for International students, as a program extension will not be given for an internship
  - Must be eligible for [CPT](#) - i.e. be on F-1 visa for 2 semesters

## How do I get started? MyECE Graduate Portal

- 1) After you receive an offer letter, meet with me to review your plan of work so that we can ensure you will graduate in 4 semesters (it is preferred that you meet as many degree requirements as possible beforehand)
  - 2) Submit your plan of work on MyPack - choose me (Donna Yu) as your chair of your committee
  - 3) Submit Change of Degree form to add the Internship sub-plan (14CPEIMS for MSCPE, 14EEIMS for MSEE, 14CNEIMS for MSCNE) with a copy of your offer letter
  - 4) Complete online form for enrollment in ECE 650; once enrolled in ECE 650, you can drop other ECE courses you may be enrolled in.
  - 5) For international students, complete CPT process per OIS web page
-

# What happens when I complete the internship?

- Write two-page report documenting the internship, which includes: i) A description of the job activities and responsibilities. If this is not your first work semester, describe only your new activities or how you have expanded your responsibilities. ii) The relation of your co-op experience to your academic studies. iii) The most and least satisfying aspects of your co-op experience.
  - Email Dr. Ginger Yu the report and to schedule an appointment to discuss internship
-

## FAQs

**Q. Can I do CPT during a fall or spring semester and also a summer term?**

**A.** *Yes. CPT is authorized by OIS on a semester-by-semester basis. Each semester of CPT needs a separate application.*

**Q. Can I do two CPTs with two different companies?**

**A.** *Yes, since CPT is authorized by OIS on a semester-by-semester basis.*

**Q. Can I do an internship in my last semester?**

**A.** *Yes, as long as you are able to meet MS degree requirements.*

---

## FAQs

**Q. Can I take other courses in the semester with a full-time internship?**

A. *It will require an overload request and allowed for one course (e.g. 700-level course, course is only offered in a specific semester)*

**Q. Do I need to enroll in any course for summer internship?**

A. *COP 500 for full-time internships; COP 501 for part-time internships; COP courses do NOT count towards MS degree requirements*

**Q. I am an enroute M.S student and Ph.D. in different engineering program, but can I still do internship in the company related to my M.S?**

A. *This will require permission from your PhD advisor.*

---

# FAQs

## **Q. Can I take online courses during my internship?**

A. *It may be possible and can be discussed if the course is necessary to meet degree requirements.*

## **Q. Can I use CPT after meeting degree requirements?**

A. *As soon as you have met all of your degree requirements, your F-1 student status ends. You are no longer eligible to continue enrollment and therefore no longer eligible for CPT. To be authorized for work past your program date as a F-1, you must apply for and obtain work authorization through OPT.*

## **Q. What about part-time internships during Spring/Fall?**

A. *You do not use this mechanism. You enroll for a full time course load only taking on-campus courses and residing close to campus.*

## Final thoughts

- Remember, this full-time internship is a privilege, not a right. Abusing it can result in a 5-10 year ban on entering the United States.
  - Since 700-level courses are not offered every semester, some planning must be done to ensure you can meet MS degree requirements
  - Make sure that you complete all of the steps and read all of the directions online, as the later steps won't be approved until the initial steps are completed
  - This is great opportunity! Good luck to all who are able to do this - the practical experience will help you decide what you would like to do after completing your degree.
-



# Who do I contact with questions?

Advisor: Ginger Yu, [dgyu@ncsu.edu](mailto:dgyu@ncsu.edu)

- MS degree requirements, Plan of Work Approval, CPT Approval, Evaluation@end of internship

ECE Graduate Office: Fenile Jones and Michelle Joyner, [ecegradoffice@ncsu.edu](mailto:ecegradoffice@ncsu.edu)

- Enrollment in ECE 650, Reset plan of work, Submit COD form electronically

ECE Graduate Career Office: Kaitlyn Godfrey, [kngodfre@ncsu.edu](mailto:kngodfre@ncsu.edu)

- Finding an internship, Negotiating job offers, Company information

OIS, [ois@ncsu.edu](mailto:ois@ncsu.edu)

- CPT eligibility requirements

Co-Op Coordinator: Heather Dellinger, [hjdellin@ncsu.edu](mailto:hjdellin@ncsu.edu)

- Co-Op Application
-

**Any other questions?**

---