
EENG 4370 UNDERGRADUATE INTERNSHIP GUIDELINES

1. CATALOG DESCRIPTION

An 8- to 16-week program providing for a learning experience in an engineering environment. A written report of the experience is required at the conclusion of the internship period. May be repeated once for credit. A maximum of three credit hours may be applied toward the undergraduate degree. **Prerequisite:** Consent of the chair of the student's department.

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 undergraduate 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 undergraduate 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 undergraduate 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 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 undergraduate internship experience.