1. ME 3990 CPT is a 1-credit only class. It does not count toward a University of Minnesota degree program, and is used as a convenience for students who need to maintain continuous registration at the University.

2. Students who have completed all requirements for graduation are not allowed to register for more courses at the University. This includes ME 3990 CPT.

3. The work experience must be related to your degree in mechanical engineering. An internship involving the development of engineering technical skills and knowledge is essential – the work experience must complement your engineering degree. Internships without significant technical content (e.g. duties are primarily administrative, customer contact, database entry, manual labor, etc) do not meet the legal requirements of the CPT and do not qualify for ME 3990 credit.

4. ME 3990 CPT is primarily intended for summer registration. If the work experience lasts for more than one semester, then the student shall register for ME 3991 the following semester. Due to federal guidelines, only two semesters (3990 and 3991) are allowed.

   If the student is working AND taking classes, the student should work no more than 10 hours per week.

5. A student on academic probation may register for ME 3990 CPT in the summer only. Registration for 3990 is not permitted during the regular academic year, and the course must be completed in the summer.

6. It is unusual (but possible) to register for ME 3990 CPT in the Fall or the Spring. Doing so requires permission from the instructor obtained well in advance of registration. For Fall or
Spring registration the student is expected to take a full course load, and may therefore not work more than 10 hours per week.

7. Course requirements include an initial memo, a short final report and various paperwork. Please refer to the course syllabus found on the course website (http://www.me.umn.edu/courses/me3990/index.shtml) for a complete list of requirements and timetable.