

**Minnesota State University, Mankato**  
**Electrical or Computer Engineering and Technology**  
**Undergraduate EE 497 Internship**

**Steps to Complete Undergraduate Internship**

1. Complete readiness check section of Form A and verify readiness with Professor Megat-Hamari.  
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 497 and before permission can be granted by ISO for work authorization (if appropriate).  
Completion Date: \_\_\_\_\_
  
4. Arrange an appointment with Professor Megat-Hamari.

*If you are an international students, 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 Megat-Hamari 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 497.

- 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 Megat-Hamari. This permission will only be given after Form A is completed and all relevant tasks are completed above.  
Completion Date: \_\_\_\_\_

**Minnesota State University, Mankato**  
**Electrical or Computer Engineering and Technology**  
**Undergraduate EE 497 Internship**

6. After approximately two weeks in your internship position, complete with your Company Internship Coordinator Form B and have it delivered to Professor Megat-Hamari.  
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 Megat-Hamari. Completion Date: \_\_\_\_\_
  
8. Prepare your internship report using the guidelines provide by Professor Megat-Hamari.  
Completion Date: \_\_\_\_\_
  
9. Arrange an appointment to meet with Professor Megat-Hamari 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.**

**Minnesota State University, Mankato**  
**Electrical or Computer Engineering and Technology**  
**Undergraduate EE 497 Internship**

**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: After each course, list the semester taken and the grade received:***

EE 230 \_\_\_\_\_ PHYS 221 \_\_\_\_\_

EE 231 \_\_\_\_\_ MATH 121 \_\_\_\_\_

EE 234 \_\_\_\_\_ MATH 122 \_\_\_\_\_

EE 235 \_\_\_\_\_

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

**Minnesota State University, Mankato**  
**Electrical or Computer Engineering and Technology**  
**Undergraduate EE 497 Internship**

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. Puteri Megat-Hamari  
Department of Electrical, Computer Engineering and Technology  
Trafton Science Center N242  
Minnesota State University  
Mankato, MN 56001

Phone: 507-389-1274

E-mail: [Puteri.Megat-Hamari@mnsu.edu](mailto:Puteri.Megat-Hamari@mnsu.edu)

**Minnesota State University, Mankato**  
**Electrical or Computer Engineering and Technology**  
**Undergraduate EE 497 Internship**

**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.

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

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

**Minnesota State University, Mankato**  
**Electrical or Computer Engineering and Technology**  
**Undergraduate EE 497 Internship**

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.*

Please mail in a company letterhead envelope to:

Dr. Puteri Megat-Hamari  
Department of Electrical, Computer Engineering and Technology  
Trafton Science Center N242  
Minnesota State University  
Mankato, MN 56001

Phone: 507-389-1274

E-mail: [Puteri.Megat-Hamari@mnsu.edu](mailto:Puteri.Megat-Hamari@mnsu.edu)

**Minnesota State University, Mankato**  
**Electrical or Computer Engineering and Technology**  
**Undergraduate EE 497 Internship**

**Form C – Page 2**

1. Evaluate the student's performance of assigned tasks.
  
  
  
  
  
  
  
  
  
  
2. Evaluate the preparation of the student for the internship position. Consider strength and weaknesses and how the student compared with other beginning employees. Please make any suggestions for changes in our curriculum that would make student interns more effective for your organization.
  
  
  
  
  
  
  
  
  
  
3. Summarize your reactions to the internship program. Please suggest ways in which the program might be improved.
  
  
  
  
  
  
  
  
  
  
4. Would you / your company be interested in employing student interns from our program in the future?

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

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

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

**Minnesota State University, Mankato**  
**Electrical or Computer Engineering and Technology**  
**Undergraduate EE 497 Internship**

**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: \_\_\_\_\_

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

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

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