



---

## **EENG 5370 GRADUATE INTERNSHIP GUIDELINES**

---

### **1. CATALOG DESCRIPTION**

An 8- to 16-week program providing for a learning experience in an engineering environment, at the graduate level of study. A written report and a presentation is required at the conclusion of the internship period. A maximum of three credit hours may be applied toward the graduate degree.

**Prerequisite:** Consent of the Department Chair.

### **2. ENROLLMENT**

In order to enroll for the course, the student will have to provide a letter from the employer on official letterhead containing at least the following information:

- a. Position Title
- b. Dates of Employment
- c. Description of Engineering Duties
- d. Project Assignments
- e. Supervisor Contact Information

### **3. GRADING POLICY**

The graduate internship will be graded by a committee of faculty members. The committee will be chosen based on the overlap between the areas of expertise of the faculty members and the projects undertaken by the student during the graduate internship. The course grade will be based on the following considerations:

- a. Final Report
- b. Letter of Certification from Supervisor
- c. Supervisor Evaluation

### **4. REPORT SPECIFICATIONS**

The Final Report for the graduate internship should contain at least the following information:

- a. Itemized Project Descriptions – project tasks performed during the internship including all requisite plans, technical drawings, documentation, designs and correspondence.
- b. Weekly reports – detailed description of work performed during each week of the internship dated consistently and signed by the supervisor
- c. Letter of Certification from Supervisor attesting the accuracy of the report and the work performed.

The report should conform to the style requirements of the EE Laboratory Style Guide with the exception of required subject headings. The report contents including the length and detail should



**Department of Electrical Engineering  
College of Engineering and Computer Science**

---

**Internship Guidelines**

reflect the scope and nature of the tasks performed by the student. The evaluating committee should be able to utilize the report as free standing evidence to validate the graduate internship experience.