



## ICS 192 Course Enrollment Application

In order to be eligible to enroll in ICS 192, students:

- A) Must be in good academic standing and not on probation
- B) May not be pursuing employment (paid or unpaid) elsewhere
- C) Enroll no later than Friday of Week 2 of the quarter (Friday of Week 1 for Summer Session)
- D) Must agree to submit a final report and supporting paperwork by end of Week 8 of the quarter
- E) May not enroll in ICS 192 more than 4 times while enrolled at UCI.

For International Students - Prior to internship start date, students must:

- A) Meet with UCI International Center to ensure they are within CPT deadline
- B) Review required paperwork with UCI International Center
- C) Meet with an ICS Academic Counselor and provide them with:
  - 1) An academic plan showing progress toward degree completion
  - 2) A job offer letter that includes employment start and end date (**dates must coincide with start/end date of the academic quarter**), job description, and company logo/letterhead

*\*International students **must** enroll in ICS 192 in conjunction with CPT\**

Student Name

Student ID#

UCI Email

Undergraduate / Graduate:

Program / Major

Name of Employer / Company

Company Address

Name

Title

Supervisor Contact

Information:

Phone

Email

Internship Start Date

Internship End Date

Hours per Week

Salary



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In the space below, please provide 1) a description of the internship, 2) your role in the project/team/internship, and 3) how the internship is related to your major:

*ICS Student Affairs Office Use Only:*

Date Received:

Received By:



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Students must submit to the ICS Student Affairs Office:

- A) A two-page report of the work / projects completed during the internship
- B) A letter (on official letterhead) from the internship supervisor that includes:
  - 1) verification of internship dates
  - 2) verification that the student's report is a faithful description (excluding the company IP and trade-secrets) of the work done during that internship
  - 3) brief (confidential) evaluation of the student's work

**Due dates are as follows:**

Academic Year Quarters: Friday Week 8

Summer Session 1 & 2: Friday Week 4

Summer Session 10-Week Friday Week 8

***To receive academic credit for your ICS 192 enrollment, students must submit hard copies or electronic copies of the above documents to the ICS Student Affairs Office by no later than the above-stated deadlines.***