

# Professional Engineering Internship Class

## INTERNSHIP REGISTRATION FORM

**INSTRUCTIONS:**

Please fill out the below information and return the completed form along with a COPY OF YOUR OFFER LETTER to Mechanical Engineering office ENC 2300, USF.

**STUDENT INFORMATION: (please print)**

Name: \_\_\_\_\_ U#: \_\_\_\_\_  
Student's Name U Number

USF GPA: \_\_\_\_\_ Circle: undergrad/grad

Major \_\_\_\_\_

\_\_\_\_\_ @mail.usf.edu  
Telephone Number email

Student's Mailing Address while on the job if known:  
 \_\_\_\_\_  
Address  
 \_\_\_\_\_  
City State Zip

**EMPLOYER INFORMATION (please print):**

\_\_\_\_\_ Company/Organization

\_\_\_\_\_ Employer's Name Title

\_\_\_\_\_ Address

\_\_\_\_\_ City State Zip

\_\_\_\_\_ Telephone Number email

I am an International Student:  No  Yes NOTE: IF YES, INTERNSHIP MUST BE ONE CREDIT, NOT ZERO CREDITS

Students must apply for CPT (visit International Services in CGS 101) to obtain legal work authorization.  
 Website: <http://global.usf.edu/is/>

**INTERNSHIP INFORMATION: (Student-Employer)**

**Step 1** Student Job Title \_\_\_\_\_ Salary \_\_\_\_\_ Hours per week working \_\_\_\_\_  
 When student will begin and end work experience: Beginning Month/Day/Yr \_\_\_\_\_ Ending Month/Day/Yr \_\_\_\_\_

**Step 2 I have a USF Scholarship that requires 30 credits/year: Yes / No**

**If yes, Step 2A** **IF YES, please read:** You must earn a minimum of fifteen (15) hours per year AND must meet with a Financial Aid Advisor in advance of an internship for any exception to scholarship renewal requirements to be considered.

**2A. I understand how to keep my scholarship if I will not complete 30 credits in a year. Yes / No**

- The Financial Aid office will post a petition on their website to fill out, include a copy of your offer letter.

**Step 3** I will be working:  Full-time  Part-time

I will be concurrently enrolled in other USF courses: Yes/No, If yes:  Spring  Fall  Summer Total Credits: \_\_\_\_\_

I will be working abroad as part of my experience:  No  Yes Is it your home Country:  No  Yes

- I have read the course syllabus.
- I have resolved all issues related to housing, financial aid, and health insurance.
- I understand that I need to check my USF e-mail frequently as Engineering Student Services or my academic department will be contacting me throughout my work experience.
- I understand that there are three academic requirements that must be completed in order to receive a passing grade for my work experience.
- I am currently enrolled as an USF College of Engineering student.
- I will be performing engineering related work.

\_\_\_\_\_  
Student's Signature Date

For Administrative Use Only

**Courses: EGN 3940 (0 cr.)/EGN 5940 (0-6 cr) /IDS 3947 (0-6 cr.)**  
**IDS 3947 and EGN 5940 are variable credit. If credits are required please note the number here: \_\_\_\_\_**

# **Internship experiences are periods of institutional supervised, engineering related, employment that are conducted primarily for the educational benefit of the student.**

## **EXPECTATIONS FOR THE EMPLOYER**

- Provide employment opportunities for students to prepare them for the at-graduation outcome of the professional practice of engineering. The total number of students employed in an experiential education capacity and the specific students selected shall be determined by the employer.
- Directly employ and compensate students in an engineering capacity.
- Develop learning objectives for each student employee. (This does not need to be an extensive task and Engineering Student Services can provide guidance on developing the objectives.)
- Provide supervision by a professional with expertise and educational and/or professional background in the field of the experience. The supervisor and/or mentor shall provide regular direction and feedback to guide and advise the student with respect to the development of workplace competencies and performance.
- Complete an on-line assessment (supervisor and/or mentor) related to the student's development of workplace competencies.
- Provide an orientation to company policies, procedures and practices.
- **Provide a workplace that complies with all applicable federal and state safety, equal employment opportunity, nondiscrimination, and harassment laws and regulations. Investigate in an expedient and confidential manner any complaints and protect the employee against illegal retaliation.**

## **EXPECTATIONS FOR THE STUDENT**

- Be a full-time student in good academic standing prior to accepting employment.
- Meet the academic assignment requirements or risk a grade of "Fail" recorded on the transcript.
- Register the internship to remain enrolled at USF during the off-campus work periods.
- Inform ESS if you are unable to fulfill the requirements of this work (i.e. employment is severed prematurely for any reason).
- **Comply with all lawful policies, procedures and practices of the employer during work periods.**
- **Immediately report safety concerns, injuries, and incidents of discrimination or harassment to your supervisor or a human resources department representative. If you are unsure who to contact within the company or if the company is unresponsive to your concerns, contact ESS.**

## **ASSIGNMENTS FOR THE INTERNSHIP CLASS**

### **1. Student Learning Objectives**

- See below for examples. Form is posted on canvas.

### **2. Progress Report:**

- About halfway through your internship please send a 1 to 2 page or more summary of what you are working on, it can include pictures, etc., or at the minimum send at least five bullet points explaining what you are doing. Please comment on how the internship is going.

### **3. Final Report**

- Please send a 1 to 2 page or more summary, it can include pictures, etc., - or at least five bullet points. Please comment on how the internship went. The more the better!

### **4. Will You be Continuing this Internship?**

- **If you will be continuing this internship, complete a new Internship Registration Form and upload this form and your Letter of Offer for the requested dates. We will add you into the requested semester.**

## **Developing Student Objectives: Specific, Measureable, Achievable, Relevant, Timed**

Examples:

- Complete stress analysis calculations of model X crane and produce report by August 15<sup>th</sup> (milestones: Analysis 25% complete by July 5, Analysis 100% complete by July 25<sup>th</sup>, Draft report complete by August 5<sup>th</sup> and final report complete by August 15<sup>th</sup>.) (Primary skill development: project planning, analysis and communication.)
- Prepare an oral report summarizing the project worked on during the internship and present to team. (Primary skill development: Oral communication skills)