



## Rackham 998

**Part 2 is for all Master's and PhD non-candidate students who are taking Rackham 998 to fulfill the CPT course requirement. It is to be completed by the Academic/Faculty Advisor supervising the course.**

Student's Name \_\_\_\_\_ UMID # \_\_\_\_\_  
Last First

Rackham 998 is described by the Registrar's Office as:

*"Curriculum Practical Project: A practical work experience related to the student's field of study and consultation with a faculty advisor. Students enrolled in Rackham 998 are participating in a work experience directly related to their academic studies during which they are consulting with a University professor in the field. At the end of the work experience, the student submits a paper which relates employment opportunity to the enhancement of his or her academic studies to the consulting professor to receive full credit for the course."*

**As outlined in the course description, the student must submit a paper to the Academic/Faculty Advisor at the end of the CPT experience in order for the course/practicum to be assessed by the Academic/Faculty Advisor.**

**Please check all the boxes below and sign to certify the following:**

*As the student's Academic/Faculty Advisor,*

- I confirm that Rackham 998 is an integral component of his/her academic program;*
- I will monitor and assess the student's CPT experience;*
- If a request is made by the U.S. Department of Homeland Security, I will provide documentation showing that the CPT course was an integral part of the student's academic program and objectives.*

\_\_\_\_\_  
Signature of Advisor

\_\_\_\_\_  
Typed/Printed Name of Advisor

\_\_\_\_\_  
Today's date

**For PhD students in dissertation hours only (PhD candidates)**

**Academic/Faculty Advisor: please complete this part if you answered “yes” to the question “Has the student completed his/her coursework?” on Part 1.**

Student’s Name \_\_\_\_\_ UMID # \_\_\_\_\_  
Last First

In order to qualify for CPT as a PhD student working on their dissertation, the work must yield data which is necessary to complete the student’s dissertation. Please note that the work cannot simply be RELATED to the dissertation, it must be an INTEGRAL part of the research for the student’s dissertation.

**Please attach a letter on official departmental letterhead explaining how this practical training is an integral part of the research for the student’s dissertation.** Examples may include (but are not limited to): the student’s dissertation involves innovative technology available only at this particular company or research facility; this employment involves collecting data essential for completing the dissertation, etc.\*

Note: If the work cannot be considered an integral part of the research, but is related to the student’s course of study, then the student may meet the eligibility requirements for Optional Practical Training (OPT) and may choose to apply for that instead. If this applies, refer the student to meet with an advisor at the International Center. Be aware that OPT processing by USCIS may take up to 3 months for approval.

**Special note about Rackham 998 CPT course**

Rackham 998 is described by the Registrar’s Office as: *“Curriculum Practical Project: A practical work experience related to the student’s field of study and consultation with a faculty advisor. Students enrolled in Rackham 998 are participating in a work experience directly related to their academic studies during which they are consulting with a University professor in the field. At the end of the work experience, the student submits a paper which relates employment opportunity to the enhancement of his or her academic studies to the consulting professor to receive full credit for the course.”*

**As outlined in the course description, the student must submit a paper at the end of the CPT experience in order for the course/practicum to be assessed by the Academic/Faculty Advisor. As the student’s Academic/Faculty Advisor, I hereby certify that I have read the job offer letter and consider the practical training described in the attached letter to be an integral part of the student’s dissertation research.**

\_\_\_\_\_  
Signature of Advisor

\_\_\_\_\_  
Typed/Printed Name of Advisor

\_\_\_\_\_  
Today’s date

\*Note for students: We recommend that you keep the original letter from your advisor for your records and submit a photocopy to the International Center. The letter may be required by U.S. Citizenship & Immigration Services in the future (i.e. during any future OPT or H-1B application process).