

## Internship Guidelines

The CHE faculty is committed to providing graduate students the best possible educational opportunities in chemical engineering. Such opportunities include the possibility to get academic credit for conducting a technical internship under the course CHE 584. It is important to recognize that the internship required in order to get academic credit is an *educational experience* providing the students an opportunity to *learn* concepts, techniques, and/or procedures which are not taught within the CHE courses. For this experience to fit optimally within the regular coursework activities, the following stipulations apply:

- (1) the internship for academic credit can only be carried out in the Summer and with appropriate registration into 584 for the Summer session. The dates of the internship must follow those of the Summer session. No backdating will be allowed.
- (2) the student must be in good standing at the time of the application
- (3) the internship cannot occur prior to the student earning a minimum of 18 credit hours of coursework towards the program
- (4) the request to carry out an internship for academic credit must be completed in full no later than a week before the start of the Summer in which the internship is to be carried out. It must clearly spell out the educational experience and what will be learned during that time that cannot be learned from campus courses.
- (5) the 584 internship registration is for 3 credit hours only and must be pre-approved by completing an individualized instruction form to be provided to the graduate advisor. Once approved by the graduate chair and the student faculty advisor (for MS thesis and Ph.D. students), the student will receive an override and must add the course before the add/drop deadline. The 3 credit hours of CHE 584 may count toward the number of hours required for graduation as described under each degree plan and can only be completed one time for credit.
- (6) a technical report of 10 double spaced pages minimum describing in details the learned concepts, techniques, and/or procedures is due by the last day of classes of the semester in which the internship is carried out. An evaluation by the technical supervisor of the student at the company is also required by that deadline. It is the student's responsibility to ensure that both report and evaluation are sent to the CHE graduate chair by the due date. If there are concerns with confidentiality of the report within the company hosting the student, the student is responsible for having his/her supervisor contact the CHE graduate chair as soon as possible.
- (7) the internship for academic credit cannot be a current or forthcoming job or current internship. The hiring of the student by the company must be for the purpose of the internship applied for and must focus on the student's educational experience.

(8) the internship must be an off-campus activity. The applied project (CHE 593) opportunity is better suited for on-campus learning experiences outside of regular coursework.

(9) the 584 internship is a pass/fail class, no letter grade can be earned for it. The pass/fail will be determined by the ChE graduate chair, based on the evaluation of the technical supervisor and the quality of the technical report.

(10) the 584 course cannot be utilized to meet degree requirements for 4+1 program students. Students in the 4+1 program may take the 484 course as an undergraduate if so desired.