

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

Major _____ **USF GPA:** _____ **Circle: undergrad/grad**

_____ @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

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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 system.**