

MSR Summer Options and Guidelines

Summer plans due to MSR Program Manager (Barbara (B.J.) Fecich) by March 31st.

Be sure to communicate with your research advisor(s) about their summer expectations. Some research advisors expect you to remain in the lab doing research for the summers (after year one and after year two).

Summer registration usually starts right after spring break; however, it's likely that the MSR Program Manager, Barbara (B.J.) Fecich will have to register you. Your summer plans are due to her by March 31st.

It is your responsibility to know the dates of the academic sessions, you can view the [Academic Calendar](#) from the HUB's website.

Note: there is no tuition charged to MSR students registered for summer research or internship practicum units.

Summer Options - (varying between 3-24 units)

1. *On-campus Research* (16-997 - Reading and Research)

No paperwork but you must confirm the number of units with your advisor and notify B.J. via email.

Summer stipend coverage is not guaranteed, and separate from the academic year stipend. Details are due to the RI Business Office by April 15th. (Faculty receive an email requesting funding information early April.)

2. *MSR Internship / CPT* (16-990 - Practicum)

Return completed MSR Internship Form and copy of internship offer letter to B.J. for internship course enrollment. (Additional details below for international students applying for CPT.)

Internship must be related to your MSR research, via approval by your research advisor on the MSR Internship Form. Up to 24 units of summer practicum/internship can count towards your total R&R units for graduation.

Cannot be in your first or last semester in the MSR program.

3. *Graduate!*

Graduation must coincide with an academic term. For summer this could be the end of summer Session One or the end of summer Session Two/All. Summer Session All graduation is standard for all incoming MSR students. Graduating early (May or summer Session One) requires research advisor approval. Summer session dates can be found on the [Academic Calendar](#).

Curricular Practical Training (CPT) – (For students on a visa that requires internship authorization.)

Bring the completed MSR Internship Form, internship offer letter, and OIE CPT Form with the student areas completed to B.J.; she will sign off on your OIE CPT form and register you for 16-990. Submit OIE CPT form via a mandatory CPT session. (Dates announced mid-March.)

Internship dates for those on CPT **MUST** be during the summer "Session All" classes. Dates can be found on the [Academic Calendar](#). The internship may not start before, or end after the "Session All" class schedule. Exceptions can only be arranged with OIE and are extremely limited.

To be considered for Curricular Practical Training (CPT - 16-990), the work must not only be related to your major field of study but must also be an integral or important part of your studies. Internships approved by your research advisor can be considered an integral part of your study. To receive more information on CPT visit [OIE](#) and their [Foreign Students Employment Option](#) page.

Research Advisor Recommendation for Internship

This form must be completed by the student, signed by the research advisor, and provided to B.J. Fecich.

Student and Internship Information

Student Name: _____

Student's Andrew ID: _____

Title of Position: _____

Position is: Full Time Part Time

Employer Name: _____

Employer Address: _____

Supervisor Name: _____

Supervisor Email Address: _____

Dates of Training: from ____/____/20__ to ____/____/20__
(Month/Day/Year) (Month/Day/Year)

(For CPT - dates ****MUST**** be within the dates of class for the summer "Session All" term.)

Description of how the internship objectives are directly related to your research (attach additional page if needed): _____

I would like to register for 24 units of 16-990, RI Practicum, for the: 20____ semester

I am an international student and applying for Curricular Practical Training (CPT). CPT form from OIE ****must**** accompany this form. B.J. will sign your OIE paperwork.

For information on CPT visit: <https://www.cmu.edu/oie/foreign-students/employment.html>

I will submit a one page report to B.J. by the last day class for the semester that I am registered.

Student Signature: _____

Date: _____

MSR Research Advisor Approval

I certify that the work described above is beneficial to the completion of the M.S. Research program in Robotics, and agree to supervise the work.

Research Advisor Name: _____

Research Advisor Signature: _____

Date: _____