

ELECTRICAL AND BIOMEDICAL ENGINEERING
DEPARTMENT INTERNSHIP POLICIES

1. STUDENT QUALIFICATIONS
 - a. An Evaluation of the student's qualifications and the suitability of their academic background for the proposed internship course will be made by the EBME Internship Coordinator.

2. WRITTEN PROPOSAL
 - a. A written description prepared by the student must be submitted to the EBME Internship Coordinator prior to the internship experience (pre-internship proposal).
 - b. The written description will include at a minimum the following information:
 1. the term of the internship experience;
 2. a description of internship duties;
 3. the method of evaluation and supervision;
 4. the number and type of academic credits (if any) to be given upon successful completion of the internship; and
 5. the academic component required.
 - c. A written cooperative education/internship agreement (available on the EBME department website) between the university and the cooperating agency (employer) must be signed prior to the internship experience.

NOTES: It is intended that an employer can sign one such agreement to cover all interns. The college internship coordinator will be in charge of maintaining such agreements.

3. FACULTY AND STUDENT PARTICIPATION
 - a. The student will submit a pre-internship proposal, a mid-term report, and a final report to the EBME internship coordinator.
 - b. The work experience supervisor will submit an evaluation report to the faculty supervisor at the end of the experience. A mid-experience evaluation is optional.

4. ACADEMIC CREDIT REQUIREMENTS
 - a. If academic credit is to be given for the internship experience, all required agreements and written proposal documents must be submitted prior to the experience.
 - b. To be eligible for academic credit the student must have at least sophomore standing within the department.
 - c. Academic credit can be given through the EE 296, EE 396, EE 496 courses up to a maximum of three (3) credits (1 credit each of EE 296, EE 396, and EE 496).
 - d. Academic credit (up to a maximum of three (3) credits, 1 credit each of EE 296, EE 396, and EE 496) given for one or more internship experience(s) can count toward a student's BSEE degree as a senior technical elective.
 - e. An internship experience lasting approximately one semester or one summer at approximately 20 hours per week will be eligible for 1 credit.
 - f. An internship experience lasting approximately one summer at approximately 40 hours per week will be eligible for 2 credits.

5. GRADES

When academic credit is given for an internship experience, the EBME internship coordinator will assign a grade based upon the written documents described in Section 3.