INTERNSHIP: FOR CREDIT

- 1. Student contacts a professor who serves as the academic sponsor of the internship and who approves the plan of work.
- 2. Student completes the Internship Work Plan form with the employer sponsor of the internship.
- 3. Student returns both forms to academic advisor and completes internship survey.
- 4. Academic advisor enrolls the student in CHEE 493.
- 5. Student writes a report on the internship detailing accomplishments and experience and submits the report to academic sponsor to review.
- 6. Academic sponsor submits internship report to academic advisor to keep on record.
- 7. Advisor maintains spreadsheet with all students enrolled in internship for credit.
- 8. Maximum amount of credit allowed for internship 3 units. Internship credit can be substituted for an engineering or technical elective.

REQUIRED FORMS AND DEADLINES

- 1. <u>Internship Work Plan</u> copy sent to academic sponsor and to academic advisor before internship begins
 - a. Deadline First day of term.
 - b. Student must be enrolled during term that they are completing the internship
- 2. <u>Post internship report</u> Before beginning the internship, the student and faculty sponsor agree on the report requirements, which are detailed in the Internship Work Plan in the Internship Instructor Notes section.
 - a. Deadline last day of finals for term in which student is enrolled in course for credit turned into academic sponsor and academic advisor

UNIVERSITY OF ARIZONA POLICIES

- 45 hours of work per unit (minimum hours for CHEE 45 x 3= 135 hours)
- Cannot duplicate material offered by a course taken in degree

INTERNSHIP: NON-CREDIT

Student will complete internship survey with details regarding internship to be maintained in department spreadsheet of all internships (credit and non-credit).