



**TO: ECE STUDENTS**

**FROM: ECE DEPARTMENT**

**DATE: MAY 14, 2012**

**SUBJECT: ECE INTERNSHIPS POLICY (EFFECTIVE IMMEDIATELY)**

**Internship Basics:**

There are strictly enforced rules related to how an internship is counted towards an undergraduate degree in Electrical and Computer Engineering (BSEE):

- ECE 293 cannot be counted towards the BSEE degree.
- ECE 493 may count as up to three (3) technical elective credits.
- ECE 493 cannot be counted as an ECE elective.
- Internship credits transferred from another institution will not be counted towards the BSEE degree.

**To get started, students must:**

- Have a sponsoring organization and a willing supervisor in mind.
- Talk to assigned academic advisor about the project.
- Apply for the internship online
- Complete the online internship workshop (available from internship application link above).

**Once the internship application has been accepted, students must:**

- Send their appointed academic advisor weekly emails summarizing what they are doing in their internship.
- Write a 15-page final report (5 pages per credit if taking less than 3 credits) detailing the internship experience. The report should specifically describe (1) technical work completed, (2) participation in teams, and (3) activities that demonstrate ability to be a life-long learner.

**Other notes:**

- Students are encouraged to keep a journal of internship activities. This will make the weekly emails to advisors easy to do and will significantly improve the final report process.
- The organization's internship supervisor will be required to provide a written evaluation of the internship on a form.
- Internships are graded Pass/Fail.
- Internships require approximately 45 hours of work for each hour of academic credit awarded.
- Internship work must be performed in the same semester in which academic credit is awarded.
- Internship credit cannot be awarded for work already performed.