Cooperative Education CSCI 194 Procedure for Students Who Apply Curriculum Practical Training (CPT)

Department of Computer Science & International Student Services and Programs

1. Obtain CPT form from ISSP Office

2. Obtain offer letter from the company with the following information:

- Name, address, telephone of the company (on company letterhead)
- Start and expected end date of employment. The work period must match the semester in which the student registers for CSci 194.
- Job description and duties
- Salary/wages
- Supervisor's name, telephone number, and email address
- The offer letter needs to explicitly state that "at the end of the work period, we will fill out an evaluation form provided by Department of Computer Science at Fresno State." Companies that fail to follow this will make themselves ineligible for recruiting students who need to register CSci 194.
- Supervisor's signature

3. Submit these documents to the department office (Science II 255) no later than Census date of the semester expecting to work.

4. Upon approval by the department chair, students will receive an email from the department with a permission number to register a 2-unit CSci 194. You must register within 24 hours of receipt of permission number. ISSP will NOT process any CPT application before CSci 194 is registered.

5. After CSci 194 is registered, the department staff will stamp and submit your CPT application to ISSP. ISSP will NOT accept any application without a department stamp.

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