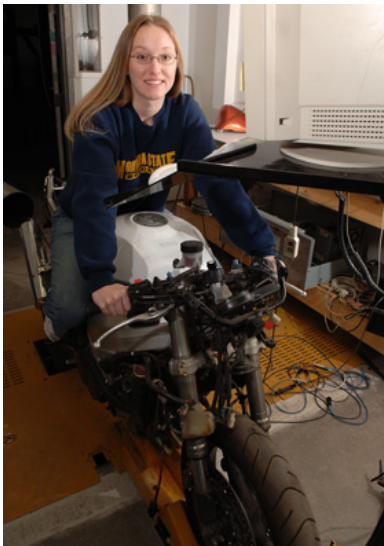


## EELE 498: Procedures for Enrolling in an Internship for Academic Credit

- EELE 498 Internship Program Description
- Internship Credit Request Form
- Intern Mentor Information Form
- Mentor's Intern Evaluation Form



## EELE 498 Internship Program Description

The officially recognized ECE Internship program usually involves a summer position with a sponsoring organization. Participation in the Internship program is voluntary but highly recommended for personal and professional growth and experience.

The ECE Department and MSU Career Services post information about Internships that have been announced by a sponsor, or a student may identify a sponsoring company individually through on-line research, personal contacts, or referrals.

The student requesting the Internship must identify the *mentor* (Internship supervisor) in the sponsoring organization. The student must also provide a brief written proposal/description of the work to be performed and a statement of goals *before* the Internship can be approved for credit. This document must be signed by both the student and mentor.

At the end of the Internship, the student is required to submit a written report to his/her mentor for review. This document must be signed by both the student and mentor and should make reference to the Internship proposal and statement of goals. This document will be reviewed by one or more ECE faculty members before a grade is assigned. In addition, the mentor is asked to provide a written performance review of the student using a form provided by the ECE Department.

Application for the Internship program (EELE 498) should be made to the ECE Department Head before final exam week of the semester prior to the Internship.

### ***Enrollment Checklist:***

- \_\_\_\_\_ Identify Internship sponsor/company and professional mentor
- \_\_\_\_\_ Fill out the *Internship Credit Request Form*
- \_\_\_\_\_ Have Mentor fill out the *Intern Mentor Information Form*
- \_\_\_\_\_ Prepare the Internship proposal/description with signatures of student and mentor
- \_\_\_\_\_ Submit EELE 498 *Restricted Entry Form* (can be a semester following the Internship)

### ***Schedule of required reports:***

1. *Written proposal/description of the work to be performed and statement of goals.*  
Due no later than three weeks after commencing each on-site Internship.
2. *Final written report (signed by both student and mentor).*  
Due no later than end of final week of the term of the Internship.
3. *Mentor's Intern Evaluation Form.*  
Due no later than end of final week of the term of the Internship.

## Internship Credit Request Form (EELE 498)

Your Name (Please print): \_\_\_\_\_  EE  CpE Date: \_\_\_\_\_

ID#: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

I hereby request that I be allowed to take EELE 498 Internship, with the following organization. My Internship will be under the direct supervision of the mentor listed below.

I. Internship Dates: \_\_\_\_\_

Name and address of Sponsor Organization:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

II. Name and title of Mentor: \_\_\_\_\_

Phone and e-mail of Mentor: \_\_\_\_\_

III. Attach a formal description of the Internship project/activities. The description should be in sufficient detail to allow the ECE Department to determine the internship's applicability as a professional elective. The description must be signed by both the student and his/her mentor.

**Note:** EELE 498 can be added for the Fall or Spring Semester following the internship. One academic credit (1 cr.) of EELE 498 can be enrolled for each internship period, with the limitation that only 3 credits (total) of EELE 498 may count toward ECE professional elective requirements.

The mentor's evaluation and a detailed internship activity report, signed by both the student and mentor, will be used in determining the EELE 498 grade.

*I understand the requirements and obligations of the ECE Internship Program:*

\_\_\_\_\_  
Signature of Student

Please return this form to: Department Head, Electrical & Computer Engineering Department, 610 Cobleigh Hall, Montana State University, Bozeman, MT 59717-3780, Phone: (406) 994-2505, Fax: (406) 994-5958, along with the appropriate restricted entry form for EELE 498, obtained from the ECE Office.

## Intern Mentor Information Form (EELE 498)

Student Name (Please print): \_\_\_\_\_  EE  CpE Date: \_\_\_\_\_

ID#: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

I. Internship Dates: \_\_\_\_\_

Name and address of Sponsor Organization:

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II. Name and title of Mentor: \_\_\_\_\_

Phone and e-mail of Mentor: \_\_\_\_\_

III. The student intern is required to submit a description of his/her proposed activities with your organization in sufficient detail to allow Department faculty to determine that the Internship is applicable for academic professional elective credit. This description is required to document the validity of the Internship for ABET (Accreditation Board for Engineering and Technology). The description must be signed by both the student and his/her mentor.

Has the prospective intern discussed this requirement with you and submitted a project description for your approval and signature?    yes \_\_\_    no \_\_\_

(If yes, please enclose the project description with this form. If no, please send the project description within 10 working days to the address below.)

\_\_\_\_\_  
Signature of Mentor

## Mentor's Intern Evaluation Form (EELE 498)

Student Name (Please print): \_\_\_\_\_ Date: \_\_\_\_\_

I. Internship Dates: \_\_\_\_\_

Name and address of Sponsor Organization:

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II. Name and title of Mentor: \_\_\_\_\_

Phone and e-mail of Mentor: \_\_\_\_\_

III. To meet ABET certification requirements it is necessary that the intern prepare a detailed report of his/her activities during the period of the internship and submit it to the mentor for review. This report must be signed by both the intern and mentor. The report will also be used by the ECE Department as a basis for the grade assigned in the EELE 498 course.

Please state your brief evaluation of the student's performance in the internship for your organization:

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IV. (Optional) If you were to assign a letter grade (A, B, C, D or F) to the Intern's performance, what would it be? \_\_\_\_\_

\_\_\_\_\_  
Signature of Mentor

Please return this form to: Department Head, Electrical & Computer Engineering Department, 610 Cobleigh Hall, Montana State University, Bozeman, MT 59717-3780, Phone: (406) 994-2505, Fax: (406) 994-5958.