

# Chemical Engineering Undergraduate Internship (CHE 4020) Enrollment & Agreement Form

This document is to be completed by the student once an offer of employment for an internship and/or co-op has been extended to the student. Once completed, this form must be e-mailed along with the offer letter to the academic advisor (Ms. Thompson, kristina.thompson@ttu.edu)

## 1 Eligibility

You can earn course credit for your internship that will count toward your degree plan by enrolling in CHE 4020. You can choose both the credit hours you want (up to a maximum of 3) and the semester of enrollment, but it must be either in the same semester that you perform your internship or in the following semester in the next academic year. However, if you plan to earn credit for the following semester, you must still submit (i) this form, (ii) offer letter, (iii) mid-internship update report, (iv) supervisor survey, and (v) student survey by the end of the internship experience, with only the final report and presentation due the next semester. If you take 3 credit hours, CHE 4020 can count as one of your 3 electives. If you have previously earned 3 credit hours under CHE 4020 for your internship, you cannot count any additional credit hours to your chemical engineering degree plan.

## 2 Student Information

Student Name

R-number

Courses taken (and passed) to date:

Sophomore: CHE 2310    CHE 2321    CHE 3315

Junior: CHE 3326    CHE 3322    CHE 3341    CHE 3323    CHE 3232    CHE 3330

CHE 4000 Research

CHE 43xx Electives (Please Specify)

Expected Graduation Date

Have you done an internship/co-op before? Yes    No

If yes, please specify who the internship was with, and whether you enrolled in the internship class (CHE4020) and earned credit:

### 3 Current Internship Offer

Employer or Company name

Location of internship

Supervisor name and contact

Proposed dates (start-end)

Job title

Brief description of duties 1.

Brief description of duties 2.

Brief description of duties 3.

Brief description of duties 4.

Brief description of duties 5.

### 4 Agreements

**I have read through the syllabus completely and fully understand all the requirements to earn credit, including my responsibility to seek approval by my employer to reproduce data and analyses for the purposes of the report.** I further understand and agree that I will only be awarded credit for this internship experience once I have completed and submitted the following documents, and that failure to do so will likely result in a failing grade for the course:

- This completed form
- An offer letter stating my position and job duties
- A mid-semester update/report (during the internship/co-op experience)
- Final Technical Report (submitted by the student via blackboard)
- Recorded video/zoom presentation to the faculty/students
- Student Survey (submitted by the student via blackboard)
- Supervisor Survey (submitted via blackboard or confidentially to the instructor)

Signature (or full name)

Date