

**Minnesota State University, Mankato**  
**Electrical and Computer Engineering and Technology**  
**Engineering Graduate EE 597 Internship**

**Steps to Complete Graduate Internship**

1. Complete readiness check section of Form A and verify readiness with Professor Allen.  
 Completion Date: \_\_\_\_\_
  
2. Locate suitable internship employer and determine their willingness to support your internship.  
 Completion Date: \_\_\_\_\_
  
3. Arrange with your internship sponsor to have them prepare a list of your proposed internship job responsibilities. You will need to have this in your possession before permission can be granted for enrollment in EE 597 and before permission can be granted by ISO for work authorization (if appropriate).  
 Completion Date: \_\_\_\_\_
  
4. Arrange an appointment with Professor Allen.  
*If you are an international student, bring to this meeting:*
  - a. the contact information for your internship sponsor.
  - b. your completed description of your internship responsibilities provided by your proposed sponsor.
  - c. your completed request for Curricular Practical Training.Professor Allen will review these forms and send them to the ISO office for their review. Only after the ISO office approves will permission be granted for you to enroll in EE 597.
  - d. ISO review and approval: \_\_\_\_\_*If you are a domestic student, bring to this meeting:*
  - a. the contact information for your internship sponsor.
  - b. your completed description of your internship responsibilities provided by your proposed sponsor. Completion Date: \_\_\_\_\_
  
5. Obtain enrollment permission to register for internship from Professor Allen. This permission will only be given after Form A is completed and all relevant tasks are completed above.  
 Completion Date: \_\_\_\_\_

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6. After approximately two weeks in your internship position, complete with your Company Internship Coordinator Form B and have it delivered to Professor Allen.  
 Completion Date: \_\_\_\_\_
  
7. At the completion of your required internship hours, work with your company internship coordinator to complete Form C and have it sent to Professor Allen.   
Completion Date: \_\_\_\_\_
  
8. Prepare your internship report using the guidelines provide by Professor Allen.   
Completion Date: \_\_\_\_\_
  
9. Arrange an appointment to meet with Professor Allen to discuss your Final Report – which will be placed in your student file – and to complete your Education Outcomes Assessment of your internship experience.  
 Completion Date: \_\_\_\_\_

Note: International students must be enrolled full time during regular semesters, and must be moving toward timely completion of their degree in order to be involved in the internship program.

**Only after all of these requirements have been met will it be possible to assign credit for this experience.**

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**Form A**

Date \_\_\_\_\_

Student Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-mail \_\_\_\_\_

Title and Description of Internship Position

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

Company / Organization

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

Credit hours of internship requested \_\_\_\_\_

Hours committed to work for total internship credit \_\_\_\_\_

Anticipated Starting Date \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

***Readiness check: Please list all graduate courses taken and grade received:***

Course

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

***(This form to be maintained as part of the student file!)***

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Form B – Page 1

*(This form must be received before the student will be allowed to register for  
internship)*

Date \_\_\_\_\_  
Student Name \_\_\_\_\_  
Supervisor Name \_\_\_\_\_  
Company \_\_\_\_\_  
Company Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
E-mail \_\_\_\_\_  
Title of Internship Position \_\_\_\_\_  
Anticipated Starting Date \_\_\_\_\_  
Anticipated Hours / Week \_\_\_\_\_

**Please use page 2 of Form B for a description of duties / responsibilities.**

Please mail in a company letterhead envelope to:

Dr. Gale R. Allen  
Department of Electrical, Computer Engineering and Technology  
242 South Trafton Science Center  
Minnesota State University  
Mankato, MN 56001

Phone: 507-389-5760  
E-mail: [gale.allen@mnsu.edu](mailto:gale.allen@mnsu.edu)

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**Form B – Page 2**

Please describe the duties / responsibilities of the internship position. Of special interest will be the extent of involvement with electrical / electronic hardware and computer and network equipment.

Employer/Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

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Form C – Page 1

*To be completed by the Employer/Supervisor following completion of the internship experience.*

Date \_\_\_\_\_

Student Name \_\_\_\_\_

Supervisor of Intern \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-mail \_\_\_\_\_

Title of Internship Position \_\_\_\_\_

Ending Date of Internship Experience \_\_\_\_\_

*Please use page 2 of Form C to describe the performance of the student in the internship position and any recommendations regarding the internship program.*

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Department of Electrical, Computer Engineering and Technology  
242 South Trafton Science Center  
Minnesota State University  
Mankato, MN 56001

Phone: 507-389-5760

E-mail: [gale.allen@mnsu.edu](mailto:gale.allen@mnsu.edu)



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**Form D**

**Educational Outcomes Assessment**

*To be completed by the supervising professor following completion of the internship experience.*

Student Name \_\_\_\_\_

Please check the appropriate outcomes for experiences that the student has developed through the internship process. (Please use extra space provided to list additional outcomes.)

- Effectively identify, formulate, and solve an engineering problem.
- Understand professional and ethical responsibilities.
- More effectively communicate orally and in written form.
- Understand the documentation process for an engineering design problem.
- Better understand project management and rudimentary economic considerations associated with an engineering problem.
- Participate in a group atmosphere for the defining, planning, and execution of open-ended problems.
- Use software tools appropriate to solve engineering problems.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Professor: \_\_\_\_\_  
Grade Assigned: \_\_\_\_\_

Date: \_\_\_\_\_

*(This form to be maintained as part of the student file!)*