# HOW TO SUBMIT AN EXPERIENCE ON HANDSHAKE (CPT)

Please follow these directions if you are an international student applying for ENCO enrollment for CPT. Note, this process is not assurance of your I-20 approval. It only provides permission to enroll in ENCO. Do not begin work until you receive your updated I-20 with employment dates from ISSS. Further directions will be provided after you follow the process outlined below.

Select "Career center" on the left panel. Then click on "Experiences".
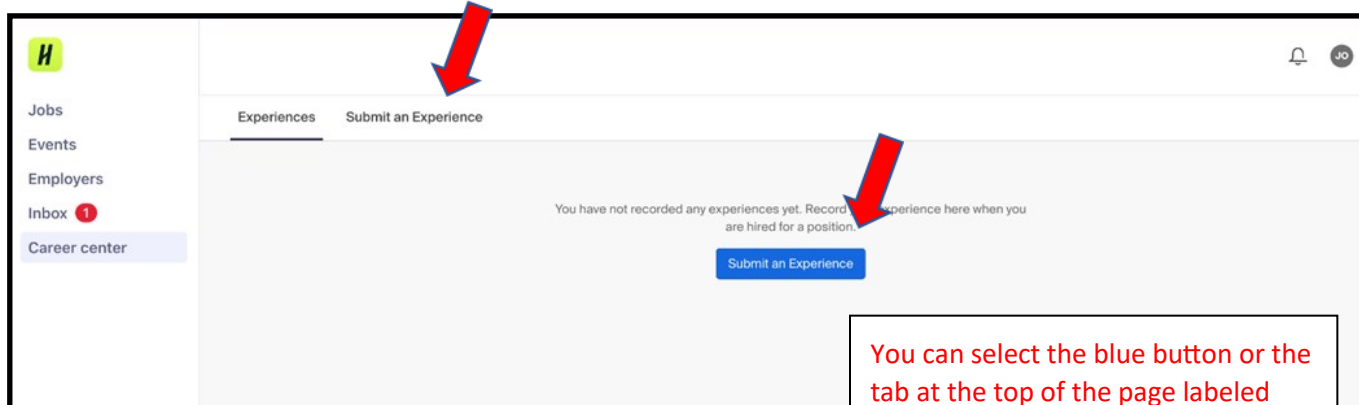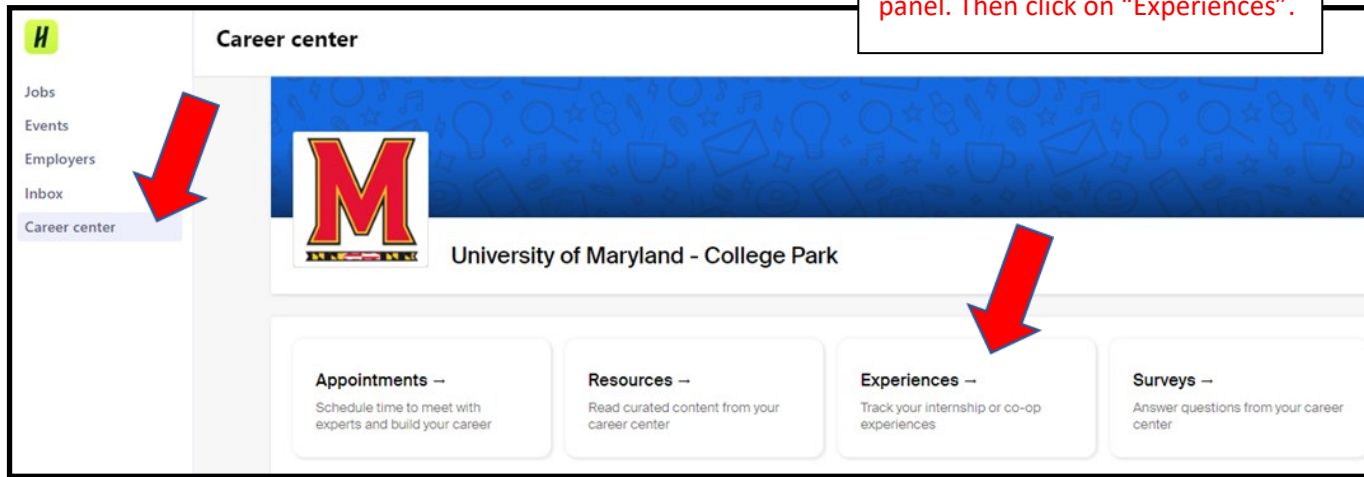
You can select the blue button or the tab at the top of the page labeled "Submit an Experience".

Details

Experiences   Submit an Experience

Choose "ENGR ENCO Enrollment for CPT".

* Experience template

Select a template

ENGR ENCO Approval for Co-op/Internship

ENGR ENCO Enrollment for CPT

UNIV099: Internship Seminar - Learning Contract

Select the appropriate term for your internship. Note, that you must submit a new Experience request for each semester, even if you will continue working for the same employer in subsequent semesters.

* Term

Select a term

Summer 2023

Winter 2024

Fall 2023

Begin filling out the form.

Organization

* Organization

Engineering Firm

Organizations may be an employer, institution, or program.

* Location

1131 Martin Hall

Industry

Select an industry

* Phone number

410-410-4100

* Email

careerengr@umd.edu

* Experience

| Internship | × ▾ |

Experiences may be specific jobs, internships, or other learning opportunities.

Department

| |

* Date

| 2023-07-10 | 📅 | > | 2023-08-10 | 📅 |

Experience type

| Select an experience type | ▾ |

Employment type

| Select an employment type | ▾ |

* Salary

| $ | 20.00 |

Pay period
- ● hourly
- ○ monthly
- ○ yearly

Offer date

| yyyy-mm-dd | 📅 |

Offer accepted
- ○ Yes
- ○ No
- ○ Undecided

☑ Add experience to profile?

> Note that this box automatically gets checked.

Reviewer contact information

Please list the email and name of your Company Supervisor below to begin your CPT approval process. Your Company Supervisor is preferred, but a Company Representative is acceptable. The individual you list here will receive an email asking them to confirm the terms of your internship for CPT. Please confirm you are listing the correct individual prior to submitting this form.

* Email Address

| esolovey@umd.edu |

An approver with this email address already exists. If you believe the below name is incorrect, contact your career center office to have it changed.

Name

| Lizzy | Solovey |

> Start by writing your company supervisor's email address. If they are already on Handshake, their Name will autofill. If not, please write their name. Individuals listed here do NOT need to have a Handshake account.

General

About You

* UID Number

* Degree
○ BS
○ MS (If you are a Master's thesis student taking only credits of 799, the internship can only be authorized if necessary for the completion of thesis)
○ PhD (If you are a PhD student that has finished all required course work and/or advanced to candidacy (registered for 898 or 899), the internship can only be authorized if necessary for the completion of dissertation)

* Major

* Expected Graduate Date (MM/YY)

* My GPA is at least a 2.0 (for B.S.) or 3.0 (for M.S./PhD)
○ Yes
○ No

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We have created a custom form with several pages to capture additional required information. Click "Next Page" to get to each page.

General

About Your Supervisor

* Supervisor Name

Veronica Perrigan

* Supervisor Title

Director

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This screen asks you to repeat your company supervisor's name in case it was a different individual whose signature was needed for your CPT.

General

About the Job

Students must complete this Learning Goals section before submitting their Experience to Engineering Career Services. How does this internship relate to your major program of study at the University of Maryland?

* What type of position is this?
○ In Person
○ Remote/Virtual
● Hybrid

* During the Fall/Spring, F-1 students may only work 20 hours/week. Please confirm your hours below:
○ Fall/Spring Semester: no more than 20 hours/week
● Summer/Winter: up to 40+ hours/week

* Learning Goals: How does this internship relate to your major program of study at the University of Maryland? Please provide 3-4 sentences.

This connects to my major because....

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General

Requirements

About the Job: 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/co-op, which relate to the student'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 must register for ENCO 099/098 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).

* By typing out my FULL name below, I confirm I have read and understood the requirements outlined.

Lizzy Solovey

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General

ENCO Enrollment

ENCO Agreement (You MUST read the information at the following link before completing this page): go.umd.edu/engrcptagree (Do not sign the pdf itself; you will sign below).

* By typing out my FULL name below, I confirm I have read and understood this agreement (go.umd.edu/ecscptagree) and will pay $78 to UMD in Fall/Spring for ENCO 099 and $30 in Summer II/Winter to enroll in ENCO 098.

Lizzy Solovey

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> Once you complete all the pages in the form, click "Submit an experience".

General

Offer Letter

Please note you MUST upload your Offer Letter under the "Attachments" section on the next screen. There is a sample offer letter for you to follow. Your offer letter must contain ALL components outlined in the sample offer letter. Your offer letter MUST adhere to the dates outlined on: go.umd.edu/cptdeadlines.

* By typing out my FULL name below, I confirm I have read and understood the requirements for uploading my offer letter (I MUST upload my Offer Letter under the "Attachments" section on the next screen. My offer letter must contain ALL components outlined in the sample offer letter. My offer letter MUST adhere to the dates outlined on: go.umd.edu/cptdeadlines).

Lizzy Solovey

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* indicates required field

Submit an experience

You will arrive at this screen next. Remember to upload your offer letter under the "Attachments" section.

Next, right click on the screen and click "Print" to save this form as a pdf. You will need to upload this form to iTerp.

Once you finish these steps, you will be informed of further directions via Handshake/email notifications. Please read them carefully.