

Engineering Internship Formats:

A) Zero Credit, Zero Cost, University Transcript Recognition Only Arrangements-Most are Paid Positions (forms attached)

Standard summer engineering internship/job (WTSN 495): Internship Form 1 is filed with the Watson School Advising Office, with Form 2 filed by job supervisor at end of summer. At that time the student is registered for the fall semester in the above course---a zero credit, pass/fail situation. The pass grade is posted at the end of the semester. That way there is no cost associated with the pseudo course, but it is recognized by the University on the official BU transcript. This often represents a full time or nearly full time job.

The above can be done in the same **zero-credit format during a regular semester (WTSN 493)** but represents a part time situation and, again, mere University acknowledgement of the effort. This is rarely used.

Summer research internship (WTSN 496): Uses same forms as above. This represents University acknowledgement of summer research experiences usually done at other locations like NIST, Brookhaven Labs, or various universities.

Patent Law internship, summer or regular semester (WTSN 494): This represents part time work at a local law firm and is most often done during the regular semester and not usually for pay. (Students use the same form as above unless they choose to register for the Off Campus College (OCC) official course for academic credit to be placed on their record. OCC credits are useful as free elective only but do cost the usual amount for each credit.)

OR

B) For Academic Credit-Whether Paid or Not and Done Entirely Through the Departments

With department approval (DARS exception form, plus appropriate yellow independent study form) any engineering student can register for academic credit either during summer or a regular semester, using that credit in any manner the department deems appropriate—professional, technical, open/free, or substitute credits. Whether the experience is a paid situation or not is unimportant unless specifically prohibited by the department. The key is that such work is monitored and graded by a faculty member, with documentation of this in the department file. Please note that the Mechanical Engineering Department allows, with DARS exception, one internship to be used in the open elective area only. No other type of credit is allowed for internships in that major.

The various Watson School numbers associated with either Industrial Internship or Independent Study are:

EECE 496 Industrial Internship or EECE 497

ME 496 Industrial Internship

ISE 497 Independent Study

For BE majors: refer to Option A (above) as only zero-credit internships are allowed.

NOTE: Any independent study or Industrial Internship which is registered for during summer requires tuition payment and is subject to all described above.

ZERO CREDIT
INTERNSHIPS IN ENGINEERING: PROCEDURES

Step 1:

- Student or employer files the completed Form I (Position Description) to be filed with the Watson School Advising Office.
- This identifies the student, employer, and the agreed upon position expectations.
- Copies will be retained in both the Watson School Advising Office and the student's department file.

Step 2:

- At the end of the summer Form II, the Internship Completion Form is signed by the industrial/research contact to whom the intern reports and mailed or faxed to the Watson School Advising Office.
- Copies of the form will be retained in both the Watson School Advising Office and the student's department file.

Step 3:

- Upon receipt of Form II, noting successful completion of the internship, the appropriate course (summer engineering internship, research internship, patent law, or engineering internship) is added to the student's official University transcript.
- This is not a credit-bearing course, but serves as proof of the experience.

***Watson School Advising Office, LSG 552
P.O. Box 6000
Binghamton University
Binghamton, New York 13902-6000
Phone: (607) 777-6203
Fax: (607) 777-4822***

(ZERO CREDIT) Semester or Summer Internship/Co-op Program
Form I - Position Description

STUDENT NAME: _____ DATE: _____

B-NUMBER _____ MAJOR: _____

E-MAIL ADDRESS: _____

Organization Name: _____

Contact Person: _____

Address: _____

Phone/e-mail: _____

Intern/Co-op Job Title: _____ Salary: _____

Start Date: _____ End Date: _____ Est. hours per week: _____

Supervisor: _____

Responsibilities/Essential functions:

PLEASE RETURN THIS FORM TO:

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P.O. Box 6000
LSG 552, Binghamton University
Binghamton, New York 13902-6000
Phone: (607) 777-6203
Fax: (607) 777-4822**

This form will remain on file in Watson School Advising. At the end of the internship period, Form II should be completed by the person responsible for the student at the internship site and mailed to the Director of Watson Advising at the above address. When Form II is received in confirmation of the student's successful completion of the internship, the notation "Internship" will be added to the student's permanent record.



(ZERO CREDIT) Semester or Summer Internship/Co-op Program
Student Registration Form II – Evaluation

STUDENT NAME: _____ DATE: _____

Company/Organization Name: _____

Address: _____

Internship Job Title: _____

Person reporting to: _____

e-mail: _____ Phone: _____

Did the student intern/co-op meet your expectations of performance for the position responsibilities as noted in the initial position description? _____yes _____no

Please provide your comments on this person's work performance or anything relevant to the experience:

Would you like to be contacted to discuss any aspect of this internship? _____yes _____no

Thank you for your interest in a Watson School intern and for providing this valuable experience.

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